

VILLAGE LEARNING & ACHIEVEMENT CENTER VOLUNTEER IN-SERVICE

Name: _____ Phone: _____ Cell: _____

Email address: _____

Address: _____
City State Zip

Release Authorization for Background Check:

I expressly authorize any person associated with any law enforcement agency (federal, state or local), or any person who has knowledge of my character and/or criminal record or civil record to release information to **Village Learning & Achievement Center and/or its agents**, including its employees and agents, orally or in writing. I release from any liability and responsibility those working for an organization that releases that organization's information to **Village Learning & Achievement Center and/or its agents**. I hereby waive any rights or claims I may have and release **Village Learning & Achievement Center and/or its agents** and its employees from any liability and responsibility, and any person providing the requested information from any damage whatsoever resulting from the acquisition, use, retention, or disclosure of any such information. I will not hold **Village Learning & Achievement Center and/or its agents** and its employees responsible, for errors or inaccuracies in the acquisition or transmittal of information pertaining to the verification of my background.

Date of Birth: _____

Social Security #: _____ (check here if providing an alternate ID number)

TX Driver's License #: _____ (check here if you are a minor and don't have a DL)

Please check all that apply:

14+ years old (under 14 requires adult supervision) opportunities

18+ years old (18 or older can chaperone Villagers on outings)

Have previously volunteered for the Village Learning & Achievement Center

Have volunteer experience

Have special talents or hobbies: _____

Belong to a volunteer organization: _____

Have specific days and hours that I can volunteer: _____

Require a record of volunteer hours

Have experience working with special needs adults

In Case of Emergency Contact:

Name: _____ Relationship: _____

Contact information: _____

RELEASE OF LIABILITY

I understand that as a Volunteer for the Village Learning Center, the Management and Facility Staff assumes no responsibility for illness or injuries that I may acquire from Volunteer Services:

Signature

Date

*Parent/Guardian Signature (if a minor)

Date

CONFIDENTIALITY AGREEMENT

As a Volunteer of the Village Learning & Achievement Center, I agree to keep confidential all information concerning the Center’s attendees’ names and conditions, Village Learning & Achievement Center Policies and Procedures, etc. I agree not to solicit any Village Learning & Achievement Center Attendees or Employees.

Signature

Date

*Parent/Guardian Signature (if a minor)

Date

BELOW TO BE COMPLETED AT TIME OF VOLUNTEER ORIENTATION.

- I have received and reviewed a copy of the Village Learning & Achievement Centers Rules and Procedures.
- I have gone through a Volunteer Orientation and agree to follow all the policies and procedures of the Village Learning & Achievement Center.

Signature

Date

*Parent/Guardian Signature (if a minor)

Date

Before an applicant can begin to volunteer the following must be provided/completed:

- A copy of the applicant’s TX Driver License or picture ID
- Must conduct a background check of each volunteer
- In-Service Training and Orientation
- Confidentiality: The HIPAA Privacy Rule
- Language and Terminology
- Abuse and Neglect

Acknowledgement

I have read the volunteer in-service information provided above and fully agree with these conditions. I further understand that if I am ever considered to be in violation of any of the above conditions, I am subject to being terminated as a volunteer from Village Learning & Achievement Center.

Signature of Volunteer

Date

Print Name

Date

Please provide any special requests or other requirements you have: _____

For Office Use Only:	<input type="checkbox"/> Contacted entered into database
<input type="checkbox"/> Date Received:	<input type="checkbox"/> Orientation Training Completed
<input type="checkbox"/> Background Check Completed	<input type="checkbox"/> Staff completing report: _____