



Volunteer Application

Please direct all questions to (810) 239-5433 ext. 309

Return application to 902 E Sixth St, Flint, MI 48503 or slong@shelterofflint.org

Name: _____ Phone: _____

Address: _____

City: _____ State _____ Zip: _____

E-mail: _____

How did you learn about us? _____

What skills and/or hobbies would you like to share? _____

Availability:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Times:							

References (Please list 3):

Name	Phone Number	E-mail Address	Nature of Relationship	Years Known



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Volunteer Opportunities:

(Please select all that interest you.)

Maintenance/ Renovations

Building

Cleaning

Gardening

Maintenance

Minor repairs

Other Painting

Temporary Home Turnover

Groups are needed to clean Shelter of Flint transitional housing in between occupants. Project involves washing all rooms, painting walls and cleaning carpet. Volunteers for this project should be available on a two-week notice.

Client Services

Children's programs

Donation management (sorting clothing and supervising distribution)

Parties & special events

Teaching outreach courses

Tutoring

Communications/Fundraising

Publicity

Special events

Third party fundraisers

Wish list item collection

Administrative Services

Filing

Mailings

Photocopying

Reception (at shelter)



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CRIMINAL / DRIVING RECORD CHECK

The undersigned hereby authorizes any and all law enforcement agencies to release a copy of any ***criminal record*** of pleas of guilty or convictions to the Shelter of Flint, Inc.

Name

Date

Address

Birth Date

City/State/Zip

I understand that all of the above information I have provided to Shelter of Flint may be substantiated by Shelter of Flint to include physical and mental health, character references, records of law enforcement agencies or courts of law and give my permission to do so. I certify that all of the above information is accurate and true.

Signature: _____

Printed Name: _____ Date: _____

Parent/ Guardian Signature: _____

Printed Name: _____ Date: _____

Confidentiality Policy

All information concerning clients, former clients, our staff, volunteers, and financial data, and business records of Shelter of Flint, Inc. is confidential and protected by Federal Regulations 42 through 45-CFR, protecting client's personal information. “Confidential” means that you are free to talk about Shelter of Flint and about your program and your position, but you are not permitted to disclose clients’ names or talk about them in ways that will make their identity known. No information may be released without appropriate authorization. This is a basic component of client care and business ethics. The board of directors, staff and our clients rely on paid and volunteer staff to conform to this rule of confidentiality.

Shelter of Flint expects you to respect the privacy of clients and to maintain their personal and financial information as confidential. All records dealing with specific clients must be treated as confidential and are to be kept in a locked, secure file. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. ***Any discussion regarding clients is to be limited to a private location and not discussed in a public area.***

Staff members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to clients. Private meetings and discussions are to be kept confidential and not to be disclosed to other staff members or the public. ***Information regarding individuals’ compensation, disciplinary action or any other personnel information is considered confidential and is not to be shared with other staff members, volunteers or the public.***

Failure to maintain confidentiality may result in termination of your employment, or other corrective action. This policy is intended to protect you as well as Shelter of Flint because in extreme cases, violations of this policy also may result in personal liability.

The confidentiality of personnel and client information as well as decisions and policies made by Shelter of Flint remains in effect after the dismissal of an employee’s service either by resignation or termination. Any violation of this policy will result in legal action against the former employee.

Rationale

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the applicant or client; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual clients through an assignment is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with the client and make it difficult to help the person.

Before you begin your assignment as a staff member/volunteer, you should be aware of the laws and penalties for breaching confidentiality. Although the agency is liable for your acts within the scope of your duty, giving information to an unauthorized person could result in the agency's refusal to support you in the event of legal action. Violation of the state statutes regarding confidentiality of records is punishable upon conviction by fines or by imprisonment or by both.

Certification

I have read Shelter of Flint's policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with Shelter of Flint.

Name (please print): _____

Signature: _____

Date: _____