



## Volunteer Welcome Manual and Application

### Note from Development Team

*Dear Volunteer,*

*On behalf of Easterseals Blake Foundation (EBF), thank you for volunteering with us. We are delighted that you would like to become a part of our organization and are eager to begin our work with you. Your commitment to the philosophy and goals of EBF will help us maintain a high level of effectiveness and professionalism. As a volunteer, you serve an important function within our organization.*

*This manual was developed to provide you with information about some basic volunteer policies. We hope you will familiarize yourself with this information because it will help you in your role and contribution as an EBF volunteer. As a volunteer, it is your responsibility to stay abreast of current procedures.*

*The policies and procedures manual does not guarantee any fixed terms and conditions of a volunteer's participation in EBF programs. Your service as a volunteer will last only as long as you and EBF mutually agree. However, we look forward to a long and rewarding relationship with all of our volunteers.*

*EBF volunteers are an integral part of our organization. We hope your experience with us will be gratifying for you and beneficial for our assigned programs. We welcome suggestions you may have for improving our services, programs, or volunteer policies and procedures.*

*Sincerely,*

*Easterseals Blake Foundation's Development Team*



## Personal Information

Name: \_\_\_\_\_  
  Last  First  Middle  
Address: \_\_\_\_\_  
  Street  City  State  Zip  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

1. Have you ever previously volunteered for Easterseals Blake Foundation? Yes \_\_\_\_ No \_\_\_\_  
If yes, list previous dates volunteered & locations: \_\_\_\_\_

2. Do you have any relatives working for Easterseals Blake Foundation? Yes \_\_\_\_ No \_\_\_\_  
If yes, list relative(s) name(s) and office location(s): \_\_\_\_\_

3. What are the hours, days and times you can volunteer?  
Please check days and circle times that apply:

Monday ____	Morning	Afternoon	Evening
Tuesday ____	Morning	Afternoon	Evening
Wednesday ____	Morning	Afternoon	Evening
Thursday ____	Morning	Afternoon	Evening
Friday ____	Morning	Afternoon	Evening
Saturday ____	Morning	Afternoon	Evening
Sunday ____	Morning	Afternoon	Evening

4. Do you have any health or physical limitations that could affect your volunteer Assignment?  
Yes \_\_\_\_ No \_\_\_\_  
If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Have you ever been convicted of a crime and/or pleaded no contest to any crime?  
Yes \_\_\_\_ No \_\_\_\_  
If yes, please explain in detail being sure to provide dates and locations of conviction:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What is your experience dealing and working with the public?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Emergency Contact Information

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

## References

Name	Telephone	Years Known	Relationship

## Certify and Sign

I certify that the information provided in the Volunteer Application is true, correct and complete. I authorize verification of all statements and information contained in this application. I authorize former employers and/or institutions to provide information concerning me, and I release them from liability for providing any such information to Easterseals Blake Foundation. I understand that any misrepresentation, omission, or falsification of any fact from this application or during any interview will be cause for rejection of this application or dismissal from volunteer services. I also understand that acceptance for volunteer services are subject to verification of references and satisfactory background check and fingerprint clearance.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## Use of Automobile Agreement

My personal automobile is and will be insured for liability and medical payments at or above the requirements of state law. If, at any time, my auto is not insured, I will not take passengers nor utilize my vehicle for Easterseals Blake Foundation activity/ies.

I agree to hold Easterseals Blake Foundation harmless for any claims brought against it as a result of any negligence or improper operation of my automobile while engaged in any part of any Easterseals Blake Foundation activity/ies, and I agree to indemnify Easterseals Blake Foundation as a result of my negligence or improper operation of my automobile.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## Volunteer Policies

EBF accepts the service of all volunteers with the understanding that such service is at the sole discretion of the agency. Volunteers agree that the agency may at any time, for whatever reason, decide to terminate the volunteer's relationship with the agency.

