



HAMPTON ROADS COMMUNITY CARE VOLUNTEER REGISTRATION

2610 Potters Road
Suite 206
Virginia Beach, VA 23452

757.965-8494
www.hrcommunitycare.com
info@hrcommunitycare.com

Dear Volunteer,

Thank you for your interest in volunteering with Hampton Roads Community Care (HRCC). There are many ways you can help improve the lives of individuals and families in our community and we look forward to partnering with you.

If you have not already done so, you may return the following volunteer application to HRCC at your earliest convenience or bring it with you the day of orientation. Our next orientation will be held at Wave Church at 9:15 am in the upstairs Gloria Jeans Coffee Shop, 1000 North Great Neck Road in Virginia Beach normally on the second Saturday of the month. Check the website Welcome Page to confirm the next date. If desired, you may join us for our monthly Community In Action (CIA) Day from 10am-2pm immediately following orientation.

Once you have attended orientation, we will review your application and contact you to discuss your volunteer placement. Volunteer assignments are eight-weeks in duration and cycle throughout the calendar year. Please be aware some opportunities may require additional training.

Volunteering time and talent to help HRCC can be an incredibly fulfilling experience. We are pleased and excited you have chosen to donate the gift of your time to us and our community. We have an ongoing need for reliable volunteers and are committed to making your experience the best and most rewarding it can be.

We welcome volunteers from the age of 15 and older. However, If you are between the ages of 15-17, you and your parent or legal guardian must sign the Code of Conduct/Liability Waiver.

Thank you again and we look forward to working with you!



HAMPTON ROADS COMMUNITY CARE VOLUNTEER APPLICATION

After completing the Volunteer Application, all prospective volunteers must also read, sign, and return the Volunteer Agreement & Code of Conduct.

Name: _____ **Date:** _____
Last First MI

Address: _____
Street Apt. #

City State Zip Code

Phone: Home (____) _____ Work: (____) _____ Cell (____) _____

Social Security # _____

E-mail: _____ **Birth date:** ____/____/____

* The majority of correspondence is via email. If you do not wish to receive emails from the Volunteer Department, please check here: .
Be advised, if you opt out, you may miss important updates and special volunteer opportunities.

Employer: _____
Company Name Job Title

If you are a student: _____
School/University City, State

Degree Pursued Est. Year of Graduation

How did you hear about the HRCC?

- Wave Church Television Volunteer Hampton Roads
 Radio Word of mouth Newspaper
 Other _____

I am available to volunteer during:

- Mid week mornings Mid week afternoons
 Saturdays Mid week evenings Only these times and days: _____

Volunteer areas of interest:

- | | |
|---|--|
| <input type="checkbox"/> Addiction Recovery | <input type="checkbox"/> Administrative/Clerical Tasks |
| <input type="checkbox"/> Bus Driving | <input type="checkbox"/> Bus Monitoring |
| <input type="checkbox"/> Food Distribution | <input type="checkbox"/> Fundraising Efforts |
| <input type="checkbox"/> Kids Church (Tuesday evenings) | <input type="checkbox"/> Teens Church Service |
| <input type="checkbox"/> Mentoring Teen Girls | <input type="checkbox"/> Mentoring Teen Boys |
| <input type="checkbox"/> Tutoring (before 2pm) | <input type="checkbox"/> Tutoring (after 2pm) |
| <input type="checkbox"/> Soup Kitchen | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> ARMS (A Recovery Ministry for Women) | |



HAMPTON ROADS COMMUNITY CARE VOLUNTEER AGREEMENT AND CODE OF CONDUCT

As a volunteer for the Hampton Roads Community Care (HRCC):

I agree to abide by all policies and procedures of HRCC. I will conform to all rules and regulations commonly applying to employees of HRCC, including safety, discrimination, harassment and confidentiality.

I give consent to HRCC to use and reproduce my name, voice, and/or likeness in connection with any advertising, programming and/or promotion for HRCC in any media it chooses.

