



Volunteer Application

Name: _____
Last First Middle

Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____

Email: _____ Birthdate: _____

Current Employer or School: _____

Preference:

- | | |
|--|--|
| <input type="checkbox"/> Daily | <input type="checkbox"/> One time activity/project |
| <input type="checkbox"/> 1-2 times per week | <input type="checkbox"/> On-going assignment |
| <input type="checkbox"/> 1-2 times per month | <input type="checkbox"/> Long-term relationship |

Availability:

Monday	Tuesday	Wednesday	Thursday
<input type="checkbox"/> Mornings	<input type="checkbox"/> Mornings	<input type="checkbox"/> Mornings	<input type="checkbox"/> Mornings
<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon
<input type="checkbox"/> Evenings	<input type="checkbox"/> Evenings	<input type="checkbox"/> Evenings	<input type="checkbox"/> Evenings
Friday	Saturday	Sunday	
<input type="checkbox"/> Mornings	<input type="checkbox"/> Mornings	<input type="checkbox"/> Mornings	
<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	
<input type="checkbox"/> Evenings	<input type="checkbox"/> Evenings	<input type="checkbox"/> Evenings	

Do you have a valid drivers license? ____ yes ____ no License Number: _____

Do you have automobile insurance? ____ yes ____ no

Please describe your volunteer history:

Please list your hobbies or areas of interest:

Please list the names and contact information for 3 references:

	Name	Telephone #	Years Known
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Person to contact in case of an Emergency:

Name: _____ Phone Number: _____

I give permission to Aspire, Inc to perform reference checks and background checks on me. I hereby release Aspire, Inc. and all other persons, employers or organizations from liability for furnishing such information.

(initial box to acknowledge permission)

All information contained on this application is true, and agreed that any misrepresentation by me in the application will be sufficient cause for cancellation of my volunteer relationship with Aspire, Inc.

Signature of Applicant: _____ Date: _____

Volunteer Code of Ethics

Aspire, Inc.

As a volunteer, I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I am volunteering.

Like them, I assume certain responsibilities and plan to account for the things I am expected to do. I will keep confidential matters confidential.

I promise to take to my volunteer work an attitude of open-mindedness; to be willing to be trained for it; to bring to it interest and attention.

I realize that I may have skills, knowledge and talents that others may not have and that I should use them to enrich the activities and projects we may be working on together.

I realize also that I may lack skills, knowledge, and talent that others may have and I will endeavor to develop myself and work as a team.

I plan to find out how I can best support the people I am volunteering with and to offer as much as I am sure I can give, but no more.

I realize that I must live up to my promises and, therefore, will be careful that my work agreement is simple and clear.

I believe that my attitude toward volunteer work should be professional and that I have an obligation to my volunteer work, to those who direct it, to my peers, and to the people supported by Aspire, Inc.

Being eager to contribute all that I can to Aspire, Inc., I accept this Volunteer Code of Ethics as my code to be followed faithfully, carefully, and cheerfully.

Signature: _____

Date: _____

Volunteer Standards of Conduct

Aspire, Inc.

Behaviors which will be encouraged and expected:

- The familiarization and adherence to Aspire, Inc. policies, procedures, and regulations
- Cooperation with all departments
- Honesty, integrity, respect and courtesy when dealing with people supported, family members, the public, and other agency staff
- Participation in training activities
- The following of the proper chain of command in complaints and concerns
- The making of constructive suggestions for the betterment of Aspire, Inc.

Behaviors which are discouraged and will not be tolerated:

- The abuse, neglect, or exploitation of any person supported by Aspire, Inc.
- Threatening, offensive or abusive conduct (verbally or physically) toward fellow employees, supervisors, or the general public
- Unwillingness to accept work and or assignments. Refusal to carry out assigned tasks.
- Refusal to comply with proper directions of supervisory personnel
- Reporting for volunteer assignment under the influence of alcohol and/or illicit drugs
- The bringing of firearms or other weapons on Aspire, Inc. property
- Excessive absenteeism from agreed upon volunteer activities or lateness
- The acquisition, discussion or release of confidential/privileged information
- Knowingly misrepresenting oneself or the agency whether or not for personal gain
- Confiscating or personally using agency or person's supported funds, materials, supplies, facilities or equipment
- Falsifying agency records, including but not limited to, volunteer application form, fiscal, attendance, expense or person's supported records.
- Negligent care and/or use of agency property, equipment or supplies

I have read and understand the expected practices outlined above. While volunteering at Aspire, inc., I agree to follow these practices. I understand that to engage in any non-acceptable behaviors may result in the termination of my volunteer assignment.

Volunteer Signature: _____

Date: _____