



## Volunteer Application

Last updated: 14 SEP 2018

Thank you for applying to become a volunteer! Volunteers are at the heart of Rick’s Place.

Our application has three parts:

1. General information
2. Release of Liability
3. Code of Ethics

Thank you for your time!  
Your Rick’s Place Team

### General Information

Date \_\_\_\_\_ Driver’s License #/State \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_

Do you have a criminal record? \_\_\_\_\_

Phone \_\_\_\_\_ Email address \_\_\_\_\_

Please list person(s) we should contact in an emergency:

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

Do you have previous volunteer experience? \_\_\_\_\_

If yes, please specify most recent here:

Organization \_\_\_\_\_ Contact Person \_\_\_\_\_

Volunteer role \_\_\_\_\_ Phone# \_\_\_\_\_

If you have special skills to share, what are they?

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What interested you in volunteering at RHF?

Are there any volunteer tasks that you would not be able to perform?

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What language(s) do you speak? \_\_\_\_\_

I certify that to the best of my knowledge, the above information is correct.

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

*Please note: All information will be held confidentially. Only the RHF Volunteer leaders will have access to it.*

### **Release of Liability**

I \_\_\_\_\_ am aware that volunteering for RHF could involve risks of personal injury, property damage and other risks associated with volunteer service.

I release RHF, its employees, Board of Directors and organizers of the organizations' events from liability for any loss, damage and claims, including attorney fees on account of injury to me or my property arising from volunteering.

I hereby hold harmless the RHF and project organizers from any and all claims, actions, or damages relating to or arising out of any activity related to volunteering for the agency.

These releases are effective for personal representatives, my assigned heirs and me.

I know that if I become injured while participating in volunteer events, I am responsible for my health care expenses and I have made arrangements to handle such expenses through insurance coverage, access to cash or other methods.

I assume full responsibility for any and all claims and costs (including my own) arising directly or indirectly out of activities, acts or omissions while volunteering with the RHF.

I furthermore give any organization involved with the RHF permission to photograph me. I understand that the organizations have permission to use these photographs/videotapes for publicity purposes, unless written notice is received to the contrary.

I certify that the statements made in this volunteer release are true and correct and have been given voluntarily. I understand that this information may be disclosed to any party, with legal and proper interest, and I release the organization from any liability whatsoever for supplying such information. I understand that I will not be paid for my services as a volunteer.

I HAVE CAREFULLY READ AND UNDERSTAND COMPLETELY THE ABOVE PROVISIONS AND VOLUNTARILY SIGN THE RELEASE AND INDEMNITY AGREEMENT.

PRINT NAME: \_\_\_\_\_

SIGN NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\* A parent or guardian must sign if under age 18 at the time of signature

### The RHF Volunteer Code of Ethics

<b>Our Cultural Values:</b>	<b>How we show our values in our behavior and attitude:</b>
Abundance Mindset	<ul style="list-style-type: none"> <li>• Encourage and be generous.</li> <li>• Ask, “How can I see the best in the person I am speaking with?”</li> </ul>
Loving-Kindness	<ul style="list-style-type: none"> <li>• Fight for each other’s best self.</li> <li>• Ask, “Am I treating the other with genuine care and respect? Do I desire their well-being?”</li> <li>• Loving-kindness without integrity is not love.</li> <li>• We do not disclose confidential information.</li> <li>• We respect every person’s right to privacy. This includes asking permission before using a photo.</li> <li>• We avoid vulgar and offensive language.</li> </ul>
Mission-Mindedness	<ul style="list-style-type: none"> <li>• Know the mission in your bones &amp; keep it in your mind.</li> <li>• When things get off-track, return to our mission.</li> </ul>
Excellence (Not perfection)	<ul style="list-style-type: none"> <li>• Use and develop all of your abilities to set and achieve high standards of task execution.</li> <li>• Ask for help when you need it.</li> <li>• Seek mentoring from innovators.</li> </ul>
Integrity	<ul style="list-style-type: none"> <li>• Be honest &amp; genuine with yourself. Know yourself enough to know what you are good at and not good at.</li> <li>• Be honest &amp; genuine with others.</li> <li>• Be dependable: Say what you mean and mean what you say.</li> <li>• Be accountable: all humans make mistakes. When we make mistakes we show genuine remorse and offer restitution.</li> <li>• Build trust with each action. Ask: “Does this action increase or decrease trust with my teammates?”</li> <li>• Stewardship: Use RHF resources for RHF and in their intended way.</li> <li>• Observe all laws and regulations that impact RHF.</li> </ul>
Fun	<ul style="list-style-type: none"> <li>• Laughter is often the best medicine</li> <li>• We take the mission seriously, ourselves not so much.</li> </ul>

As a matter of law and principle:

- No harassment or discrimination. Harassment includes, but is not limited to, demanding things one is not entitled to from staff, volunteers or visitors; making inappropriate comments; threatening/menacing people, property or pets (physically, non-verbally (e.g. slamming a drink on a counter to display anger at a staff member; an stare that implies a

threat of retaliation, etc.) or verbally). RHF is an equal opportunity employer. RHF and its volunteers respect all people without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, sexual orientation, or status as a qualified disabled or handicapped individual.

- Disclose conflicts of interest and do not accept personal tips or gifts of anything other than of nominal value.
- Our non-profit status prohibits RHF from engaging in political activities, including promoting candidates or contributions.

RHF affirms the idea of a prompt and fair resolution of all reported breaches in this manner:

- All reports of possible breaches will be treated in confidence as much as possible. If confidentiality cannot be maintained, the individual disclosing the possible breach will be notified.
- Reported breaches will be investigated and, if needed, appropriate action taken based upon the policies of the organization. Retaliation against a person who suspects and reports a breach in good faith will be treated as an independent breach of the Code of Ethics.

I have reviewed the Code of Ethics and agree to adhere to the policy as outlined.

I believe that I can honestly and fairly uphold the principles and policies of RHF.

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Signature

Date

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Print Name