



Today's date _____

Caring Connections Friendly Visitor Program

Volunteer Application

Name (First) _____ (Last) _____

Name you go by _____

Mailing Address _____ City _____ Zip Code _____

Phone _____ Is this your cell number? Yes No

Age _____ May we put you on our volunteer e-mail list? Yes No

E-mail Address _____

I am available during the following days/times to visit.

Weekdays any day Only on the following weekdays: M T W Th F

Are you available in the evenings? Yes No Best times are: _____

Weekends either day Sat only Sun only

Best times are: _____

Do you speak a language other than English? Yes No

If yes, which: _____?

Emergency Contact _____ Phone _____

Relationship to you _____

Please provide two references (not family) who know you well and for at least two years.

Personal Reference 1:

Name _____ Relationship _____

Phone _____

Personal Reference 2:

Name _____ Relationship _____

Phone _____

1. How did you hear about this program?

2. What are your reasons for volunteering at this time?

3. How long of a commitment can you make to volunteering?

4. Please list your previous volunteer experience, including date, duration, position, and agency/organization. (Please include committee and/or board of director experience).

5. What qualities do you have that you think would help you to become a good friendly visitor?

6. Describe any experiences you have had with aging family/friends, and or community members.

7. What do you use for transportation?

8. Languages Spoken (other than English):

9. Do you have any medical (either physical or mental) conditions or take any medications that may interfere with your volunteer time?

10. What is the biggest challenge currently confronting you in your life? Describe.

11. Do you have a specialized skill that you are willing to donate to Openhouse? (e.g.: teach art, quilting, singing, play bridge, etc.)

12. Have you ever been convicted of a crime? Yes No If yes, please explain.

13. If you would like to tell us more about yourself, please feel free to add a paragraph or two on the back of this page.

Openhouse Volunteer Policies and Agreement

Volunteer Agreement

1. Volunteer is required to remain active for a minimum of 1 year and provide a minimum of 2 visits per month to the senior with whom he or she is matched, although a longer involvement is welcomed. The terms of this agreement will continue to be honored for the length of the volunteer's active involvement in the volunteer program.
2. Volunteer is required to attend a volunteer training and ongoing monthly support groups.
3. If a volunteer is unable to continue as a volunteer because of vacation, illness or personal emergency, he or she should notify Openhouse staff. Advance notification of at least two weeks is requested.
4. Volunteer must maintain a firm commitment to professional conduct and agree to the confidentiality provisions below.
5. Volunteer is prohibited from accepting a Power of Attorney or act as Executor or Witness for any client, consumer or applicant (herein after "Consumer"), with whom he or she is involved in an ongoing professional relationship through Openhouse.
6. Openhouse is committed to maintaining a safe, drug-free environment for its volunteers, staff, and Consumers, and therefore does not tolerate the use, possession, or sale of illegal drugs on Openhouse premises or while conducting Openhouse-related professional or volunteer activities. In addition, as a recipient of government funds, Openhouse is covered by the Drug-Free Workplace Act of 1988. A volunteer reasonably believed to be under the influence of, or to have possessed, used or sold, illegal drugs or alcohol while at work or in an Openhouse volunteer capacity is subject to legal action and immediate termination.
7. Openhouse does not tolerate unlawful discrimination or harassment against any employee, client, vendor, contractor or member of the public, including discrimination and harassment based on of race, color, creed, religion, age, sex, gender identity, sexual orientation, marital status, pregnancy, disability, political affiliation, veteran's status, national origin, ancestry, socio-economic status, or medical condition or any other protected characteristic under federal, state and local laws. A volunteer in violation of this policy is subject to dismissal.
8. Volunteer is a mandated reporter of suspected elder abuse. Any suspicion of elder abuse must be reported immediately to Openhouse staff.
9. Volunteer must report situations involving a Consumer's suicide ideation to Openhouse staff immediately.
10. Volunteer must dial 911 from the Consumer's home if a Consumer does not agree to delay his or her intention to commit suicide.
11. Volunteer must notify Openhouse staff of any major change in a Consumer's health, including upcoming surgery.
12. Volunteer is not permitted to accept financial gifts of any kind from a Consumer, with the exception of food and drink that the Consumer may provide or pay for in the course of a visit.
13. Volunteer agrees to be receptive to feedback and supervision from Openhouse staff.
14. Volunteer shall not drive or ride with a Consumer in the volunteer's/Consumer's vehicle without written consent of both parties. If driving or riding is agreed upon, the volunteer and/or Consumer must maintain a valid driver's license and the minimum insurance coverage for bodily injury required by the State. The volunteer and/or Consumer is responsible for providing such insurance and driver's license and evidence of such to Openhouse staff. Openhouse will not be held liable for any injury or damage sustained to the passenger or driver.
15. Volunteers agree to notify Openhouse of any changes in their addresses or telephone numbers.

16. Volunteers agree to read and abide by all Openhouse policies. Failure to abide by these policies may result in termination of volunteer status with Openhouse.

Confidentiality Policy: It is the policy of Openhouse not to share, distribute or disclose any Consumer data it may receive. Individually identifiable data recorded in any form, in *CAGetCare*, or verbally shared with staff or volunteers will be confidential and will not be open to examination or disclosed to any person or entity, including family members and friends, for any purpose not directly connected with provision of services to that individual by Openhouse or other service providers, related agency administrative functions, or service reporting. Individually identifiable data and other client or consumer information may be shared with Openhouse staff for the purposes of providing appropriate services to that individual.

This confidentiality policy applies to individually identifiable data, including addresses and other contact information in any form – electronic or print or verbally conveyed. Confidential information includes the fact that a person is or has been a Consumer. Consumer records containing identifying information should be viewed only via a secure server and, if printed, should be disposed of in such a way that any identifying information is removed or rendered unreadable. Any employee, volunteer or consultant misusing data is subject to termination and legal action by local, state, or federal authority.

Liability Waiver: Volunteer shall release, waive, indemnify and hold harmless Openhouse, its directors, officers, employees and volunteers from any loss, liability, and damage due to participation in an Openhouse program. Volunteer assumes full responsibility for the risk of bodily injury, death or property damage. Volunteer agrees that the foregoing release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the state of California, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Background Check Authorization: Volunteer authorizes Openhouse to contact the references provided and to conduct a background check, including fingerprinting for previous criminal offenses, per California State law and Federal law.

By my signature below, I acknowledge the following:

1. I have received a copy of the Openhouse Volunteer Policies and Agreement.
2. I have read the Openhouse Volunteer Policies and Agreement, including its Confidentiality Policy, Liability Waiver and Background Check Authorization and agree, as a condition of volunteer activity, to abide by the policies and procedures therein.
3. I understand that to knowingly and intentionally publish, disclose, use, or cause to be published, disclosed or used any confidential information pertaining to a consumer, client or applicant, is grounds for termination and legal action by either local, state, or federal authority.
4. I understand that this signed Agreement will be placed in my personnel or volunteer file.
5. I certify that all information given on this volunteer application for Openhouse is true, complete, and correct and that any false information on this application is cause for legal or disciplinary action up to and including dismissal.

Volunteer's Name _____

Volunteer's Signature _____

Date _____