

WRC Volunteer Application

3rd St. NE PO Box 1608 Hickory, NC 28601 • 828-322-6333 • Fax: 828-322-1314
communitysupport@wrchickory.org • www.wrchickory.org

Name: _____ Date: _____

Address: _____

City: _____ County: _____ Zip Code: _____

Phone: _____ Cell: _____ Work: _____

Occupation: _____ Employer: _____

Date of Birth (Month/Day/Year): _____ Email Address: _____

The best way to contact me is by: ___ Phone ___ Email ___ Mail between _____ AM/PM

Women's Resource Center distributes the majority of their correspondence via email. Would you prefer to receive information and mailings at your home address? YES NO

Volunteering Availability

- I am flexible Prefer weekdays Prefer evenings Prefer Weekends

Times Not Available: _____

Does your employer sponsor a volunteer program?

- YES (*complete below*) NO

Examples:

- Will give employees time off to volunteer
- Will match a financial donation against employee volunteer time
- Company is interested in group volunteer opportunity

Company: _____ Contact Person: _____

Phone: _____ Email: _____

RESOURCE Team Opportunities
(Check all you are interested in)

- | | | |
|---|--|---|
| <input type="checkbox"/> Board of Directors | <input type="checkbox"/> Emergency Pantry Help | <input type="checkbox"/> Program Committee |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Resource Research | <input type="checkbox"/> Special Events Support |
| <input type="checkbox"/> Office Support | <input type="checkbox"/> Women2Work Support | <input type="checkbox"/> Fairs/Festivals |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Mentoring Support | <input type="checkbox"/> Program Host/Facilitator |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Clothing Transport | <input type="checkbox"/> Community Speaking |
| <input type="checkbox"/> Client Support | | <input type="checkbox"/> Marketing |

Talents/Skills
(Check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Spanish/English Fluency | <input type="checkbox"/> Microsoft Office Proficiency |
| <input type="checkbox"/> Art | <input type="checkbox"/> Communication | <input type="checkbox"/> Organization |
| <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Database Entry/Maintenance | <input type="checkbox"/> "People Person" |
| <input type="checkbox"/> Hmong/English Fluency | <input type="checkbox"/> Event Planning | <input type="checkbox"/> Writing |
| | <input type="checkbox"/> Cleaning | |

What are your personal interests? (Family, hobbies, recreational activities, social interests, etc.):

Please list any past or present civic or faith-based activities, including any positions of responsibility:

Please list any awards or recognitions you have received from other organizations or programs:

List the top three reasons you would like to volunteer for Women's Resource Center:

1.

2.

3.

Please provide two PROFESSIONAL references (work, church, school, nonprofit, civic organization):

1) Name: _____ Phone: _____

What organization or association? _____

2) Name: _____ Phone: _____

What organization or association? _____

Please provide two PERSONAL references:

1) Name: _____ Phone: _____

How do you know each other? _____

2) Name: _____ Phone: _____

How do you know each other? _____

(Continue on next page)

Board of Directors Application Section

Have you ever been or are you currently a member of a non-profit board of directors?

YES NO

If YES, please List:

Name of Organization(s):	Date(s) of Service:	Position(s) Held:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

What do you believe to be the professional strengths, skills and interests that you possess?

How would those qualities and your experience benefit Women's Resource Center?

Photo Release Form

All photographers taking photographs on Women's Resource Center property or of Women's Resource Center events must obtain a signed release form from any organization member, staff person, or member of the public who is visible recognizable in the photograph. Crowd scenes where no single person is the dominant feature are exempt.

These rules govern photographers/photographs intended for use in any corporate publication of marketing or a public relations nature, such as newsletters, brochures, view books, promotional items, or other such materials. Releases also must be obtained for photographs used on the Internet. These rules are not in effect when photographs are taken of news events, but photographs taken for news purposes require a release for reuse in marketing materials.

This release form has been approved by the administration at Women's Resource Center.

PHOTO RELEASE

Date: _____

I hereby grant Women's Resource Center permission to interview me and/or to use my likeness in photograph(s)/video(s) in any and all of its publications and in any and all other media, where new known or hereafter existing, controlled by Women's Resource Center in perpetuity, and for other use by Women's Resource Center. I will make no monetary or other claim against Women's Resource Center for the use of the interview and/or the photograph(s)/video(s).

