

Northwest Assistance Ministries Volunteer Form

Office Use Only: _____ Orientation _____ Background _____ Client Track _____ Distribution _____ Raiser's Edge _____

You must be 16 years of age to volunteer unless accompanied by a parent.

Please Print:

Date: _____

Last Name: _____ First Name: _____

Middle Name: _____ Birthdate: _____ / _____ / _____

Current Address: _____ City: _____ Zip: _____

Prior Address: _____ City: _____ Zip: _____

TX Driver's License #: _____ Out of State DL# _____ TX ID # _____

Phone # Home: _____ Work: _____ Cell: _____

Fax Number: _____ Email: _____

May we add your name to our email list for NAM volunteer opportunities/messages/news? Yes No

In case of emergency, call: _____ Relation: _____ Phone: _____

Are you: (a) employed? Yes No

(b) a student: Yes No Full Time Part Time

Employer or School Name: _____

If retired, please list previous employer(s) and position(s): _____

Spouse's Name: _____ Employer: _____

Are you a veteran? Yes No

Are you a member of any religious congregations and or service organizations? Yes No

Please list complete titles: Congregation: _____ Service Organization _____

Have you ever volunteered at NAM? Yes No If so, when? _____

What day (s) of the week do you prefer to volunteer? (Please circle) M T W TH F SAT

What time of day do you prefer to volunteer? Morning (9 a.m. – 12 p.m.)

Afternoon (1 p.m. – 5 p.m.) All Day

How often do you prefer to volunteer? Daily Weekly Monthly Special Projects

Previous Volunteer History (other than NAM): _____

NAM clients are eligible to volunteer 12 months after last assistance was received in any of NAM's programs and services.

I hereby agree for myself and/or my children, and on behalf of all of my family, heirs, successors, assigns and/or representatives to release NAM from any and all liability, claims, demands and/or any causes of action, and not to sue or otherwise make any claim against NAM whatsoever which may arise during my and/or my child's participation in the agency. I assume full responsibility for any risk occurring from my and/or my child's participation.

By signing this volunteer form, I acknowledge that NAM may photograph or videotape participants and volunteers in any programs for flyers, on the NAM website, or for other promotional purposes, or to submit to news organizations. I willingly give my consent to such uses without remuneration. I agree to hold Northwest Assistance Ministries and/or its programs, its assigns and its agents harmless in the use of such photographs, materials, videos, broadcasting, media releases and/or articles. I will respect the confidentiality of situations, interactions, and insights at NAM. NAM conducts background checks on all potential volunteers, interns and employees. I understand that my ability to work or volunteer at NAM is subject to the result of this check.

Signature

Date

EMERGENCY BASIC NEEDS

(ASSISTANCE OFFICE)

- Assistance Interviewer*
- Client Receptionist

* Time commitment required (9:30am-3:30pm)

HOUSING

- Client Track Data Entry Clerk and Receptionist *

(M/W/TH 9-12 and/or 1-4)

*Must commit to at least one shift per week

- Donation room sorter

CHILDREN'S CLINIC

- Spanish/English Translator

- Filing/Shredding

- Data Entry

- Professional

Nursing/Medical Assisting Volunteers

FAMILY VIOLENCE CTR

- Hotline Representative

LEARNING CTR

- Receptionist

NUTRITION CENTER

- Donation Acceptance

- Food Pickup

- Client Assistant

- Sorting/Stocking

- Holiday Toy Drive

- Holiday Food Drive

FIFTY PLUS SENIOR

CENTER

- Bingo Caller

- Tai Chi Instructor

- Helping Hands helper

- Food Service Assistant

(M.W.F. 11:30 – 12:30)

- Substitute bus driver

(MWF 8-9:30 and/or 12:15-2:00)

- Substitute Front Desk

Assistant (MWF 9-12)

DEVELOPMENT

- Data Entry

- General Office

- Marketing

- Special Events

IT COMPUTER TECH (EXPERIENCE REQUIRED)