- A “Volunteer” must complete the Volunteer Application and be officially accepted by the agency prior to performance of the task.
- When background checks or other conditions are required for specific program volunteers, these requirements also apply to youth volunteers. It is the policy for EBF volunteers who are required to do fingerprint and background checks in order to be accepted into the program that they pay for their own checks. If they remain with EBF for six or more months and volunteer at least three hours per week, those charges will then be reimbursed to the volunteer.
- Volunteers under Age 21, are not permitted to serve on committees or serve at events where alcohol is served as part of the event. Examples include, but are not limited to, Cooking with the Stars, Southern Arizona Brewers Festival, etc.
- Volunteers shall abide by the policies and procedures established by EBF, including confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, or other person or involves overall agency business. Failure to maintain confidentiality may result in termination of the volunteer’s relationship with the agency or other corrective action.
- Volunteers are asked not to contact organizations or individuals on behalf of EBF unless they are given expressed consent and written directions to do so by the Program or Project Manager. Prior to any action or statement which might significantly affect or obligate EBF, volunteers should seek prior consultation and approval from appropriate staff. These actions may include but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of the agency as specifically indicated within their job descriptions and only to the extent of such written specifications.
- Volunteers on occasion will need to contact other volunteers with regard to their activities with EBF. We expect all such communications among volunteers to follow general etiquette guidelines. Other than email addresses, EBF will not share contact information about a volunteer with another volunteer without the express consent of all parties involved. We encourage volunteers to use common sense when communicating with other volunteers.
- Volunteers are expected to carry themselves in a professional manner at all times. Our dress code is casual, however, volunteers are requested to arrive dressed appropriately for the work that they will be performing. This dress code has been

developed with the safety of volunteers in mind. The following of work place safety standards is designed to respect our clients. Please adhere to this dress code to insure that you will be able to fully take part during your day of service. Volunteers arriving dressed inappropriately will not be allowed to take part unless suitable accommodations can be made. Volunteers should not wear the following: ripped, patched, or stained clothing, clothing with offensive language or displays of alcohol/tobacco, exposed midriff/tops or sleeveless shirts, and excessively short, tight, or revealing clothing.

- Volunteers who do not adhere to the rules and procedures of the agency or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of agency materials, abuse or mistreatment of clients, staff or other volunteers, failure to abide by agency policies and procedures, and failure to satisfactorily perform assigned duties.
- EBF is a Smoke FREE environment. Smoking is PROHIBITED in and on the property.
- Safety is important to all of us. Volunteers should conduct themselves in a way that promotes safety of themselves, co-workers, and clients. Volunteers should never put themselves or others in a situation that makes them fearful or uncomfortable. If you feel uncomfortable, please notify a staff member immediately.

My signature signifies I agree to these terms and will abide by, adhere to and honor all of the above. In making my application for volunteer service, I express my acceptance of the Easterseals Blake Foundation Mission, Vision, and Values and agree to uphold and interpret them to the best of my ability. I am willing to take any necessary training and will participate actively to fulfill my role in the community and Easterseals Blake Foundation.

Printed Name: \_\_\_\_\_

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

## **Volunteer Procedures**

- Volunteers contacting Easterseals Blake Foundation should and will be directed to the Events and Marketing Manager.
- Staff members needing volunteers should request volunteers through the Events and Marketing Manager.

- Staff members requesting volunteers should fill out a **Volunteer Request** form and sign the EBF **Volunteer Request Memo of Understanding**.
- Volunteers will be required to fill out a Volunteer Application and will be presented with and required to sign off on the Policies and the Procedures forms.
- Volunteers will be officially accepted by the Events and Marketing Manager prior to beginning their assignment. Volunteers will not be considered as "employees" of EBF.
- Volunteers that have to pay for fingerprinting and background checks required as a result of EBF volunteer work can request reimbursement from the Events and Marketing Manager through their immediate program manager after volunteering at least three hours a week for six or more months.
- Volunteers that are participating in student community service activities, student intern projects, alternative sentencing or diversion programs, corporate volunteer programs, and other volunteer referral programs will be required to have a written agreement in effect with the organization, school, or program from whom the special case volunteers originate. This agreement must be reached in writing before the volunteer begins a volunteer assignment, and it is the responsibility of the volunteer to secure this agreement with the appropriate organization.
- Volunteers 17 and under will be encouraged to participate in the Walk Run Roll event or work with program/development staff to find specially tailored volunteer opportunities including, but not limited to, administration, program, and development. In special instances, a parent or legal guardian may be required to accompany the youth volunteer for their volunteer shift.
- Volunteers shall sign a confidentiality agreement with EBF Administration, see attached.
- Volunteers on occasion will need to contact other volunteers with regard to their activities with EBF. Your immediate EBF Administrator will give you contact information and direct you in your processes.
- You must arrive dressed appropriately for the work that you will be performing. Volunteers arriving dressed inappropriately will be asked to abandon their volunteering for the day if accommodations cannot be made. See detailed description of dress code under "Volunteer Policies" for more information.
- Volunteers should contact the Events and Marketing Manager when finished or interested in changing jobs. Volunteer hours will be kept by the EBF staff member directly overseeing the volunteer.

