



Group/Organization membership: _____

Educational background that may relate to your volunteer placement (i.e., degrees, coursework, technical skills): _____

Other skills, hobbies, interests: _____

How did you hear about Foreverfamily? _____

Time available for volunteer work (please indicate all times that apply):

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
Morning						
Afternoon						
Evening						

Previous volunteer experience: _____

Would you be willing to put your name in a pool of volunteers who might be asked to assist with projects on **short** notice? Yes No

Please list two local references other than relatives who are familiar with your gifts and abilities.

Name (Daytime) Phone Number Relationship

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STUDENT VOLUNTEERS

Are you fulfilling a school requirement or will you receive school credit for your service? Yes No

If YES, please provide name of school _____

No. of Hrs Requested _____ Deadline to Complete Hours: _____

COMMUNITY SERVICE WORKERS

Are you completing Court Ordered Community Service Hours? Yes No

If YES, offense: _____ No. Hrs Needed _____ Deadline to Complete: _____

Parole/Probation Officer: _____ Telephone No.: _____



VOLUNTEER EMERGENCY INFORMATION
CONFIDENTIAL

Name (**Last, First, MI**)

Address

Phone Number

Email

EMERGENCY CONTACT PERSON

Name

Address

Phone 1

Phone 2

Are you on any medication(s)? _____ If yes, please indicate the name of the medication(s) and clear instructions on its use:

Do you have any allergies or medical conditions we should know about? Please describe:

Doctor's Name

Phone Number

Insurance Provider

Policy Number



CRIMINAL BACKGROUND CHECK AUTHORIZATION

I, _____ (Print Full Name) do hereby authorize Foreverfamily and its agents to search and review any criminal history record which may include information regarding my character, general reputation or personal characteristics. I understand that I will be provided with a complete and accurate disclosure of the background verification. I also agree to have my picture taken and give permission to Foreverfamily to use my likeness in any of their print and/or video materials.

Volunteer Signature Date

Social Security Number Date of Birth

Foreverfamily Authorized Signature Date



VOLUNTEER AGREEMENT

As a Foreverfamily volunteer, you are an important member of our family. We believe you are committed to our agency and to the families we serve. We also believe you will do what is in the **BEST** interest for our clients and for the agency. Therefore, we encourage you to rely on what you have learned through our Volunteer Training Orientation. Also, we are confident that you will use your best judgment when interacting with children and families who are involved with Foreverfamily. Despite your best efforts, there will be times when you are unsure about how a particular situation or individual should be handled. At those times, please seek out the advice and guidance of a Foreverfamily staff member. We are here to support you as you serve the children of incarcerated parents and their family members.

Even though training had been provided and you can rely on your best judgment, Foreverfamily has rules and policies that must be **STRICTLY** adhered to. Violation of any policy will result in immediate termination of your role as a Foreverfamily volunteer. The policies regarding volunteer conduct are outline below:

1. Foreverfamily is a **drug-free** organization. No consumption of alcoholic beverages, smoking or the use of illegal substances is permitted at Foreverfamily activities and functions involving children or when you are interacting one-on-one with a child.
2. **Corporal punishment** is not permitted at Foreverfamily. No one is allowed to hit, spank, pinch, slap or otherwise physically discipline any child participant in Foreverfamily's program(s).
3. **Sexual harassment**, abuse or misconduct will not be tolerated. Every person, whether child or adult should be able to participate in Foreverfamily's events and activities without fear of unwanted advances, whether verbal or physical.

At Foreverfamily, we seek to protect, positively guide and uplift children and young people. Our goal is to provide a safe environment for children to grow and develop. To ensure that this occurs, Foreverfamily has implemented the following policies and procedures:

- **Overnight trips:** During any overnight trips, children are not permitted to sleep in the same bed with volunteers. Further, children are not allowed to sleep in the same bed with each other. We realize that some children are afraid of the dark and may be accustomed to sleeping with their siblings, caregiver or other adult; however, Foreverfamily **cannot** accommodate the children in this manner.
- **Restroom escorts:** During events/activities, only volunteers of the same gender are allowed to escort children to the restroom— women should take girls and men should take boys.
- **Group activities:** When a child needs to go to an area that is not populated, more than one volunteer should escort the child. As much as possible, children should remain with the large group. If the need arises for a volunteer and a child to leave the group, either an adult providing leadership to the particular event/activity or a member of the Foreverfamily staff should be notified.



VOLUNTEER AGREEMENT

- **One-on-one activities:** All private meetings or counseling sessions between children and volunteers should be done in a populated area in full view of at least to other adult volunteers and/or Foreverfamily staff persons.
- **Physical contact:** Volunteers are not permitted to touch a child for the purposes of physically disciplining him or her. Also, volunteers are not permitted to caress a child in any way. During tense or emotional moments, children may receive physical support from volunteers in the following ways:
 - A pat on the back;
 - A non-lingering touch on the shoulder, arm or hand;
 - A high five;
 - A handshake
 - **Hugging:** If a child hugs, or attempt to hug a volunteer, there should be no direct frontal or rear body contact. Hugs should be given side-to-side.
- **Confidentiality:** If a child tells you that he or she has been abused, neglected or feels suicidal, you must **IMMEDIATELY** report this to a Foreverfamily staff member. At Foreverfamily, we respect the trust our young people have placed in us and we also want to honor the fact that they share confidential information with us; however, when the information they share indicates they are in danger of being hurt or in danger of hurting themselves, this information **CANNOT** be kept a secret. Under Georgia law, Foreverfamily is a mandatory reporter of child abuse and neglect. More importantly, we care deeply about the Foreverfamily children and want them to be in safe, healthy environments and situations that will allow them to reach their full potential. Sometimes, the only way we can protect children is to share confidential information with professionals that can help.
- **Foreverfamily property:** No stealing, misappropriation or funds, materials or resources will be tolerated. We are a small organization that operates on a tight budget and every penny counts. Therefore, volunteers are not allowed to use the copier or take office supplies, resource books or materials away from the Foreverfamily office without prior permission from a staff person. Additionally, making unapproved long distance phone calls from Foreverfamily's telephone will not be tolerated.

By my signature below, I declare that I have read the entire Volunteer Conduct form, I fully understand the policies and procedures contained in the form and I agree to abide by the policies and procedures as outlined. A copy of this agreement has been provided to me for my records.

Name

Date



VOLUNTEER AGREEMENT (KEEP THIS COPY FOR YOUR RECORDS)

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Date



VOLUNTEER GUIDELINES AND EXPECTATIONS

1. Be on time to each event.
2. Call (with ample notice) if you cannot attend or will be late.
3. Be responsible for your own transportation to and from Foreverfamily programs.
4. Be responsible for signing the Volunteer Sign-In sheet.
5. Be attentive to weather conditions so that you will know if Foreverfamily will be programming. Call our office at 404-658-9606 if you are unsure.
6. Attend debriefing after events (if you leave early you will be responsible for filling out a Foreverfamily Debrief Form).
7. Help make sure Foreverfamily's space is left in order after programming.
8. Wear a nametag at Foreverfamily activities.
9. Wear Foreverfamily paraphernalia whenever you come to volunteer.

By my signature below, I declare that I have read the Volunteer Guidelines and Expectations, I fully understand the guidelines and expectations contained in the form and I agree to abide by them as outlined.

Name

Date