



Against All Odds Youth & Family Restoration

Volunteer Application

Contact Information

Name		DOB	
Street Address			
City ST ZIP Code			
Home Phone		Alt. Phone	
Driver Lic.		SS#	
Occupation		E-Mail	

Availability

During which hours are you available for volunteer assignments?

Weekday mornings Weekend mornings Weekday evenings
 Weekday afternoons Weekend afternoons Weekend evenings

Interests

Tell us in which areas you are interested in volunteering

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.



Against All Odds Youth & Family Restoration

Previous Volunteer Experience

Summarize your previous volunteer experience.

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Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.



Against All Odds Youth & Family Restoration

Volunteer Acknowledgement

All volunteers must read the Against All Odds Youth Family Restoration volunteer guidelines which are a mandatory requirement for volunteering in any capacity with the company.

All volunteers must sign and date the following statement.

_____ I have read and complete the central registry background check form.

_____ I have read all the required mandatory information.

_____ I have read all the requirements and will comply with all regulations.

_____ I have NEVER been convicted of or pleaded guilty to Child Abuse or other crimes of violence.

Have you ever been convicted of a crime, misdemeanor and/or felony? _____ Yes _____ No
Explain:

Do you have any medical conditions that we should be aware of while you are working as a volunteer in the school district? _____ Yes _____ No
Explain:

(Print Name)

(Date)

(Signature)



Against All Odds Youth & Family Restoration

Volunteer Guidelines & Policy

Goals of Volunteer Program

- To increase the quality of pro-social interaction that our youth receive.
- To increase the base of volunteers, to include community and business members and those with special skills to enrich and broaden the experiences of our youth.
- To provide needed extra help to assist staff members and in providing a superior pro-social interaction, and to stimulate community support for our youth.
- To regularly recognize volunteers in a fashion that never leaves those with any doubt that volunteers do make a difference.

Confidentiality: One of the most important considerations of a volunteer program is the preservation of confidentiality.

As a matter of professional ethics, volunteers are expected not to discuss information concerning individual youth with any other people. When dealing with our youth, you will undoubtedly overhear, witness, or participate in seemingly unusual, amusing, or confusing incidents. You may be tempted to discuss these experiences with others—please don't.

As volunteers, you will not have access to information, which may help clarify a particular incident. Activities can be easily taken out of context, be misinterpreted or misunderstood. By sharing your experiences with others you may inadvertently compromise the privacy of our youth. Accordingly, please do not discuss information acquired during your service with Against All Odds Youth and Family Restoration with others.

Punctuality: Volunteers should arrive on time for any activity. The days schedule is set for specific times to allow the daily schedule to run smoothly.

Dependability: Staff members rely on the services performed by volunteers, If you are unable to volunteer on your scheduled day or time, it is extremely important that you make contact so that other arrangements can be made.

Volunteer Information

Discipline: The varying program and each home has an established discipline policy. Please talk with the staff to see how you can fit into and support the program. When issues arise concerning the appropriateness of a youth behavior, your responsibility is to call such matters to the attention of the staff member or other supervision personnel and to support youth by encouraging them to make good choices and demonstrate appropriate behavior. We appreciate your efforts and help.

Emergency Drills: If you are present during a drill, follow the lead of the nearest staff member.

Outings: While many volunteer opportunities are available, serving as a chaperone is one of the most popular. When volunteering time as a chaperone for Against All Odds Youth Family Services, the following guidelines apply.

Chaperones must: 1) Sign in and out at the home, 2) Wear appropriate dress at all times, 3) Follow the itinerary provided by the staff in charge, 4) Maintain contact with all youth in the assigned group, 5) Report youth not



Against All Odds Youth & Family Restoration

following rules to a staff member charge, 6) See that youth under your charge are obeying the rules. These rules should be enforced consistently, 7) Contact staff immediately if any problems arise with a student.

Only individuals that have been approved as volunteers are permitted to chaperone or accompany youth. The volunteer's undivided attention is needed when serving as a chaperone, thus we recommend that chaperones attend unaccompanied by other children.

All volunteers work under supervised conditions only: When working in the building, please adhere to the volunteer schedule and try to keep your role as a volunteer and a parent separate. If your youth has a problem, let your youth work out the problem with others and the staff, through established routines and procedures. If you need to speak with a staff member about a situation involving your youth, please make arrangements to do so at a time agreed upon with the teacher that does not interrupt instructional time.

Respect for Authority: A volunteer shall respect the authority of all staff members. If you have a problem, issue or disagreement, please bring it to the Program Director's attention privately at an appropriate time.

Criminal Background Check: At the discretion of Against All Odds Youth & Family Restoration Director a Criminal Background Check may be conducted through the Arizona Central Registry.

Tobacco Products, Drugs and Alcohol: Volunteers are prohibited from using or being under the influence of tobacco products, drugs, or alcohol.