I hereby absolutely and unconditionally release and discharge HRCC, including its employees, successors, assigns, directors, officers and agents, from and against any and all claims, obligations and liabilities, of every nature and kind whatsoever, relating to or arising from my participation with the HRCC volunteer program including, but not limited to personal injury.

I further agree to:

- ❖ Support the mission, goals and efforts of HRCC with a positive attitude.
- ❖ Approach my volunteer job responsibilities with professionalism.
- ❖ Treat all individuals with respect and kindness.
- ❖ Promote goodwill by handling contacts with staff, other volunteers, customers and visitors in a spirit of courtesy and cooperation.
- ❖ Report to my volunteer job physically and mentally fit for duty.
- ❖ Provide appropriate notice of unavoidable absence or lateness.
- ❖ Deal fairly with all HRCC colleagues, co-workers, supervisors, customers, visitors, volunteers, etc., without regard to their gender, race, ethnicity, religion, creed, age, sexual orientation, marital status, national origin, ancestry, citizenship, military status, veteran status, handicap or disability.
- ❖ Contact the Volunteer Services Department immediately if I feel discriminated against or harassed by someone in connection with my volunteering.
- ❖ Only serve as agency representative in the community or media spokesperson when authorized to do so by the Director of HRCC.
- ❖ Correct, when possible, misleading or inaccurate information and representations made by others concerning HRCC policies, practices and procedures.
- ❖ Maintain and safeguard the confidentiality of all business, donor, employee, volunteer records, credit and financial information and/or any information relating to the operation of the agency that is not known or readily accessible to the public.
- ❖ Observe all safety and security rules in the performance of my volunteer job duties. Report all accidents, injuries, fire, theft, or unusual incidents immediately after occurrence or discovery.
- ❖ Avoid engaging in any conduct that is or could be perceived as a conflict of interest. Refrain from using HRCC property, services or supplies for personal reasons unless given prior permission by the appropriate staff member.
- ❖ Adhere to HRCC's drug-free and smoke-free policy when volunteering.
- ❖ Contact the Volunteer Services Department if I have any questions or concerns about the HRCC's policies, procedures, interpersonal communications or my volunteer responsibilities.

- ❖ In order to remain in good standing, I understand that I am required to consistently adhere to the Volunteer Code of Conduct.

Additionally, have you ever:

- * been convicted
- * been found guilty
- * entered a plea of "no contest"
- * entered into a deferred prosecution or pretrial intervention agreement
- * had adjudication withheld in a criminal offense other than a minor traffic violation (DUI is not a minor traffic violation)?

Please check one: Yes No (Checking "No" means No to every statement listed above).

Has your driver's license ever been revoked or suspended? Yes No

Have you had any traffic violations during the past 3 years? Yes No

If you answered yes to any of the above questions- when, where and what were the circumstances?

The disclosure of a prior criminal history or driving offense will not automatically prohibit selection as a volunteer.

Do you:

- Use tobacco? Yes () No ()
- Use illegal drugs? Yes () No ()
- View sexually explicit material or nudity? Yes () No ()
- Abuse prescription drugs? Yes () No ()

Have you any physical, mental or emotional challenges or conditions preventing you from performing certain types of activities? Yes () No () If yes, please explain:

Have you ever been charged with child neglect, abuse or indecent liberties? Yes () No ()
If yes - when, where and what were the circumstances?

Have you ever physically or sexually abused a child, neglected or taken indecent liberties with a child or minor? Yes () No () If yes- when, where and what were the circumstances?

Have you ever been physically or sexually abused as a child? Yes () No ()
(This will be kept in total confidence)

Do you give HRCC permission to request a criminal records check from the law enforcement officials concerning you? Yes () No ()

Please note: A negative response to this question results in non-acceptance of application.

By signing, I agree to abide by the policies of Hampton Roads Community Care and its Volunteer Program. I understand that the agency reserves the right to accept or refuse volunteer applicants, and to terminate a volunteer placement when appropriate.

Print Name

Date

Signature

If under 18:

Parent or Legal Guardian Print Name

Date

Parent or Legal Guardian Signature