



U.S.VETS VOLUNTEER APPLICATION

Hundreds of volunteers provide their time, skills and expertise each year to assist in many areas of work within U.S.VETS. If you are interested in volunteering, first please review the Volunteer Position Descriptions before filling out this form.

CONTACT: How may we contact

Print Full Name	
Street Address, City, State, Zip	
Main Phone	
Other Phone	
E-mail Address	
Date of Birth	

AFFILIATION: What type of volunteer affiliation do you have?

- Individual _____
- First to Work _____
- School/Internship _____ School Name: _____
- Graduate or Undergraduate (please circle one)
- Group _____ Group Name: _____
- Company _____ Company Name: _____

ACTIVITIES: What would you like to do?

- Volunteer Driver
- Literacy tutoring
- Arts & Crafts Coordinator
- Special events services
- Job Search Mentor
- Game Night (or Day)
- Sports Coordinator
- Financial & Tax
- Publications editing/preparation/marketing
- Administrative work, including typing and/or computer
- Clerical work, including bulk mailing, photocopying.
- I am willing to work in any capacity.
- Other _____.

How much time would you like to donate each month?

- Less than one full day
- 8 to 20 hours
- 20 to 40 hours
- More than 40 hours



AVAILABILITY:

Which days and times are you available? (Select one or more)

Please note that most positions are not available evenings.

- | | | | |
|------------------|----------------------------------|------------------------------------|----------------------------------|
| Sunday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Evening |
| Monday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Evening |
| Tuesday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Evening |
| Wednesday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Evening |
| Thursday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Evening |
| Friday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Evening |
| Saturday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Evening |

SPECIAL SKILLS:

Do you have special skills which you would like to share

- | | |
|---|--|
| <ul style="list-style-type: none">○ Teaching○ Counseling○ Photography (35 mm)○ Video production and editing○ Art – graphics, drawing, music, writing, and/or acting○ Foreign Language (translation or instruction) | <ul style="list-style-type: none">○ Brochure, flyer and newsletter editing/production○ Editing○ Grant writing○ Fund raising/ Marketing/Public Relations |
|---|--|

Would you like to tell us more about your special skills?

COMPUTER SKILLS:

- | | | |
|--|--|--|
| <ul style="list-style-type: none">○ Microsoft Word○ Microsoft Office○ Microsoft Excel○ Microsoft Access | <ul style="list-style-type: none">○ Microsoft Publisher○ PhotoShop○ Illustrator○ HTML | <ul style="list-style-type: none">○ Data entry or typing○ Computer graphics |
|--|--|--|



VOLUNTEER VETERAN STATUS:

Are you a Veteran? _____ If "Yes" What Branch of Service? _____

COMMUNITY SERVICE REQUIREMENTS:

Is this volunteer service to fulfill any court-ordered community service? ___NO ___YES

If "Yes", what are the court-ordered requirements?
(# of hours per week, required completion date, etc.)

Is this volunteer service to fulfill any employment or school requirements? ___NO ___YES

If "Yes", what are the hour requirements?
(# of hours per week, required completion date,
etc) _____



Confidentiality & Ethical Standards Agreement

United States Veterans Initiative does not tolerate the willful violation or circumvention of any Federal, state, local, or foreign law by a Volunteer during the course of that person's service; nor does the Organization tolerate the disregard or circumvention of United States Veterans Initiative policy or engagement in unscrupulous dealings. Volunteers should not attempt to accomplish by indirect means, through agents or intermediaries, that which is directly forbidden.

As a Volunteer of United States Veterans Initiative, I agree to treat all information about clients, both past and current, as confidential information that is only to be discussed or shared with appropriate employees of United States Veterans Initiative acting in an official capacity.

Furthermore, I agree to conduct myself within the ethical, moral and appropriate behavior standards of United States Veterans Initiative at all times. Specifically, I understand that the following actions constitute a violation of these standards:

1. Any dishonest or fraudulent act
2. Disclosing confidential and proprietary information to outside parties
3. Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment, including computers and phones
4. Any similar or related irregularity

I understand that violating client confidentiality & ethical standards is grounds for termination from the U.S.VETS volunteer program.

Volunteer Signature

Date



U.S.VETS ETHICAL STANDARDS

In the spirit of the mission of our agency it is imperative that as employees of U.S.VETS we, individually and collectively, maintain the clinical integrity of our agency. It is our ethical and professional responsibility to our clients, our colleagues, and to ourselves to maintain the highest standards possible in carrying out our day-to-day tasks. Ethical standards will provide a framework by which we can pattern our day-to-day activities and utilize our best judgment to assist us in operating within ethical boundaries.

Codes of Ethics are not intended as a blueprint that would remove all need for the use of judgment or ethical reasoning.