- System/Software Maintenance

- Equipment Repair

MEALS ON WHEELS

- NAM weekday driver

- NAM Saturday driver

- NAM substitute driver

Spring area

- Windwood driver

- Windwood sub driver

Bear Creek area

- Lifepath driver

- Lifepath sub driver

- Office assistant (NAM)

- Office Assistant

- Pet food delivery

volunteers (flexible-open-ended hours) NAM&

Windwood

NAM RESALE SHOPS

- 1960 Location

2327 FM 1960 West

- Sorting Donations

- Floor Merchandising

Please Share Your Skills, Talents and Hobbies:

- Arts & Crafts

- Calligraphy

- Carpentry

- Computers

- Data Entry

- Driving (Bus/Van)

- Electrician

- Teaching/Tutoring

- Telephoning

- Emergency Transportation

- Gardening/Landscaping

- Graphic Design

- Mechanic

- Music _____

- Painting

- Photography

- Retail

- Sewing or Quilting

- Translating

Languages spoken other than English:

Proficiency: Speak/understand Can translate for others Can read, write and translate well

Other:

Waiver of Liability/Anti-Harassment Policy/Dual Relationships

Waiver of Liability

Northwest Assistance Ministries assumes no responsibility for any loss, damage, or injury to persons or property in connection with your participation in NAM volunteer activities. Your participation in NAM programs indicates a knowledge of, and an assumption of, the resulting risks, an acceptance of the preceding disclaimer of Northwest Assistance Ministries; responsibility and liability, and an agreement to release Northwest Assistance Ministries and all of its officers, staff, and volunteers, without any limitation or qualification, as to any and all liabilities, claims, demands, acts of nature, and actions which might be made for any losses, expenses, or damages of any kind or description. You also assume liability for any individuals that may accompany you during your participation in these programs. You are therefore urged to be sure to secure appropriate medical and personal injury and property damage insurance coverage prior to your participation in the Meals on Wheels and/or Senior Wheel Program/Activities.

My signature indicates that I have carefully read the above responsibility disclaimer, understand its content and purpose and voluntarily agree to its terms.

X _____ X _____
Volunteer Signature Date

Anti-Harassment Policy

It is the policy of the Company to maintain a working environment which encourages mutual respect, promotes respectful and congenial relationships and is free from all forms of harassment. Harassment in any manner or form is expressly prohibited and will not be tolerated. Company management is committed to vigorously enforcing this policy against harassment, including but not limited to sexual harassment, at all levels within the company. All reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Where harassment is determined to have occurred, the Company will immediately take appropriate disciplinary action, including termination.

My signature indicates that I have carefully read the above responsibility disclaimer, understand its content and purpose and voluntarily agree to its terms.

X _____ X _____
Volunteer Signature Date

Dual Relationships

NAM exists to assist individuals and families in need. In the course of performing this work, circumstances may surface that could result in NAM staff becoming personally involved with a client or clients. In keeping with NAM's professional status within the community and to reduce any unintentional conflict, there must be no exchange of money or goods between NAM staff/volunteers/student interns and clients currently or formerly served by NAM.

NAM prohibits staff/volunteers/student interns from fraternizing with any client(s) served by NAM programs. If evidence of non-professional, non-work-related interactions between a staff person/volunteer/student intern is reported, the NAM Program Director will conduct an investigation of the issue which could result in disciplinary action including termination.

Involvement by NAM staff persons, volunteers and student interns with clients formerly served must only be in ways that are professional and ethical. The former client(s) must not have received services from NAM for at least one full year. The client(s) must not be involved in counseling or treatment, which could indicate vulnerability.

NAM staff persons, volunteers and student interns must discuss possible relations with the NAM Program Director prior to involvement so that any concerns or conflicts of interest may be addressed in a timely manner.

My signature indicates that I have carefully read the above, understand its content and purpose and voluntarily agree to its terms.

X _____ X _____
Volunteer Signature Date