



## Reference Information

If volunteering as a part of a church or community organization, please give the name of the group:

\_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list the names and telephone numbers of two personal references:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## Standards for Volunteers and Code of Conduct

The following actions violate the Blackstone Valley Emergency Shelter Code of Conduct and failure to comply with any of these guidelines may be reason for termination of a volunteer. We reserve the right to refuse any person from volunteer work.

- Disclosure of confidential information to unauthorized sources
- Theft or willful destruction of property
- Abuse or ill treatment of a guest, employee or volunteer
- Reporting for volunteer service in an impaired condition that interferes with performing job duties
- Possession of illegal drugs or intoxicants on the premises
- Insubordination or neglect of duty
- Unwillingness to follow Shelter policies

**The following professional expectations should be followed at all times:**

***At all time you should maintain an appropriate professional relationship when engaging with clients by demonstrating the following behaviors:***

- Keep your voice at a calm, normal volume
- Avoid using slang terms, and do not use profanity
- Make requests not demands
- Always abide by a strict code of confidentiality
- Do not give a client personal belongings, cash, etc., and do not accept gifts from a client in any form
- Never form a friendship or sexual relationship with a client; do not be alone with a client
- Respect every client and volunteer's dignity by treating everyone the same
- Do not make exceptions for individual clients (show favoritism)
- Do not have conversations, take messages or make phone calls regarding staff/volunteers or other clients in front of clients
- Do not release any personal information about yourself or other staff/volunteers
- Do not release any information about a client to an outside party without specific written consent of the client
- Do not hug, hold, or touch children unless in full view of another staff member or volunteer

## Release of Liability

By signing below, I certify that the information contained in this application is true and agree to the Code of Conduct as outlined above. In addition, I hereby agree to hold harmless (which means to not assign blame or legal responsibility) the United Presbyterian Church at Whitinsville, its officials and those workers assisting in the Blackstone Valley Emergency Shelter from any and all harm that may be sustained as a result of or during my time as a shelter volunteer. I further agree to resolve any dispute arising from any harm where the matter is, by mutual consent, deemed not covered by this consent or over the consent itself, by submission to binding arbitration.

**I have read and understand the guidelines outlined in this application form and certify that the above information is true.**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