My signature signifies that I have read and understand Easterseals Blake Foundation's Volunteer Procedures. I also agree that, in the case that I do not understand, that I will discuss the matter and address the questions that I have with the  
Events and Marketing Manager.

Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Confidentiality, Non-Use, and Non-Disclosure Agreement

**THIS AGREEMENT CREATES IMPORTANT OBLIGATIONS WHICH ARE BINDING.  
PLEASE READ IT IN FULL BEFORE YOU SIGN.**

I recognize the importance of protecting the Company's confidential information and other intellectual property, and for good and valuable consideration which I have received, including my engagement to provide services to the Company in either event referred to in this Agreement as my "Relationship with the Company," or the continuation of my Relationship with the Company, I agree to the following:

1. **DEFINITIONS.** For the purposes of this Agreement:

- (a) "*Company*" means Easterseals Blake Foundation and all its subsidiaries or related activities.
- (b) "*Confidential Information*" means information (including information created by me) which is not generally known about the Company or its business, including, without limitation, information about its products, projects, designs, developmental or experimental work, computer programs, software, databases, know-how, processes, formulas, customers, suppliers, business plans, marketing plans and strategies, finances, or personnel, clients and families served, and information obtained from third parties under confidentiality agreements.

2. **CONFIDENTIAL INFORMATION.**

- (a) *Ownership of Confidential Information.* All Confidential Information which comes into my possession or that previously came into my possession shall be and remain the exclusive property of the Company.
- (b) *No Disclosure of Confidential Information.* Unless authorized in writing by the Company, I will maintain all Confidential Information in confidence and, except as necessary in conjunction with my services for the Company, will not copy or make notes of, or divulge any such information to anyone inside or outside the Company or use any of the Confidential Information for my own or another's benefit, either during or after the term of my Relationship with the Company. I understand and agree to maintain at all times the high confidentiality of all information I obtain in any way through my work for the Company and will observe this confidentiality in all contacts, including formal and informal conversations, correspondence, memorandum, emails, and personal interactions with other employees of the company.
- (c) *Returning the Company Documents and Tangible Property.* Upon request of the Company and, in any event, upon termination of my Relationship with the Company, I will promptly surrender and deliver to the Company (and agree not to keep in my possession or deliver to anyone else) and refrain from using any Confidential Information, records, data, notes, reports, proposals, lists, correspondence (electronic and print), specifications, drawings, blueprints, sketches, flow diagrams, materials, equipment, devices or any other documents or property (including photocopies or other reproductions of any of the foregoing items) of the Company.
- (d) *Confidential Information of Third Parties.* During my Relationship with the Company I may receive, under non-disclosure agreements agreed to by authorized representatives of the Company, information claimed by third parties to be their confidential information. I agree that I will respect such agreements and will not disclose such information to any person or organization, except as is necessary in carrying out my work for the Company consistent with the Company's agreement with such third parties. At the request of the Company and, in any event, upon the termination of my Relationship with the Company, I will promptly surrender to the Company any such information.

3. **NON-USE OF PROPERTY OF THIRD PARTIES.**

During my Relationship with the Company, I will not improperly use or disclose any confidential or proprietary information or property of any third party.



