

Screening

Screening is a process that helps organizations to select the suitable candidates for particular roles and engage them in a way that helps to ensure success for the volunteers and the organization. It is important to the safety of our participants and the integrity of your organization. The following is an outline and checklist for our standard screening process for volunteers.

	Villager Application (and Resume)
	Background Check
	Interview
	Reference Checks
	Orientation
	Volunteer Code of Conduct and Ethics
	Release and Waiver of Liability
	Confidentiality/ HIPAA Agreement
	Volunteer Acknowledgement Statement
	Minor Release (If Applicable)

Name		Month & Day of Birth	
Address	City	State	Zip code
E-mail Address			
Home Phone		Cell Phone	Business Phone
Occupation		Employer	
Address	City	State	Zip code
Emergency Contact	Relationship	Phone	
Education:			
High School graduate?		Yes	No
Undergraduate degree?	Yes	No	Major/Field of Study:
Graduate degree?	Yes	No	Major/Field of Study:
Do you speak a foreign language?	<input type="checkbox"/> Sign Language	<input type="checkbox"/> Spanish	<input type="checkbox"/> Other _____
Special professional training, skills, hobbies:			
Community affiliations (Clubs, Service Organizations, etc.):			
Previous volunteer experience:			
To your knowledge, have you been a participant in services offered by Samara's Village?		Yes	No
Special Certification (CPR, Medical, etc.):			
Do you have a valid driver's license:	Yes	No	Driver's License#:
		State	
Have you ever been convicted of or plead guilty to any crime(s) involving or against a minor?:		Yes	No
If yes, describe each in full:			
Are there any criminal charges pending against you regarding any crime(s) involving or against a minor?		Yes	No

If yes, describe each in full:

Have you ever been refused participation in any programs involving youth?	Yes No
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If yes, explain:

In which of the following would you like to participate? (Check one or more.)

<input type="checkbox"/> Home Visitor	<input type="checkbox"/> Committee Member (which one) _____	<input type="checkbox"/> Ambassador
<input type="checkbox"/> Fatherhood Mentor	<input type="checkbox"/> Website/Social Media	<input type="checkbox"/> Clerical - Office
<input type="checkbox"/> Board Member***	<input type="checkbox"/> Transportation	<input type="checkbox"/> Hospitality Services
<input type="checkbox"/> Other _____		

***A separate application is required

Please list three references professional or personal:

1) Name/Phone

2) Name/Phone

3) Name/Phone

AS A CONDITION OF VOLUNTEERING, I give permission for Samara’s Village (the “organization”) to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the organization receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the organization, the officers, employees and volunteers thereof, or any other person or organization that may provide such information.

Applicant Signature _____ Date _____

(If Minor) Parent Signature _____ Date _____

Print Applicant Name _____

OFFICE USE ONLY: Background check completed by _____ on _____ System(s) used for background check (minimum of one must be checked): Sex Offender Registry Criminal History Records Other _____ *Only attach to this application copies of background check reports that reveal convictions of this application.
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Samara's Village requires and encourages volunteers to observe and practice high standards of business and personal ethics in the conduct of their duties and responsibilities. As a representative of Samara's Village, you agree to practice honesty and integrity in fulfilling your responsibilities and comply with all applicable laws and regulations.

Nondiscrimination/ Harassment Policy. Samara's Village is committed to maintaining a work place free from illegal discrimination, intimidation, harassment, and retaliation. Each volunteer, or potential volunteer shall be judged on his or her own merits without regard to race, religion, color, national origin, gender, age, marital status, physical or mental disability, veteran status, sexual orientation or other status protected by applicable laws.

Communications. Honesty is vital to building and maintaining healthy relationships. All communications within the organization and with the public should be accurate and complete. At no time should a volunteer communicate with the public about organizational operations or business conditions, unless specifically assigned this responsibility by our Board of Directors.

Work Practices. It is the policy of Samara's Village to provide a safe and secure environment for our employees, volunteers, participants, and visitors. Samara's Village has no tolerance for threats, intimidation, harassment or acts of physical violence on its premises or in any environment where the work of Samara's Village is being conducted. We are committed to exercising fair work practices with our volunteers, including acquisition, promotion, termination, disciplinary action and other conditions of service. Volunteers shall report unsafe conditions or any accidents, no matter how minor, to their supervisor. Alcohol and the use of unlawful drugs are strictly prohibited in all organizational facilities and activities, unless permitted for a special event with Board approval. As a condition of volunteering, Samara's Village has the right to search and inspect all its property and any personal property of a volunteer that is in or on the premises, vehicles, of other property where the work of the organization is being conducted.

