

# The Haven

## Volunteer Application

Thank you for your interest in volunteering at The Haven. All volunteer applications are reviewed with consideration of current volunteer opportunities. The information provided will be stored in confidence. Only authorized staff will have access to your information. We reserve the right to refuse any applications at the discretion of staff.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

Employer: \_\_\_\_\_

Organization (Church, Club, etc.): \_\_\_\_\_

Ineed of Filfilling Community Service?  Yes  No

Preferred form of contact  Phone  Email

Volunteer Area of Interest:

Customer Service  Lunch  Dinner  Serve on Committee  Fundraisers  Day Program

What days will you be available?  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Other \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

All applicants must answer the following question. Failure to answer honestly will disqualify the applicant as a volunteer at our organization.

Are you a registered sex offender?  Yes  No

By signing below, you agree that all information provided in this application is true to the best of your knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Conflict of Interest for Board of Directors, Staff, and Volunteers**

Any of the following will be viewed as a conflict of interest any may not be undertaken without specific Board approval:

- Transporting guests in your personal vehicle
- Lending or borrowing money from a guest
- Buying or selling any items to a guest
- Holding money or becoming rep payee for guest
- Having social contact outside the facilities or engaging in any relationship other than professional with a guest
- Paying a guest to perform work at the facility
- Giving gifts to a specific guest
- Asking a guest for personal favors
- Providing personal favors to guests

A guest is any individual who is currently receiving services, or has received services in the last twelve months.

### **The Haven Confidentiality Policy**

The Haven Confidentiality Policy is as follows:

All Board members, volunteers, interns, and employees must sign and strictly adhere to this confidentiality agreement. It states that the below mentioned individual will not tell anyone the name of clients of The Haven. I understand that maintaining confidentiality is an obligation which applies not only during the time of my association with the shelter, but also anytime thereafter.

This policy is effective as of December 31, 2003 and will remain in effect until The Haven is dissolved.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_