



**Summer Camp 2017
VOLUNTEER APPLICATION**

Carrie Brickey
3401 Arsenal St.
St. Louis, Missouri 63118
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Please type or print legibly.

Name: _____ E-mail: _____

Cell Phone: _____ Other Phone (if any) _____

What other languages do you speak/read/write? Proficiency? _____

Congregation with which you are affiliated _____

Emergency Contact Name: _____ **Relationship** _____

Phone Number (preferably mobile, if available) _____

VOLUNTEER CONTRACT

The International Institute places a high value on volunteers and their dedication to public service. We depend on volunteers of various backgrounds and appreciate the contributions of time, skills, and commitment that they give. As a result, we consider it important that our volunteers are informed of and agree to certain guidelines.

Attendance: You and your supervisor will mutually agree upon a volunteer schedule. The Institute staff and clients are depending on and plan for you to be present and punctual during your scheduled time. If for some reason you cannot keep your schedule, please call/email your supervisor as far in advance as possible so other arrangements can be made and staff can be notified.

Record Keeping: **It is your responsibility to sign in AND out on the green sheet at the reception desk.** These records are very important because they help the Institute track hours of public service and account for volunteers serving in programs. Volunteer hours are also considered a donation and may be reported to funders of the International Institute. **When signing in make sure to pick up a Volunteer Badge.** It is important we know who you are so wearing the badge is mandatory.

Dress: Volunteers at the International Institute work with people who come from a wide variety of backgrounds and cultures. Many of them are newcomers to the U.S and still making cultural adjustments having come from cultures that are more restrictive than ours. In an effort to be culturally sensitive, the agency dress code should be followed. The agency dress code requires volunteers to use good judgment and common sense when dressing for work. Your attire should always be neat and clean. Clothing should not be a distraction from the services you are providing the client(s). No tank tops, tight clothing, or clothing that bares your chest or midriff is permitted. Specific dress codes may be required for certain events.

Parking: **Volunteers are asked to park in the lot off of Louisiana Ave.** You may park in any spot except the few that say "Permit only" as these are for Institute vehicles. We ask you to respect our neighbors by not parking along Arsenal Street.

Safety: Please use commonsense when you are at the Institute. **Do not leave anything valuable in your car.** Take everything with you or lock it in your trunk. Make sure to lock car doors and close windows. If you carry a purse or bag, take it with you wherever you go.

Conduct: Volunteers are representatives of the International Institute when they are working with agency clients, service providers and the general community. Therefore **it is your duty to act in a professional manner at all times while volunteering.** Please maintain a professional relationship with all clients at all times (on and off site) while you are serving as a volunteer of the Institute.

Boundaries: As a volunteer it is your duty to maintain professional boundaries with the clients served by the International Institute. You may not exchange phone numbers, addresses or other contact information. Please do not offer to translate or interpret for a client without receiving permission from the Volunteer Supervisor. Contact with any clients must be arranged through an International Institute employee and, when applicable, approved by your supervisor. The Institute does not permit contact with our clients outside the scope of your volunteer duties/hours unless your volunteer supervisor has granted permission. We welcome your family and friends to join you in your volunteer activities; however, prior to client contact, all volunteers and their guests must go through the application process. **Should a client come to you with problems other than those related to your volunteer duties, please contact your volunteer supervisor before attempting to solve this problem.** Many times, the Institute staff is working with clients on these issues and your involvement may actually inhibit a speedy resolution.

Transportation: Only interns/practicum students working at least 10 hours per week for three months may transport a client in their personal vehicle. Along with the permission of their supervisor, the driver must sign the Volunteer Agreement & Release, pass a background check and provide current copies of their driver's license and insurance card.



Gifts/Donations: We are continually working on clients' needs. Gifts made directly to clients may have unforeseen consequences. If you would like to make a donation, please contact your volunteer supervisor to discuss the situation.

Photography Policy: Volunteers are not permitted to take photos at the International Institute and its events without prior permission by their supervisor. **Photos of clients/students are absolutely prohibited.** You can request a photo from a staff person if it is required for a school project or other purpose.

Publishing Materials: Volunteers and Interns should adhere to the International Institute style guide when creating flyers, brochures and other printed materials. Please see your supervisor to obtain the style guide and the administration department must approve your materials before publishing.

Media: **No one shall be in contact with the media** on his or her own or respond to a media inquiry without first having cleared the activity through your supervisor and the President of the International Institute. If a media person contacts you for information or to ask a question, do not respond unless the request has been cleared in advance with the President's office. (The media understands this kind of policy, since it is a policy which many other businesses in St. Louis also follow). It is important that information we distribute or give in response to a media inquiry be accurate and that all responsible individuals at the agency be aware of such activities.