Confidentiality. Participant information, including all file information, is not be disclosed to any third party, under any circumstances, without the consent of the Organization's Board of Directors. All data, materials, knowledge and information generated through, originating from, or having to do with the Organization or persons associated with our activities, including contractors, is to be considered privileged and confidential and is not to be disclosed to any third party. All pages, forms, information, designs, documents, printed matter, policies and procedures, conversations, messages (received or transmitted), resources, contacts, e-mail lists, e-mail messages, participants, staff or public information is confidential and the sole property of the Organization.

Grounds for Dismissal. Samara's Village reserves the right to terminate the services of any volunteer at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. If at any time a breach of confidentiality occurs or the guidelines laid out in the Villager Handbook are violated disciplinary action and likely dismissal will be taken.

Leaving/Resigning the Volunteer Program. When a volunteer intends to discontinue serving the organization, it is expected that this is communicated to the Volunteer Coordinator formally, through a letter, email, or phone call. Upon communicating your desires to no longer serve an "exit interview" will be conducted so that you and the organization can reflect upon your experiences during your commitment. This is a useful tool for strengthening our volunteer program.

Standards of Appearance. As a volunteer with Samara's Village, your behavior and appearance reflects on the reputation of our organization itself. Clothes should not be torn, frayed, dirty, or reveal any part of the cleavage, midriff, or buttock. Jeans are acceptable, and comfortable shoes (including tennis shoes) are encouraged, as long as they are maintained to this standard. Articles of clothing (including hats) that contain Logos, statements or lettering should be avoided.

By signing below, I acknowledge that I have read, understand, and intend to enter into the Samara's Village "Volunteer's Code of Conduct and Ethics" willingly and voluntarily.

Signature of Volunteer

Print Name

Date

This Release and Waiver of Liability (the "Release") executed on _____ (date), by _____

(Full Name) hereby releases Samara's Village, its directors, employees, committee personnel, volunteers, and affiliated sponsors. The Volunteer desires to provide volunteer services and engage in activities related to serving as a volunteer for Samara's Village (the "Organization"). The above named volunteer hereby agrees as follows:

1. **WAIVER AND RELEASE:** I, the Volunteer, release and forever discharge and hold harmless the above listed entities from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from the services I provide. I understand and acknowledge that this Release discharges from any liability or claim that I may have with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I am providing for the Organization.

2. **INSURANCE:** Further I understand that none of the above participating entities assumes any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health or disability benefits or insurance of any nature in the event of my injury, illness, death or damage to my property. I expressly waive any such claim for compensation or liability on the part of the participating entities.

3. **MEDICAL TREATMENT:** I hereby Release and forever discharge the participating entities from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a volunteer with the Organization.

4. **ASSUMPTION OF RISKS:** I understand that the services I provide to the Organization may include activities that may be hazardous to me including, but not limited to involving inherently dangerous activities. As a volunteer, I hereby expressly assume the risk of injury or harm from these activities and Release ALL participating entities from all liability for injury, illness, death, or property damage resulting from the services I provide as a volunteer or occurring while I am providing volunteer services for the Organization.

5. **PHOTOGRAPHIC RELEASE:** I grant and convey to the event organizers all right, title, and interests in any and all photographs, images, video, audio in connection with my providing volunteer services for the Organization.

6. **OTHER:** As a volunteer, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of North Carolina and that this Release shall be governed by and interpreted in accordance with the laws of the State of North Carolina. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.

By signing below, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

Signature of Volunteer Print Name Date

If volunteer is under the age of 18, a parent/guardian must read and sign this Release/Waiver of Liability form.

Signature of Parent/Guardian Print Name Date

Bring Pages 4-7 with you to the Villager Orientation

I have received a copy of the Villager Handbook. I have read, been trained on, and understand its contents. The handbook describes important information about Samara's Village, and I understand that I should consult the Administrative Director regarding any questions not answered in the handbook. I have entered into my relationship with Samara's Village voluntarily and acknowledge that there is no specified length of service. Accordingly, either I or Samara's Village can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I understand that this handbook replaces any and all prior verbal and written communications regarding Samara's Village.

The contents of the volunteer handbook may change at any time and Samara's Village will ensure that I am notified of any changes.

I will act in accordance with these policies and procedures as a condition of my service with Samara's Village.

Signature of Volunteer

Print Name

Date