



## VOLUNTEER APPLICATION

Today's Date: \_\_\_\_\_

Full Legal Name:		Date of Birth:
Address:		
City:	State/Zip:	
E-mail Address:		
Home Phone:	Work Phone:	Cell Phone:
Language(s) you speak:		
What P.A.T.H. programs are you interested in volunteering? <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Emergency Shelter  <input type="checkbox"/> Sale House/Transitional Living         </div> <div> <input type="checkbox"/> Homeless Resource Center, RRH, SO, HP  <input type="checkbox"/> Pathways/Transitional Living         </div> </div>		

*\*Reoccurring volunteer positions will require volunteer orientation and training by respective program staff.*

### VOLUNTEER AVAILABILITY

	Mornings	Afternoons	Evenings
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Are you interested in providing transportation?   ☐ Yes   ☐ No *(if yes, a valid driver's license is required)*

Have you volunteered for P.A.T.H. before?   ☐ Yes   ☐ No *(If yes, please complete the following information)*

Date(s) volunteered: \_\_\_\_\_

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

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

**EMERGENCY CONTACT:** (Please list two emergency contacts should a situation arise when you are volunteering.)

Name:	Relationship:	Phone:
Name:	Relationship:	Phone:

Is there anything we should know in case of an emergency? \_\_\_\_\_



## VOLUNTEER APPLICATION

### PERSONAL REFERENCES: (Please list three personal or professional references, excluding relatives.)

Name:	Relationship:	Phone:
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:

### CURRENT/PREVIOUS EMPLOYER:

Name of Business:	Supervisor:	Phone:
Address:	City:	State/Zip:
Duties:		

### VOLUNTEER/WORK EXPERIENCE: (List any volunteer experience you feel is applicable. Use back of application, if needed)

Organization:	Supervisor:	Phone:
Address:	City:	State/Zip:
Duties:		

Organization:	Supervisor:	Phone:
Address:	City:	State/Zip:
Duties:		

Have you ever worked with individuals/families experiencing homelessness? ☐ Yes ☐ No

If yes, please describe \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What skills, training or knowledge do you want to utilize at P.A.T.H.? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation? ☐ Yes ☐ No

If yes, please explain and give dates: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you agree to disclose any future convictions or violations? ☐ Yes ☐ No



## VOLUNTEER APPLICATION

**Confidentiality Agreement:**

I promise that I will not violate the confidential relationship between the staff, clients, guests, and other volunteers I understand and agree that I am personally responsible and liable for any violation of this agreement.

Initials: \_\_\_\_\_

**Photo Release:**

By initialing below, I give P.A.T.H. permission to use my photo or video image in any and all of its publications to promote P.A.T.H. I understand and agree that all photos will become the property of the P.A.T.H.

Initials: \_\_\_\_\_

**Policies & Procedures:**

I have been given and agree to the P.A.T.H. volunteer policies and procedures.

☐ Yes ☐ No

I hereby certify that this application is true to the best of my knowledge, information and belief. I authorize investigation of all statements contained in this application for volunteer employment. I agree to abide by all P.A.T.H. rules and policies.

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

*P.A.T.H. is an equal opportunity agency and does not discriminate on the basis of race, color, religious creed, ancestry, national origin, age, sex (including pregnancy, childbirth or related medical conditions), material status, sexual origin, medical condition, or disability, and denial of family medical care leave and pregnancy leave.*

OFFICE USE ONLY:

☐ ACCEPTED

☐ DECLINED

Attended Orientation: \_\_\_\_\_

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

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

Job Title: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## VOLUNTEER POLICIES & PROCEDURES

**NOTIFICATION OF ABSENCE:** Contact your supervisor as soon as possible if you are not able to fulfill your volunteer service or shift for any reason. (example: illness, scheduling conflict etc.)

**VALUABLES:** Avoid bringing valuables with you as P.A.T.H. is not responsible for any damage or loss. If you need to bring a purse etc., discuss safe storage with your supervisor.

**VOLUNTEER HOURS:** When you arrive, check in with your supervisor so they know you have arrived. Document the time you arrived and departed by signing in and out at the designated location at your site.

**ORIENTATION AND TRAINING:** Orientation and training is available to all volunteers.

**ABUSE AND HARRASSMENT:** Volunteers witnessing child abuse, sexual abuse, physical, mental or sexual harassment must report it immediately to their supervisor. P.A.T.H. does not condone any such incidents. If you have questions regarding what constitutes abuse or harassment, please ask your supervisor.

