



810 N. Vineyard Boulevard • Honolulu, HI 96817 • t. 808-845-3945 • f. 808-847-2873

Volunteer Application Form

Name: _____
Last First MI

Maiden Name

Today's Date: _____
mm/dd/yyyy

Date of Birth: _____ Sex: F M Are you a U.S. citizen? Y N
mm/dd/yyyy

Place of birth: _____
City State Country

Mailing address: _____
Street, City, State, Zip

Phone: _____
Mobile Work Home

Email: _____

Employer or School: _____

Occupation: _____

Education and Training

Circle the highest grade completed: 9 10 11 12 Diploma earned? Y N

Post-high school: _____ years attended Degree earned? Y N

Other special training: _____

Interests and hobbies: _____

Emergency Contact

Name: _____

Address: _____

Phone: _____ Relationship: _____

Form continues on other side → → →

References

Please provide at least one personal or professional reference.

Reference #1 Name: _____

Address: _____

Phone: _____ Email: _____

Relationship: _____

Reference #2 Name: _____

Address: _____

Phone: _____ Email: _____

Relationship: _____

Additional Information

How did you hear about Palama Settlement? _____

With which group(s) would you prefer to work?

Children (preschool – 12 years)

Adults

Teens (13 – 18 years)

Seniors (65+ years)

When are you available to volunteers?

For example: Mondays in the AM, week days after 5 p.m., etc.

What do you hope to gain from this volunteer experience? _____

By signing this application, I understand that pending my placement with a program or activity within this organization, I will be subject to criminal background and reference checks. I hereby release the organization and all providers of information from all liability relating to or arising out of any inquiry by the organization regarding my criminal background.

Signature

Date

Office use only: _____



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Waiver and Release of Liability

I, _____, the adult applicant, parent, and/or legal guardian of

_____, hereby acknowledge and understand that I may have certain legal rights against PALAMA SETTLEMENT, their predecessors, successors, and assigns in the event of an accident and/or injury to my child/self or damage to property by PALAMA SETTLEMENT.

NOW, THEREFORE, for good and valuable consideration, including but not limited to services provided to my child and/or me, I do hereby voluntarily and with full knowledge of my rights, completely and forever waive, release, acquit, and forever discharge PALAMA SETTLEMENT, its officers, directors, employees, and all other persons acting on their behalf (registered approved volunteers) (collectively "Released Parties"), jointly or severally, their successors and assigns, whether herein named or referred to or not, of and from any and all, and all matter of, actions and causes of action, rights, suits, demands, covenants, contracts, agreements, judgments, claims and demands, attorneys' fees and costs or damages of whatever name or nature whatsoever in law or equity, which heretofore have been, and which hereafter may be sustained.

Further, I agree to defend, indemnify and hold harmless Released Parties from any and all claims, actions, causes of action, suits, expenses, damages of any nature and liabilities, including but not limited to attorneys' fees and costs, arising out of or relating in any way to the services provided to my child or me by PALAMA SETTLEMENT and/or my child's participation in any class, event or other activity, provided or sponsored by PALAMA SETTLEMENT.

Participant/Parent or Legal Guardian (circle and print)

Date

Signature

Consent and Release Form

I hereby consent to and authorize organization(s) approved by PALAMA SETTLEMENT to take photographs, video tapes and audio tapes of me/my child and agree that the organization(s) may use them in an honorable and legitimate way without any compensation or payment of any kind to me; and I agree that all materials shall be considered the property of the organization(s). I also release the organization(s) and its agents from any liability for any violation of my personal or property rights which I might have in connection with such materials.

Participant/Parent or Legal Guardian (circle and print)

Date

Signature

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Volunteer Policies & Procedures

Volunteer Program

1.1 Overall Policy on Utilization of Volunteers

The achievement of the goals of this agency is best served by the active participation of citizens of the community. To this end, the agency accepts and encourages the involvement of volunteers at all levels of the agency and within all appropriate programs and activities. All agency and staff are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and to assist in recruitment of volunteers from the community.

1.2 Purpose of Volunteer Policies

These policies are written to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. Our agency reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Executive Director and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Executive Director.

1.3 Definition of "Volunteer"

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the agency. A "volunteer" must be officially accepted and enrolled by the agency prior to performance of the task. Unless specifically stated, volunteers shall not be considered as "employees" of the agency.

1.4 "Mandatory" Service

Our agency also accepts as volunteers those participating in student community service activities, student intern projects, alternative sentencing or diversion programs, corporate volunteer programs, and other volunteer referral programs. In each of these cases, however, a written agreement must be in effect with the organization, school, or program from whom the special case volunteers originate and this agreement must identify responsibility for management and care of the volunteers.