Listed below are practices that will assist us in maintaining the clinical integrity of all our U.S.VETS activities:

1. Treat each client, volunteer, co-worker, donor, etc. with dignity and respect, while practicing cultural sensitivity.
2. Explain and ensure each client has a clear understanding of the professional nature of the relationship between themselves and staff.
3. Maintain client confidentiality according to state and federal laws.
4. Utilize company resources for company use only.
5. Represent yourself honestly to the public Do not lie about your position/title in the company.
6. Do not transport clients in your personal vehicle at any time.
7. Do not have a personal or a sexual relationship with clients or former clients.
8. Do not give, lend, or borrow money or personal property to or from clients.
9. Use appropriate language when addressing clients. Do not use profanity, insult, or belittle anyone.
10. Do not make personal promises to clients.
11. Do not enter into a personal/business relationship with clients.
12. Do not exchange services for cash or gifts.
13. Do not use clients as free or discounted labor.
14. Avoid dual relationships with clients and interns at all costs.
15. Do not cause physical, emotional or psychological harm to anyone.
16. Do not enter into any social media relationship from a personal account or account that is linked to your personal profile with any current or former client.
17. Provide services to all eligible veterans and do not discriminate based on ethnicity, religion, age, sex, color, disability, or any other characteristic protected by law.
18. Do not engage in personal fundraising with clients or solicit funds from clients on behalf of a personal cause. Do not have clients sell items on behalf of the organization or authorize clients to raise funds by appeals to personnel or other clients.
19. Ensure honesty and accuracy in all communication, including written records.

I acknowledge that I have read, understand, and will adhere to the aforementioned Ethical Standards of U.S.VETS.

Volunteer Signature

Date

Supervisor Signature

Date



U.S.VETS VOLUNTEER AGREEMENT AND RELEASE FROM LIABILITY

1. I, [redacted] [full name of volunteer], hereinafter known as VOLUNTEER, agree to provide services for United States Veterans Initiative, hereinafter known as U.S.VETS, as a volunteer on [redacted] [specific date or timeframe] for [redacted] [name project or activity].
2. As a VOLUNTEER, I understand that I control the dates and times when I do the service and that U.S.VETS is not responsible for scheduling my VOLUNTEER service. I also understand that I will not be compensated for any time spent volunteering, nor am I entitled to benefits, including employment insurance benefits upon the termination of this agreement or as a result of this service.
3. I am aware that participation as a VOLUNTEER may require periods of: standing, sitting, lifting and carrying, etc. [redacted] [describe physical requirements, i.e. standing, lifting and carrying up to 40 pounds] and will require the exercise of reasonable care to avoid injury. I am voluntarily participating in this activity with knowledge of the hazards and potential dangers involved, and agree to accept any and all risks of personal injury and property damage.
4. As consideration for volunteering for U.S.VETS, I hereby agree that I, and my assignees, heirs, guardians, and legal representatives, will not make a claim against or sue U.S.VETS or its employees, agents or contractors for injury or damage resulting from the negligence, whether active or passive, or other acts, however caused, by any of its officers, employees, agents, or contractors of U.S.VETS as a result of my volunteering. I HEREBY RELEASE AND DISCHARGE U.S.VETS AND ITS OFFICERS, EMPLOYEES, AGENTS AND CONTRACTORS FROM ALL ACTIONS, CLAIMS, OR DEMANDS THAT I, MY HEIRS, GUARDIANS, AND LEGAL REPRESENTATIVES NOW HAVE, OR MAY HAVE IN THE FUTURE, FOR INJURY OR DAMAGE RESULTING FROM MY PARTICIPATION IN THE PROJECT.
5. I UNDERSTAND THAT IF I AM INJURED IN THE COURSE OF THE PROJECT, I AM NOT COVERED BY U.S.VETS' WORKERS' COMPENSATION PROGRAM. I authorize U.S.VETS to seek emergency medical treatment on my behalf in case of injury, accident or illness to me arising from my involvement as a VOLUNTEER. I understand that I will be responsible for medical costs incurred by such accident, illness or injury.
6. I understand that the materials and tools provided by U.S.VETS are and remain the property of U.S.VETS, and I agree to return these tools and any remaining materials to U.S.VETS at the end of my VOLUNTEER service.
7. I understand that U.S.VETS may terminate this agreement and my volunteer services at any time for any reason.



8. I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS.
I AM AWARE THAT THIS IS A RELEASE OF LIABILITY, AND SIGN IT OF MY OWN FREE WILL.

Date Volunteer Signature

Printed Name

Date U.S.VETS Representative Signature

Printed Name

If VOLUNTEER is under 18 years of age, parent or guardian must read and sign the following:

This release, its significance, and assumption of risk have been explained to and are understood by the minor.

Date Parent or Guardian Signature

Printed Name