



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.

PERSONAL

| | | | |
|--------------------|-------|----------------|---------------------------|
| Last Name | First | Middle Initial | Social Security # |
| Other Name(s) Used | | | Home Telephone # () |
| Address | | | 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 | | | | | | | |

Emergency Notification: _____
Name (Please Print)
Phone Number
Relationship

The Texas Department of Human Licensing Division requires the following information for potential volunteers.

| | |
|---|---|
| Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you have any pending criminal charges? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you ever been convicted of any felonies? <input type="checkbox"/> Yes <input type="checkbox"/> No | Have you ever been convicted of any misdemeanors? <input type="checkbox"/> Yes <input type="checkbox"/> No |

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

Please describe any experience, skills, or educational background that you feel would contribute to your ability to work effectively with emotionally disturbed children. _____

What are your major strengths and weaknesses? _____

Describe your type of personality. _____

Please list your hobbies and interests. _____

Do you have a particular activity (educational or recreational) that you would most like to do during your volunteer time? _____

How did you hear about Helping Hand Home for Children? _____

REFERENCES

| Name | Telephone | Years Known |
|--------------|-----------|-------------|
| Professional | () | |
| Professional | () | |
| Personal | () | |
| Personal | () | |

Volunteer Guidelines

Minimum Qualifications and Requirements:

- All volunteers must be at least 18 years old.
- Volunteers will commit to at least six month's service.
- Volunteers must complete drug testing & tuberculosis testing.
- Volunteers who have lived outside of the state of Texas in the past 5 years will be required to complete FBI fingerprinting at their own expense (\$43)
- Volunteers are required to attend an Info Session and Orientation in order to volunteer at Helping Hand Home.

Volunteer Conduct

- Volunteers will not smoke in front of children.
- Firearms are not permitted on campus.
- Since the children are not allowed free access to snacks and soft drinks, volunteers will refrain from eating and drinking in front of the children. However, water bottles and thermos are permitted.
- Volunteers will not curse while working with children.
- Volunteers will not take care of personal business in the presence of the children.
- All volunteer visits must be arranged in advance with the Volunteer Coordinator. No exceptions to this rule will be made.
- Volunteers will arrive at the scheduled time or will call in advance to notify staff of any changes in time or cancellations.
- Volunteers will demonstrate trust and responsibility in their relationships with the children.
- Volunteers will report immediately to the Volunteer Coordinator any suspected abuse or neglect of the child.
- Volunteers are not allowed to give any gifts to children without the advance approval of the Volunteer Coordinator and the child's clinical team.
- Volunteers will report immediately to the staff at Helping Hand Home for Children any injury or illness concerning a child.
- Volunteers will communicate any concerns regarding children's behavior or staff conduct to the Volunteer Coordinator so that clarification and resolution can be sought.
- Volunteers will be open to feedback from the Volunteer Coordinator, as well as from any other staff member.
- Volunteers will always sign "in" and "out" when visiting Helping Hand Home for Children even if only on grounds for a short period of time.
- Volunteers are not permitted to be along with children.
- Termination of the volunteer-child relationship should not occur abruptly. Because of the significance of the relationship, termination should occur with the assistance of the Volunteer Coordinator.
- Volunteers will maintain the confidentiality of the children in care.

Volunteer Boundaries

Volunteers will maintain boundaries around their personal lives when working with children. Under no circumstances will volunteers disclose any personal problem or situation to a child. Children will be curious about the volunteer's personal life and may sometimes know the most basic things such as if a volunteer is married or where they were born, but volunteers will not answer questions or provide any details to the child. For example: A child asks a volunteer if they have children. The staff member replies yes, I have a daughter. The child asks how old the daughter is. The staff replies, she is 10 years old. The child keeps asking questions about the daughter, the staff then changes the subject by saying –“ I would like to focus on you now, how was your day at school?” If a staff is ill or upset or must suddenly be absent, let the child know that you will be gone to take care of something and let them know when you will return. Things children do not need to know about our lives include things such as: divorce, custody issues with our children, dates or social activities, death of a family member, family illness etc.

Language and Tone of Voice

The Helping Hand Home campus is characterized by an atmosphere of cooperation and mutual respect between the adults and children. Adults are expected to be respectful to children. Adults will not use sarcasm, threats, a threatening tone of voice, yelling, exasperation etc. when dealing with children. When individuals come to volunteer with disturbed children they utilize proven ways of communicating such as a neutral tone of voice when dealing with conflict and oppositional behavior. Showing children that you are fed up with their behavior, impatient and unhappy with the way they are acting is non-therapeutic.

Dress Code

Because you will be working with children, casual dress is encouraged. Please be cautious of what message your clothing may send: clothing with potentially offensive language or images is not permitted. Although it is fine to wear shorts, please make sure that the length is appropriate. Low-cut tank tops, “spaghetti-strapped” shirts, and bare midriff shirts are not permitted. If you report to volunteer and your clothing is inappropriate for this environment, you may be asked to leave to change your clothing.

I AM INTERESTED IN BECOMING A VOLUNTEER AT HELPING HAND HOME FOR CHILDREN. I KNOW OF NO REASON WHY I SHOULD NOT BE APPROVED FOR VOLUNTEERISM. I AM AWARE THAT THE CHILDREN AT HELPING HAND HOME HAVE BEEN SEVERLY ABUSED, NEGLECTED, AND/OR ABADONED BY ADULTS, AND SINCE I DO NOT WANT TO BE ANOTHER DISAPPOINTMENT TO A YOUNG CHILD, I AGREE TO COMMIT TO AT LEAST SIX MONTHS OF VOLUNTEERISM. I ALSO AGREE TO FOLLOW THE GUIDELINES THAT HAVE BEEN EXPLAINED TO ME ON THIS DOCUMENT, AS WELL AS THE ORIENTATION RECEIVED PRIOR TO STARTING MY SERVICE.

THE UNDERSIGNED ACKNOWLEDGES AND AGREES THAT:

1. He/she is not obligated to accept a volunteer position with Helping Hand Home for Children if offered, and that
2. Helping Hand Home for Children retains the right to refuse any individuals that they feel would not be in the best interest of the program, and, further, Helping Hand Home for Children is not required to state reason(s) for non-acceptance, and that
3. The volunteer file is held in strict confidence and becomes the property of Helping Hand Home for Children.
4. If at some point the undersigned becomes ineligible to volunteer at Helping Hand Home due to inappropriate or unprofessional behavior on campus, no longer having clearance from DPS & DFPS, or any other reason deemed necessary by the Helping Hand Home, his/her volunteer service will be terminated immediately.

I HAVE TRUTHFULLY RESPONDED TO ALL OF THE QUESTIONS ON THIS APPLICATION.

SIGNATURE OF VOLUNTEER APPLICANT

DATE

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.