



Foundation Communities Volunteer Application and Agreement

Name: _____ **e-mail:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Day phone: _____ **Cell phone:** _____
Emergency contact: _____ **phone:** _____ **Relation:** _____

Volunteer Philosophy Statement:

We believe that our volunteers and staff members are the greatest resource to Foundation Communities. Volunteers and staff will work side by side to deliver our mission of empowering families to succeed. Although responsibilities may differ, we believe that volunteers and staff members should both lead and serve. Volunteers are vital and essential to Foundation Communities.

Volunteer Bill of Rights:

- Volunteers will be treated like coworkers, with the utmost professionalism, courtesy and will not be seen as “free” help.
- Volunteers have the right to be heard. We are committed to providing effective channels of communication for feedback and effective and efficient conflict resolution.
- Volunteers will be given the opportunity to provide feedback on their experiences helping us to provide a better experience for volunteers, clients and staff.
- Volunteers have the right to receive the appropriate training necessary to fulfill their roles and responsibilities.
- Volunteers have the right to work in a safe, respectful, and friendly environment.
- Volunteers have a right to work in an environment that supports and encourages diversity.
- Volunteers have the right to work in an environment that supports personal and professional development.
- Volunteers have the right to be and will be recognized and acknowledged for their commitment and talent.

Volunteer Standard of Conduct:

- Volunteers will treat residents professionally, courteously and respectfully.
- Volunteers will safeguard confidentiality of residents in all matters.
- Volunteers will provide service to the best of their ability and act in the best interest of our residents.
- Volunteers will only provide services they are qualified and trained to give.
- Volunteers will exercise reasonable care for Foundation Communities space.
- Volunteers will not solicit business from residents or use knowledge gained from Foundation Communities training for personal gain.
- Volunteers will not accept payment for services provided.
- Volunteers will follow the policies and procedures designated by Foundation Communities.
- Volunteers will sign policy and agreement forms prior to volunteering with residents.

Volunteer Agreement

- Volunteers who are 16 years or older and wish to work directly with children must have a criminal background check in order to begin service.
- Volunteers must give notice if unable to uphold their commitment.
- Volunteers must not have in their possession illegal substances, firearms or open alcohol during their volunteer time.
- Worker’s Compensation is not provided for volunteers.
- Volunteers are responsible for the safety of their own personal property. We recommend that you leave valuables at home.
- Volunteers agree to have their pictures taken and used for Foundation Communities promotional purposes.
- Volunteers must provide services for a minimum of 10 hours before they can use their experience on a resume or receive a recommendation for services performed.

I acknowledge and agree to abide by Foundation Communities’ Volunteer Policy listed above.

Volunteer Signature

Date