



THE SHEPHERD'S CENTER
OF KERNERSVILLE

Volunteer Policies and Agreements

Please read all policies listed below. When you sign your volunteer application, you are agreeing to abide by the policies while volunteering with The Shepherd's Center. Failure to abide by these policies may result in dismissal.

EXPECTATIONS

- Voluntary participation: I acknowledge that I have voluntarily applied to The Shepherd's Center of Kernersville's volunteer program. I understand that as a volunteer, I will not be paid for my services.
- The Shepherd's Center donors, service recipients, volunteers, and any visitors should be treated with respect at all times. All volunteers will respect The Shepherd's Center staff members and perform their assignments to the best of their abilities while volunteering. Each volunteer will be evaluated every two (2) years on their volunteer anniversary, from this date, March 11, 2009; however, informal reviews will be as needed.

POLICIES

Confidentiality

Volunteers may have access to other employee, service recipient, senior center member, contributor, volunteer, or The Shepherd's Center's proprietary information. This includes, but is not limited to, data relating to employees or to existing, past or future service recipients, senior center members, volunteers, or donors, and data or devices that give the organization a competitive advantage, such as marketing strategies, technological innovations, contribution files, computer software, lists and directories, and strategic plans, and ideas developed by The Shepherd's Center of Kernersville, Inc.

No information about employees, service recipients, senior center members, contributors, volunteers, or The Shepherd's Center's proprietary information is to be released to any individual or organization without authorization from the person(s) to whom it relates, unless The Center is served with a court order. In this event, the Executive Director and The Shepherd's Center of Kernersville's Board of Director's President will be informed and handle the release of this information.

Volunteers have a responsibility to keep such information confidential both during and after their tenure at The Shepherd's Center, and not use it for their own or others' benefit. Volunteers are expected to safeguard confidential and proprietary information from illegal or unauthorized disclosure to other organizations, government institutions, the media, and private parties. This includes disclosure to family, friends, and acquaintances. The Shepherd's Center of Kernersville, Inc. may take action to protect its interests in the event unauthorized disclosure occurs.

Publicity Release

I hereby consent that any narratives, depictions, pictures, film, photographs, audio-visual or sound recordings, or testimonials of me made by The Shepherd's Center of Kernersville or its respective employees and agents may be used by The Shepherd's Center, and those acting with its permission, for the purpose of illustrations, broadcast, or testimonials shared with the general public in connection with any work of The Shepherd's Center. I assign The Shepherd's Center of Kernersville, Inc. all rights to these materials.

I understand that any materials made by The Shepherd's Center of Kernersville, its employees and agents are owned by The Shepherd's Center and that they may be copyrighted. I understand that these materials may be published on The Shepherd's Center of Kernersville's website. The Shepherd's Center of Kernersville, Inc. does not need to submit these materials to me for further approval. I acknowledge that the rights described above are granted to The Shepherd's Center of Kernersville on an irrevocable and unlimited basis without any compensation or payment being made for any current or future use. I understand that my consent is voluntary.

In consideration of the volunteer opportunity provided to me through my participation in this program(s), I hereby agree that I, my assignees, heirs, guardians, and legal representatives, will not make a claim against The Shepherd's Center of Kernersville, Inc. or any of its affiliated organizations, or either of their officers or directors collectively or individually, or any of the volunteer workers for any injury, loss or damage to me or my property, that may arise or result from my participation in the program(s).

Volunteer Background Checks/Acceptance/Denial Process

Background checks are mandatory for all volunteers who will be transporting or working in the homes of older or disabled adults. Motor Vehicle Record checks are also mandatory for all drivers. By your signature on the volunteer application, you have given your approval for these record checks. Failure to give all of the necessary information required and your signature granting approval will automatically disqualify you for volunteer service in these areas.

The Shepherd's Center of Kernersville, Inc. has selected an outside consultant firm to perform the background and motor vehicle record checks. Upon receipt of the signed volunteer application, our Office Manager will request the report(s) online. Within a few days, The Shepherd's Center of Kernersville, Inc. will receive the results from this inquiry. If conviction(s) or violation(s) are found, all details including charges, court disposition(s), and sentencing will be provided. **All information received as a result of the screening will be kept confidential.** Negative results will not be disclosed to anyone other than the Office Manager and the Executive Director.