Immigration Advice: Only the Institute's immigration services staff are authorized to give immigration advice or assistance to clients. This policy is for the clients' protection, for your own protection, and for the protection of the International Institute. If you are asked questions regarding immigration, refer them to your supervisor. **You may not answer immigration questions or give any advice.**

Dismissals: The agency reserves the right to refuse the services of any individual without stating a reason. Should complaints arise with regards to a volunteer, the volunteer's supervisor, upon review of the specifics, shall determine the appropriate course of action, which may include termination. In any case, a volunteer can be dismissed at the discretion of the agency with or without cause. Causes for dismissals include but are not limited to some of the following:

- Repeated absences without sufficient notice.
- Destruction or theft of the Institute's or another individual's property.
- Possession of firearms, alcohol or controlled substances on the Institute's property or reporting to volunteer under the influence of alcohol or any illegal drugs.
- Displays of abusive or disruptive behavior including abusive language or conduct towards clients, staff, volunteers, or the public.
- Invasion of privacy or a breach of confidentiality of clients, the agency, staff, or other volunteers.
- Unapproved contact with the media.
- Violating the Non – Proselytizing Agreement.
- Misuse of any Institute records or equipment, including electronic data.

The Institute staff is open to your suggestions and comments, which may help better serve you and the Institute clients. If you have any questions about policies, procedures, or your job duties, please discuss them with your supervisor. We want to make your volunteer experience a meaningful one.

I have read the above and agree to the terms.

Volunteer Signature

Date

Print Name



INTERNATIONAL INSTITUTE OF ST. LOUIS VOLUNTEER AGREEMENT AND RELEASE

I, the undersigned, recognize that, as a volunteer I represent the International Institute of St. Louis (the “Organization”) to the public. I accept the responsibility for this status and will conduct myself in a professional manner. I accept the responsibility for this status and will dress appropriately, conduct myself in a professional manner, including remaining drug free and sober during my volunteer assignment.

I will not participate in and will report any and all instances of any sort of harassment, exploitation, discrimination, and/or intimidation. I will work to maintain an atmosphere of physical and emotional safety for everyone associated with the Organization: (employees, volunteers, clients and visitors).

I agree to maintain the confidentiality of all volunteers, clients, and donors about whom I have personal and identifying information.

I agree to honor the commitment length and frequency of service that I make to the Organization. I agree to provide as much advance notice as is possible in the event that I will be absent from my volunteer shift. I agree to update my personal information and emergency information as changes occur.

I am aware that as a volunteer I expose myself to potential hazards which include but are not limited to: negligent and/or reckless conduct of others, accidents, cuts, burns, back injury from lifting, car accidents, property damage or injury to others in car accidents, falls, muggings, serious injury, and death. The potential hazards have been explained to me. I am voluntarily participating in this service with the knowledge of the potential hazards involved and hereby agree to accept any and all risks of injury.

I understand that as a volunteer, I may be posted at a site that is remote from available medical assistance; and nonetheless agree to proceed with participation as a volunteer for the Organization in spite of the possible absence of medical assistance. I also understand that any equipment provided for my protection may be inadequate in preventing serious injury or death. I am voluntarily participating in this service with the knowledge of the potential hazards involved and hereby agree to accept any and all risks of injury.

In consideration of being allowed to volunteer with the Organization, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, I, the undersigned, hereby release the International Institute of St. Louis and any of its agents, assigns, parents, subsidiaries, employees, officers, directors, officers, volunteers, predecessors, successors and affiliated businesses or entities from any present and future claims including, without limitation, claims for negligence, property damage, personal injury and wrongful death, arising from my participation in as a volunteer for the organization. Furthermore, I hereby voluntarily waive any and all claims, both present and future, arising from my participation as a volunteer for the International Institute of St. Louis, including but not limited to claims for negligence, property damage, personal injury and wrongful death. I agree that my assignees, heirs, distributees, guardians and other legal representatives will not make a claim against, or sue for injury or damage resulting from the negligence or other acts, howsoever caused, by any employee, officer, agent, or volunteer of the Organization as a result of my participation as a volunteer.

If my volunteer service includes driving an automobile, I acknowledge that I have both a valid driver's license and automobile liability insurance policy as required by state law. I agree to maintain my license and insurance in good standing for my entire tenure as a volunteer for the Organization and continually provide the Institute with current copies of both documents. I am knowledgeable of and agree to abide by local and state traffic laws. I agree not to drive while under the influence of alcohol and/or other intoxicating substances. I waive, release and discharge the International Institute of St. Louis, its trustees, officers and employees from any claims, demands, costs, causes of action, or damage as a result of property loss or damage, or personal injuries sustained to myself and to passengers of a vehicle that I am driving.

I have read this Volunteer Agreement and Release ("Release") and fully understand that by signing this Release, I am giving up legal rights and/or remedies which may be available to me. In signing this form, I understand and agree to the terms and conditions it contains related to volunteering my services to the International Institute of St. Louis.

If any portion of this Release shall be determined to be void, voidable or unenforceable by a court of competent jurisdiction, then the remainder of the Release shall remain in effect and be construed for maximum enforceability.

Date: _____ Volunteer Signature: _____

Printed name: _____

Signature of Parent or Guardian if volunteer is under 18 years of age:

VOLUNTEER CONTRACT – VOLUNTEER COPY

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