Bloodborne Pathogens: Against All Odds Youth & Family Restoration staff members are trained in handling injuries to students and spills involving hazardous or infectious substances. Please notify them immediately if there is an incident. They will make sure that they are following correct protocol in cleaning up the spill or otherwise addressing the situations.

Cell Phone Use: Please refrain from using cell phones while volunteering and in the presence of the youth.

Identification Badges: Volunteers must wear a temporary name tag using an appropriate title (i.e. Mr., Mrs., and Ms.). These will be available at the sign-in area in each home. All volunteers must sign-in and out each day they are volunteering.

Entrances & Exits: Doors are locked for the safety of all youth and staff; please do not prop/block doors open. Always enter the building through the main office entrance.

Objectivity/Impartiality: A volunteer shall not let his/her personal feelings enter into his or her work as a volunteer. A volunteer shall favor no one side or party more than another in all situations.

Appearance: A volunteer shall dress appropriately, always remembering that he/she is setting an example for the youth. Program guidelines for modesty, cleanliness, and no fads apply to all volunteers and staff.

Volunteer Responsibilities: Volunteers play a key role in the success of all activities they are a part of. Therefore, dependability and promptness are essential. Except in an emergency volunteers are requested to give at least 24 hour notice if they are unable to fulfill their responsibilities. Staff will do the same, should their volunteer requirements change.



Against All Odds Youth & Family Restoration

Volunteers shall exercise mature judgment in supervising youth and shall in all instances respect each youth's rights and privacy. Volunteers should discuss any concerns directly and exclusively with the supervising staff.

Volunteers should be willing to perform a wide range of assigned tasks. This includes activities such as copying, cutting, sorting, collating, shelving books, laminating, putting up or taking down bulletin boards, and working directly with students. Other areas of volunteer use could be reading stories to students, assisting with fundraisers, assisting in the computer lab, libraries, mentoring/tutoring, and serving on the school's advisory councils. Each of these activities makes a contribution to the school. All are valuable to teachers, staff, and students.

Volunteers are responsible for understanding and using the specific approach demonstrated by the staff so that youth are dealt with consistently and fundamental concepts are followed.

Volunteers should make outside arrangements for child care instead of bringing them during volunteer time without prior authorization.

Staff

In all activities, the volunteer is an extension of the Against All Odds Youth & Family Restoration staff. Be aware of each youth's right to privacy and to ensure confidentiality, share only necessary information.

Staff will determine how to most effectively use volunteers. In some cases a decision may be made to use volunteers.

Staff will provide written and/or oral directions for activities they want volunteers to execute. If a volunteer doesn't understand the activity assigned, he/she should ask for a demonstration and/or clarification at an appropriate break.

Under no circumstances should ongoing instruction be interrupted. Time on task is another prerequisite for quality performance. One interruption can cause a loss of up to 15 minutes of quality thinking time if you consider the time it takes to build up to a teachable moment.

Discontinuation of Services

Although Against All Odds Youth & Family Restoration is not limited to the reasons below, a volunteer can be asked to discontinue their services for the following:

Breach of confidentiality

Sexual misconduct

Unlawful conduct or violation of Against All Odds Youth & Family Restoration rules, policies, and/ or regulations

Physical or emotional stress which incapacitates the volunteer

Inability to cooperate and work effectively with staff and youth

Erratic or unreliable attendance or behavior

Criminal charges or criminal conviction

Establishing inappropriate relations with any student



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Thank you for expressing an interest in volunteering with Against All Odds Youth & Family Restoration. Youth, staff, and the community benefit from the work of individuals like you who freely share their talents, time and resources. We also know that as a volunteer, you too will be rewarded. One hour, one day a week, one day on a special project or trip-your efforts make a difference in the lives of our youth. Please be sure to carefully read the Volunteer Information and Guidelines included with this packet. These guidelines have been established for the safety of youth, staff and volunteers. Upon completion, simply fill out the attached form and submit it to the Program Director for processing.

Volunteer Process

Against All Odds Youth & Family Restoration welcomes volunteers but we need to know who is in the homes and attending outings with our youth. For the safety of our youth, a completed Volunteer Form must be submitted to and approved by the Program Director prior to volunteering.

For the safety of our youth, all prospective volunteers may be subject to a background check. In most cases, background checks.

Background checks will be required on all prospective volunteers who will be working with a youth or a group of youth. It is at the Program Director's discretion whether a background check is or is not required for a prospective volunteer.

After you have received volunteer approval you will remain on the approved status list until you ask to have your name removed. We do ask that you complete and submit to the Program Director the Volunteer Sign-Up Sheet each year.

Once your application has been processed and your volunteer status is determined, the Program Director will notify you of your status via a letter, phone and/ or email. This process may take approximately up to six weeks. If you do not receive feedback regarding your volunteer status within six weeks of submitting your paperwork, please contact the Program Director SaraBeth Wesley at 602-750-8687.