Should information be found that would prevent an individual from volunteering, the Office Manager will issue written notice to the volunteer in a confidential manner. Disqualified individuals will receive written notification informing the individual of his/her disqualification and providing information on how to dispute the results of the profile and his/her right to appeal. The volunteer is responsible for taking appropriate action to have the results of the report(s) corrected if they believe information was reported in error.

The Office Manager is also responsible for securing the written results of the background check(s) in a locked safe, and keeping them for the time period required by law, or three years, whichever is greater.

To serve as a Shepherd's Center volunteer, a person shall not have been found guilty of the following offenses:

1. All sex offenses regardless of the amount of time since offense. Examples include, but are not limited to, child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, and indecent exposure.
2. All felony violence offences regardless of the amount of time since offense. Examples include, but are not limited to, murder, manslaughter, aggravated assault, kidnapping, robbery, and aggravated battery.
3. All felony offenses within the past ten (10) years (other than violence or sex). Examples include, but are not limited to, drug offenses, theft, embezzlement, fraud, and child endangerment.
4. All misdemeanor violence offenses within the past seven (7) years. Examples include, but are not limited to, simple assault, battery, domestic violence, and hit and run.
5. All misdemeanor drug and alcohol offenses within the past five (5) years or multiple (more than one) offenses in the past ten (10) years. Examples include, but are not limited to, driving under the influence, simple drug possession, drunk and disorderly, public intoxication, and possession of drug paraphernalia.
6. Any other offense, whether misdemeanor or felony, misdemeanor within the past fifteen (15) years that would be considered a potential danger to frail and elderly older adults or directly related to the functions of that volunteer. Examples include, but are not limited to, child endangerment and aiding and abetting anyone to commit a felony or misdemeanor as shown above.
7. Examples of violations shown in the motor vehicle record checks which would prohibit someone from volunteering in a "driver" capacity include, but are not limited to, DUIs within the past seven (7) years, at fault accident with personal injury within three (3) years, or two speeding violation 10+ miles over the speed limit within three (3) years.

Following the criminal record/motor vehicle record check, The Shepherd's Center volunteer shall be contacted to begin training. No volunteer shall begin performance of any position until they have been officially accepted for a position and have completed all necessary screening, paperwork, and training. Following training, the volunteer will receive a copy of the job description which has been signed that they are trained and ready to work.

Volunteer Application

Starting Date: _____ (Approximate if already a volunteer) **SS#** _____

Name: (Dr., Mr., Mrs., Ms.) _____

Address: _____ **City:** _____ **ST** _____ **Zip:** _____

Phone: _____ **Birthday** _____ **How long at present address?** _____

Marital Status _____ **Full name of spouse** _____

Email address: _____

I am interested in working in the following areas of The Shepherd's Center:

Office – typing _____ computer (Microsoft Windows) _____ Other: _____

Transportation Office: _____ Companion Sitting: _____ Driving: _____ Handy Person _____

Project Joy _____ FIA Weekend Respite _____ Person-to-Person (visitation) _____

Telephone Reassurance _____ Mailings _____ SeniorNet (Teaching basic computer skills) _____

Circle when Available: Mon. Tues. Wed. Thurs. Fri. Sat. Sun. I prefer AM _____ PM _____

How often? (Once a week _____ Twice a Month _____ Flexible _____)

Church/Community Association: _____

How did you learn about The Shepherd's Center? _____

References: (Please do not complete if already an active volunteer.) Please offer work references if you have a recent/current employer, minister or personal references who could speak of your ability to work with others.

(1) Name _____	(2) Name _____
Address _____	Address _____
_____	_____
Phone _____	Phone _____
Relationship _____	Relationship _____

Emergency Contact: Name & Phone # _____

As a volunteer for The Shepherd's Center of Kernersville, North Carolina, I relieve said Shepherd's Center of any liability due to accident or illness while performing volunteer services. I also hereby grant The Shepherd's Center of Kernersville permission to obtain a background check before having any personal contact with service recipients. I also give my permission to utilize any photos taken while participating in Shepherd's Center volunteer activities.

Signed _____ Witness _____

Date _____ Date _____