



## VOLUNTEER APPLICATION

Helping Hand Home for Children, Inc. is committed to the principles of Equal Employment Opportunity. All volunteerism decisions are made on the basis of individual qualifications, without regard to race, color, gender, religion, national origin, age, disability, marital status, sexual orientation, veteran status, or political belief as defined by the law. All volunteer positions are filled by persons best qualified by their training, experience, attitude, performance ratings and other accepted determinable qualifications, which meet the current needs of our program and our children.

## GROUP CONTACT

Name of Group	Contact Name/Position	Date of Birth
Address		Home Telephone # (    )
City	State	Zip
		Business or Cell # (    )

Email Address:

Have you ever interviewed with the Agency before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list date(s) and job title(s)
Have you ever been employed by the Agency before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list date(s) and job title(s)
Do you have any relatives employed by the Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list name and relationship

Frequency of volunteerism desired (may check more than one):  
 2-4 times per week     weekly     bi-weekly     once per month     once every 3 months  
 during holidays/school breaks     I am only interested in volunteering one time.

Hours Available	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

Why is your group interested in volunteering with Helping Hand Home for Children?

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Is there a particular group (gender or age) with whom you would most like to volunteer? If so, why? \_\_\_\_\_

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Please describe your organization, including your mission/purpose:

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Please check the group volunteer opportunities you are interested in:

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|--|--|
| <input type="checkbox"/> Outside Play    | <input type="checkbox"/> Clean-up/Maintenance Projects       |
| <input type="checkbox"/> Special Events  | <input type="checkbox"/> Administration (M-F 8:00-5:00 p.m.) |
| <input type="checkbox"/> Holiday Parties | <input type="checkbox"/> Off-Grounds Activities (Weekends)   |

How did you hear about Helping Hand Home for Children? \_\_\_\_\_

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## Guidelines for Volunteer Groups at HHH

- All group members must be 18 years old and older
- All group members must have only lived in Texas for the past 5 years
- All group members must complete a Disclosure and Release form (Background Check)
- All group members must sign Confidentiality, Abuse and Neglect Forms, and a copy of these guidelines.
- All volunteers should be appropriately dressed:
  - NO tight-fitting clothes
  - NO low cut shirts or tank tops
  - NO clothing that exposes under clothes or skin
  - NO images or alcohol or drug references on clothing
  - NO translucent clothing
- Volunteers will maintain proper boundaries with the children by following the lead of the supervising staff. Volunteers should not have any affectionate physical contact with the children, such as hugs, kisses, hand holding, or any other unnecessary touching. High fives are the most appropriate form of affection and support from our group volunteers.
- Please do not question the children about their families, why they are in our home or any other personal information. If a child begins to volunteer sensitive and personal information to you, please protect the child's dignity by redirecting the conversation to the activity at hand and notifying their staff member.
- Help protect the privacy of our children. Do not repeat their names or circumstances outside the home. If your group takes pictures, please get permission first and ask how they might be used. Pictures should be limited to the group activity.
- Volunteers should *never* use suggestive language, make crude comments, use profanity, or raise their voice to children. Volunteers will refrain from being flirtatious and will not tease the children or speak to them in a sarcastic manner.
- Some of our children have dietary limitations or may be restricted from using sharp objects such as scissors. If a staff member asks you to refrain from giving a child something, you will need to comply without question. DO NOT ever tell a child you are going to give them any food items or gifts.

*The children at Helping Hand Home have special needs. These guidelines have been developed in order to ensure that volunteers at Helping Hand Home are abiding by the Home's expectations for the treatment of our children. Should you or a member of your group fail to abide by these guidelines, you may be asked to leave the activity by a staff member.*

### EQUAL OPPORTUNITY STATEMENT

*It is the policy of Helping Hand Home for Children to implement affirmatively equal service to all applicants without regard to race, religion, sexual orientation, age, gender, or ethnicity.*