Volunteers who have not reached their age of majority must have the written consent of a parent or guardian prior to volunteering. The volunteer services assigned to a minor should be performed in a non-hazardous environment and should comply with all appropriate requirements of child labor laws.

1.5 Employees as Volunteers

The agency accepts the services of staff as volunteers. This service is accepted provided that the volunteer service is provided totally without any coercive nature, involves work which is outside the scope of normal staff duties, and is provided outside of usual working hours. Family members of staff are allowed to volunteer with the agency. When family members are enrolled as volunteers, they will not be placed under the direct supervision or within the same department as other members of their family who are employees.

1.6 Clients and Relatives as Volunteers

Agency clients may be accepted as volunteers, where such service does not constitute an obstruction to or conflict with provision of services to the client or to others. Relatives of clients may also serve as clients but will not be placed in a position of direct service or relationship to members of their family who are receiving services.

1.7 Service at the Discretion of the Agency

Our agency 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. The volunteer may at any time, for whatever reasons, decide to sever the volunteer's relationship with the agency. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

1.8 Volunteer Right and Responsibilities

Volunteers are viewed as a valuable resource to this agency, its staff, and its clients. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as equal co-workers, the right to effective supervision, the right to full involvement and participation, and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of the agency. Volunteers should not, however, be utilized to displace any paid employees from their positions.

Volunteer Management

2.1 Staff Requests for Volunteers

Requests for volunteers shall be submitted in writing/email by interested , complete with a draft position description and a requested timeframe. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting jobs and by advance notice. The Executive Director reserves the right to refuse to recruit or place any volunteers until staff are prepared to make effective use of volunteer resources.

2.2 Recruitment

Volunteers must submit a completed volunteer packet to the Human Resources Department 2 weeks prior to the event. All volunteer position shall not be longer than one-year term, with an option for renewal at the discretion of both parties. All volunteer assignments shall end at the conclusion of their set term.

Volunteers shall be recruited by the agency on a pro-active basis, with the intent of broadening and expanding the volunteer involvement of the community. Volunteers shall be recruited without regard to gender, handicap, age, race or other condition. The sole qualification for

without regard to gender, handicap, age, race or other condition. The sole qualification for volunteer recruitment shall be suitability to perform a task on behalf of the agency. Volunteers may be recruited through either an interest in specific functions or through a general interest in volunteering which will later be matched with a specific function.

2.3 Volunteer Criminal Background Check *(does not apply to one-day volunteers)*

A criminal background check will be conducted to all volunteers working directly with program participants and serving two or more days.

Volunteer background checks are completed by the Human Resources Department using the websites <https://ecrim.ehawaii.gov> www.intellicorp.net (Adult Criminal Conviction Information System) and www.nsopr.gov (National Sex Offender Public Registry) database.

When evaluating volunteer criminal background checks, if the following charges appear on a volunteer background check, the volunteer will not be permitted to volunteer in our agency. Volunteer criminal background checks are evaluated on charges filed, not the disposition of the charges.

- 1) Felony charge within the last 10 years;
- 2) Drug charge (felony or misdemeanor) within the last 10 years;
- 3) Battery charge within the last 10 years;
- 4) Child abuse or neglect charge within the last 10 years;
- 5) Theft charge within the last 7 years (typically always a felony);
- 6) 2 or more DUIs or alcohol related charges within the last 5 years;
- 7) Any other charge not mentioned above but determined to be a risk to the program participants.

Volunteer criminal background checks are evaluated and are valid for 3 years. After 3 years, volunteers will be required to complete a new volunteer request form and the status as a volunteer will be re-considered.

If a volunteer is not permitted to volunteer due to pending charges, at the time the pending charges are resolved, the volunteer's status will be re-evaluated.

2.4 Volunteer Supervision

Each volunteer who is accepted to a position with the agency must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor shall be responsible for day-to-day management and guidance of the work of the volunteer and shall be available to the volunteer for consultation and assistance.

2.5 Maintenance of Records

A system of records will be maintained on each volunteer with the agency, including dates of service, positions held, duties performed, evaluation of work, etc. Volunteer personnel records shall be accorded the same confidentiality as staff personnel records.

Volunteer Responsibility

3.1 Volunteer Code of Conduct

Volunteers should review and acknowledge the Volunteer Code of Conduct as part of the volunteer packet.

3.2 Absences and Timesheets

Volunteer attendance is important to the operation of each program. Volunteers should notify their supervisor in advance if they are unable to be present on their scheduled day or presentation. Individual volunteers are responsible for the accurate completion and timely submission of timesheets.