Name (print full name): _____

Signature: _____

Relation to Subject (if subject is a minor): _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____



Women's Resource Center Confidentiality Waiver

I, _____, am volunteering my time with Women's Resource Center (WRC). I understand in the course of my work with WRC, I may learn certain facts concerning clients, client families, volunteers and staff of WRC that are highly personal and confidential in nature. Examples of such information are medical conditions, treatments, finances, living arrangements, addresses, phone numbers, employment, sexual orientation, relations with family members and even the fact an individual is a WRC volunteer.

I understand all such information must be treated as completely confidential. I agree not to disclose any information of a personal and confidential nature to any person unless they are affiliated with WRC and have a professional need to know the information. To disclose information under any circumstances, I must get the specific consent of the individual to whom the information pertains. In case of any doubt about a particular situation, I will first contact the volunteer coordinator at WRC (or another WRC staff person if the coordinator is unavailable for any reason). I also understand any breach of confidentiality will result in the termination of my services with WRC as well as possible civil prosecution.

Volunteer:

Full Name (print): _____

Signature: _____ Date: _____

Women's Resource Center Representative:

Full Name (print): _____

Signature: _____ Date: _____

North Carolina General Status regarding confidentiality

NCGS 132-1 Public Records NCGS 108-80 Confidentiality of Social Service Records

Women's Resource Center
STAFF, BOARD and VOLUNTEER/CLIENT RELATIONSHIP POLICY

Purpose:

The professional relationship of Women's Resource Center (WRC) with staff members, board members and volunteers with clients is very important to the successful treatment of clients. While one would expect the relationship to be close there are specific guidelines and boundaries that shall be observed to maintain professionalism and effective management of clients.

Policy:

Relationships with Clients:

- No staff member, board member, or volunteer will loan money to an WRC client.
- No staff member, board member, or volunteer will accept gifts from clients or give gifts to clients.
- Staff members, board members, or volunteers will not engage in "matchmaking" between clients and other staff members, board members or volunteers.
- Personal relationships, such as dating or other socializing between WRC clients and staff members, board members or volunteers directly involved with the client's case management, are not allowed.
- Staff members, board members, or volunteers will not make exceptions to the rules for clients, especially when it comes to the disbursement of funds.
- Clients should not contact staff members, board members, or volunteers at their homes, unless given permission for a special circumstance.
- Staff members, board members, or volunteers should not acknowledge clients in public unless clients have specified that this be allowed, due to confidentiality issues.
- Clients should not visit staff members, board members, or volunteers in their homes.
- Clients and staff members, board members, or volunteers should not engage in any sexual activity with each other.
- Clients and staff members, board members, or volunteers should not engage in the use of illegal substances together.
- Staff members, board members, or volunteers are not allowed to house a client under any circumstance.
- Staff members, board members, or volunteers are not allowed to engage in any other activity deemed inappropriate as determined by the board.
- Any activity deemed inappropriate should be reported to a member of the staff or board.

Policy Compliance

Any Staff Member, Volunteer or Board Member that has questions or uncertainties about whether a potential act may violate this policy, they should seek advice from the Executive Board before acting.

If any Staff Member, Volunteer or Board Member wishes to report any suspected violation, they may do so either directly or indirectly to a Member of the Executive Board. If they wish to remain anonymous, it is recommended they mail a letter of their concerns to a Member of the Executive Board.

Any possible conflict of interest on the part of any Staff Member, Volunteer or Board Member should be disclosed to other board members and made a matter of record, when the interest becomes a matter of board action.

Any Staff Member, Volunteer or Board Member having a possible conflict of interest on any matter should not vote or use his/her personal influence on the matter, and he/she should not be counted in determining the quorum for the meeting, even where permitted by law. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting and the quorum situation.

The foregoing requirements should not be construed as preventing the Staff Member, Volunteer or Board Member from briefly stating his/her position on the matter, nor from answering pertinent questions of other board members since his/her knowledge may be of great assistance.

Any Staff Member, found to be in conflict with this policy may face disciplinary actions, up to and including discharge. Any Volunteer found to be in conflict with this policy, may be asked to cease volunteer activities on behalf of the WRC. Any Board member found to be in conflict with this policy may be asked to resign from the board.

It is further resolved that this policy be reviewed periodically for the information and guidance of Staff Member, Volunteer or Board Member, and that any new Staff Member, Volunteer or Board Member be advised of the policy upon entering the duties of his/her office. The Executive Committee of the board are authorized and directed to see that this policy is followed.

**I acknowledge I have received a copy of the Women’s Resource Center
STAFF, BOARD and VOLUNTEER/CLIENT RELATIONSHIP POLICY and will comply with its terms.**

Full Name (print): _____

Signature: _____ **Date:** _____