**CONFIDENTIALITY:** Confidentiality is a right guaranteed to our clients, guests, staff, and volunteers. Clients' or guest information cannot be discussed with anyone other than the appropriate staff member. Volunteer applications, evaluation, and other volunteer information will also be kept completely confidential.

**NON-DISCRIMINATION POLICY:** It is P.A.T.H. policy that there will be no discrimination or harassment in its programs, activities, or employment. Paid staff and volunteers are required to treat everyone equally with dignity and respect.

**MONEY:** It is prohibited to receive any money or gifts from clients or guests.

**WORKPLACE SAFETY:** You are important to us and we strive to keep all environments safe for everyone. However, if an accident occurs involving clients, staff, or you in a volunteer capacity, report all the information to your supervisor immediately.

**VEHICLE USE:** If your volunteer position requires the use of a P.A.T.H. vehicle, you will need to complete a motor vehicle report check, show proof of a valid driver's license. If you are using your own vehicle for P.A.T.H. purposes, you will also need to show proof of insurance.

**DRUG & ALCOHOL USE:** Volunteers are subject to immediate dismissal if they are under the influence of drugs or alcohol while performing their volunteer duties. Volunteers may not bring drugs or alcohol into a P.A.T.H. facility or program site under any circumstances.

**THEFT:** Theft is a serious offense and should be reported to the supervisor immediately. Losses of this type affects us all. Theft negatively affects not only our ability to deliver services, but also the trust upon which our staff structure is based. Theft is cause for immediate dismissal.

**DRESS CODE:** Dress in attire according to what is appropriate and comfortable for your position. Please ask your supervisor if you have any questions regarding what is appropriate attire.

**VOLUNTEER INFORMATION:** P.A.T.H. maintains record of the contact information you provide and the hours you volunteer. You may review this information upon request to program staff.

**VOLUNTEER COMMITMENT:** P.A.T.H. appreciates your time, talents, and interests; however, P.A.T.H. understands that changes will occur. There is no contract period for volunteer service and volunteer service is solely at-will. Both the volunteer and P.A.T.H. have a right to terminate volunteer services at any time without liability or obligation.

**ADDITIONAL POLICIES & PROCEDURES:** Additional policies may be in place for specific programs. Your supervisor will notify you of specific policies you need to be aware of for your volunteer opportunity.



## Volunteer Agreement

This agreement indicates the significance of the relationship between P.A.T.H. and our volunteers. The intent of this agreement is to set out the conditions of volunteer involvement in the **Rapid Rehousing Program** and of P.A.T.H.'s obligations to you.

### 1. Poor and the Homeless Tehama County Coalition (P.A.T.H.)

We, P.A.T.H., agree to accept the services of \_\_\_\_\_ (volunteer) in the role of \_\_\_\_\_, beginning \_\_\_\_\_, and extending until \_\_\_\_\_.

We commit to the following:

- To provide adequate information, training, and assistance so that the volunteer is able to meet the responsibilities of their role.
- To ensure supervision and support to the Volunteer and to provide feedback on their performance.
- To respect the skills, dignity and individual needs of the Volunteer, and to work with them flexibly to meet individual requirements.
- To be receptive to any comments from the Volunteer regarding ways in which we might better accomplish our goals.
- To treat each Volunteer as a partner with the P.A.T.H. Rapid Rehousing program and staff, in accomplishing program goals.
- To provide safe workplaces and practices as well as appropriate insurance including public liability during all rostered hours of work.

### 2. \_\_\_\_\_ (Volunteer)

I, \_\_\_\_\_, as a volunteer, agree to commit to the following:

- To perform my volunteer duties to the best of my ability.
- To adhere to the core values, policies and procedures, of P.A.T.H., including record keeping requirements.
- To meet time and duty commitments, or to provide adequate notice so that alternate arrangements can be made.
- To act at all times as a member of the team responsible for delivering the Rapid Rehousing program.
- To adhere to the P.A.T.H. volunteer policies and procedures..

All work produced whilst volunteering for the P.A.T.H. Rapid Rehousing program, or using P.A.T.H. resources remains the property of P.A.T.H.

### 3. AGREED TO:

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

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

P.A.T.H. Representative: \_\_\_\_\_

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

*This form is to be completed in duplicate with the copy being given to the Volunteer and the original filed in the Volunteer's personnel record at P.A.T.H.*