3.3 Dress Code

As representatives of the agency, volunteers, like staff, are responsible for presenting a good image to clients and to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. All items of clothing should not contain offensive or objectionable material (slogans or graphics)

Acknowledgment

I hereby acknowledge that I have received a copy of Palama Settlement Volunteer Policies & Procedures and I understand that it is my responsibility to read, understand and comply with the policies & procedures contained therein, any revisions made to it, and all Palama Settlement policies, practices, and rules.

I recognize and acknowledge that neither the Agency nor the volunteer have entered any contract of volunteer service or employment, expressed or implied. I further understand that I should consult with the Human Resources department regarding any questions not answered in this document.

Also, I understand that my failure to comply with any Agency rules, policies, or procedures may result in disciplinary action, up to and including dismissal.

Print Name: _____

Signature: _____

Date: _____



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Volunteer Code of Conduct

Agency Mission Statement

Palama Settlement's mission is to partner with those who have the greatest need in our community, empowering them to enhance their well-being through education, health and recreation.

As a volunteer, I am committed to:

Personal Responsibility

- ☐ Be dependable, recognizing the commitment and responsibility to my volunteer assignment(s)
- ☐ Accept assignment(s) consistent with my interests, abilities, and available time
- ☐ Accept assignment(s) with an open mind and willingness to learn
- ☐ Accept feedback from my supervisor in order to do the best job possible
- ☐ Avoid conflict of interest situations and refrain from actions that may be perceived as such.
(Volunteers should reveal any potential or actual conflicts of interest as they arise.)
- ☐ Not accept tips, request meals to be paid for, or otherwise accept payment for volunteer work
- ☐ Address ethical concerns by speaking directly with the colleague/responder with whom I have the concern; and when necessary, report such to my supervisor in the defined chain of command

Respect

- ☐ Treat all individuals with a sense of dignity, respect, and worth. Make a personal commitment to be nonjudgmental about cultural differences, living conditions, and the life-style of each person with whom I work.
- ☐ Avoid profane and abusive language and disruptive behavior that is dangerous to myself and others
- ☐ Abstain from the use of photo, audio, or video recording equipment unless authorized
- ☐ Not preach to anyone or pressure anyone to accept my political, cultural, or religious beliefs
- ☐ Respect and use all equipment appropriately and as required for my assignment. Abstain from the use of agency equipment/resources for personal use

Safety

- ☐ Not use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering as part of an active program at Palama Settlement or at any agency-sanctioned off-site activity
- ☐ Abstain from all illegal activity
- ☐ Follow safe workplace practices, including participation in applicable education sessions, using appropriate personal safety equipment and reporting accidents, injuries, and unsafe situations
- ☐ Report suspicious activities to my supervisor
- ☐ Recognize that I have a responsibility to adhere to the rules/policies and procedures of the agency. Failure to do so or failure to satisfactorily perform my volunteer assignment may cause me to be subject to dismissal

Confidentiality

- ☐ Respect all confidential information. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as volunteer, whether this information involves a single staff, volunteer, client, or other person. This includes any information that is shared through conversation, overheard, witnessed, or in written form.
- ☐ Volunteers are prohibited from posting any pictures of Palama Settlement youth, families or activities on their personal social media sites (i.e., facebook, Instagram, twitter, etc.) and shall not speak and/or publicize themselves as a representative of Palama Settlement.

Dual Relationships

- ☐ Volunteers are prohibited from dual relationships with clients and/or the clients' families. Unacceptable dual relationships include the following involvement with the client/clients' families: romantic or sexual relationships; borrowing, accepting, or lending money or gifts; providing transportation; buying or selling any item; hiring or allowing a client to perform work for the volunteer's personal business, home, or family, i.e. housekeeping, babysitting, yard work, etc. and a social contact with a client outside the volunteer's professional responsibilities.

I acknowledge that I have read, understand, and agree to the Palama Settlement Volunteer Code of Conduct.

Signature

Date

Printed Name



CONFIDENTIAL

Background Check Authorization

Volunteer criminal background checks are evaluated and are valid for 3 years. After 3 years, volunteers will be required to complete this form and the status as volunteer will be re-considered.

Name: _____
First Middle Last

Former Name(s) and Dates Used: _____

Current Address, since: _____
mm/yyyy Street, City, Zip

Previous Address, from: _____
mm/yyyy Street, City, Zip

Previous Address, from: _____
mm/yyyy Street, City, Zip

Social Security Number: _____ Date of Birth: _____
mm/dd/yyyy

Phone: _____
Mobile Work Home

Email: _____

Drivers License Number/State: _____

Under penalty of law, I confirm that the information on this form is correct.

I hereby authorize Palama Settlement and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to Palama Settlements or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation or other public agency may have, to include information or data received from other sources. Palama Settlement and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to, address, social security numbers, and dates of birth.

Signature

Date