**4. ENFORCEMENT AND REMEDIES.**

I acknowledge that any violation of this Agreement may result in immediate termination of my Relationship with the Company and may subject me to a criminal prosecution and/or civil action for damages, monetary or otherwise, by the Company for any and all losses sustained as a result of the unauthorized disclosure or use of any Confidential Information or other actions which breach any provision of this Agreement or any of the covenants contained herein. I recognize that the Company's remedies at law may be inadequate and that the Company shall have the right to seek injunctive relief in addition to any other remedy available to it. If I breach this Agreement or any of the covenants contained herein, the Company has the right to, and will seek, issuance of a court-ordered injunction as well as any and all other remedies and damages, to compel the enforcement of the terms stated herein. If court action is necessary to enforce this Agreement, the prevailing party shall be responsible for the Company's reasonable attorney's fees and court costs. I agree that in the event of a breach or threatened breach of any of the provisions of this Agreement, in addition to any other remedy provided for herein or at law, the Company shall have the right to notify my then present or prospective employer of the terms of this Agreement (including but not limited to providing a copy of this Agreement) without in any manner being liable for such action.

**5. MISCELLANEOUS.**

(a) *Severability.* If any provision of this Agreement or portion thereof is determined by a court of competent jurisdiction to be wholly or partially unenforceable for any reason, such provision or portion thereof shall be considered separate from the remainder of this Agreement, which shall remain in full force and effect.

(b) *Waiver.* The Company's waiver or failure to enforce any violation or provision of this Agreement shall not constitute a waiver of its rights hereunder with respect to any violation or provision of this Agreement, and shall be effective only if in writing, signed by the Company, and then only in the specific instance and for the specific purpose given.

(c) *Governing Law.* This agreement shall be governed by and construed and enforced in accordance with the laws of the State of Arizona. I agree that suit to enforce any provision of this Agreement or to obtain any remedy with respect hereto may be brought in Superior Court, Pima County, Arizona, and for this purpose I hereby expressly and irrevocably consent to the jurisdiction of this court.

(d) *Successors.* This Agreement shall be for the benefit of and be binding upon:

- i) My executors, heirs, legatees and personal representatives,
- ii) The successors and assigns of the Company.

(e) *Entirety of Agreement.* This Agreement supersedes all prior agreements concerning Confidential Information between myself and the Company. No amendment or modification of this Agreement shall be deemed effective unless made in writing signed by me and the Company.

Volunteer

Name: \_\_\_\_\_

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

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

Accepted and Agreed By

Name: \_\_\_\_\_

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

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

Title, Department: \_\_\_\_\_

# Volunteer Request and Memo of Understanding

## FOR STAFF USE ONLY

(You cannot have a volunteer placed with you without completing this form)

### Volunteer Request

Number of Volunteer(s) needed: \_\_\_\_\_

Date(s) Volunteer(s) needed: \_\_\_\_\_ Times Volunteer(s) Needed: From \_\_\_\_\_ To \_\_\_\_\_

Description of Job and Duties:

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Background and Fingerprint checks needed: Yes \_\_\_\_\_ No \_\_\_\_\_

### Memo Of Understanding

By signing this form, you are agreeing to abide by the rules and regulations set forth by EBF regarding the management and treatment of volunteers.

- Volunteers will be treated with utmost respect and courtesy at all times.
- I understand that a volunteer is not an unpaid employee.
- Volunteer will not be asked to do anything inappropriate or unsafe.
- Volunteer will not be physically, verbally or emotionally abused.
- Volunteer will not be sexually harassed or assaulted.
- Volunteer will not be discriminated against or slandered.
- I will report any abuse or assault or discrimination, if I witness it or it is brought to my attention, to my work supervisor and Events and Marketing Manager immediately.
- Volunteer will never be without either direct (someone is working with them) or indirect (someone is physically available at the project site, although not working hand-in-hand with volunteer) supervision.
- Volunteer will be apprised of location of building exits, fire extinguishers, first aid kits, and telephones. Please instruct them in how to dial out, if necessary.
- I will maintain a positive and encouraging environment for volunteers to work in.
- I agree to ensure that proper site orientation is provided to the volunteer.
- I will be sure to personally thank my volunteer for their investment of time and energy.

Thank you for your interest in having an EBF volunteer work with you!

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Department.: \_\_\_\_\_ Date: \_\_\_\_\_

Submit form to Development:  
ljohnson@blake.easterseals.com  
(520) 327-1529 x 128  
7750 E. Broadway Blvd. Suite A200 Tucson, AZ 85710