

## Bound Together

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## Bound Together



### Volunteer Application Checklist

- Volunteer Application  1 clear copy of driver's license or state issued identification
- Volunteer Procedures, Policies and Release of Liability Agreement  Drug and Alcohol Policy Agreement
- Authorization for Background Check and Certification of Information Agreement

## VOLUNTEER APPLICATION

Date

### Personal Information

Full Name: Driver's License No.: State issued:

Address: City: State: Zip:

Home Phone: Work Phone: DOB:

Cell Phone: Email Address:

Previous names you have used, including maiden name and the date(s) your name changed:

List all of your residential addresses for the past seven years, excluding your current address as written above:

Have you ever received services from Bound Together?  Yes  No

Do you have a valid driver's license?  Yes  No Do you have transportation to our location?  Yes  No

### Experience and Education

What is your educational/training background?

Have you had any previous experience as a volunteer? If so, with what organizations, and what kind of work did you do?

Have you ever been asked to stop volunteering/assisting an organization for any reason? If so, explain.

Does your current employer have (check all that apply):  Program for volunteering

Donation matching program  Grant preference to organizations where you volunteer

### References

*It is Bound Together's policy to request two personal references from every person who volunteers at the organization. Please recognize that we may choose to contact your references at any time before or during your service with Bound Together.*

Reference #1: Phone No.: Relationship:

Reference #2: Phone No.: Relationship:

### Volunteer Opportunities & Skill Sets

Why are you interested in volunteering?  Personal interest  Educational Internship  
 Community Service Hours  Court ordered  Other \_\_\_\_\_

How did you learn about Bound Together?  Website  College/University  
 Current Volunteer  Other *Please specify* \_\_\_\_\_

Which opportunities do you wish to further explore:  Tutoring  Kids' Café (meal preparation)  
 Administrative volunteer  Art/design volunteer  Website/graphic design volunteer  
 Other \_\_\_\_\_

How long can you commit to volunteering?  One time  Occasionally  3-6 months  
 6 months or more  Other \_\_\_\_\_

### Bound Together's general programming runs Tuesdays, Wednesdays and Thursdays after school.

What days are you available?  Mondays  Tuesdays  Wednesdays  Thursdays

What times are you available?  Mornings  Afternoons  Evenings

Do you prefer to work (check all that apply)  Directly with people served  Behind the scenes  Computers   
Maintenance  No preference

Hobbies/interests:

Skills you would like to use while volunteering:

Other languages you speak \_\_\_\_\_  Basic  Conversational  Fluent  
\_\_\_\_\_  Basic  Conversational  Fluent

Do you have any special needs or restrictions we should be aware of ?

Date you can begin service:

### Criminal History

All volunteer positions require a Criminal History check. Conviction will not necessarily disqualify you from participating.

Have you ever been convicted of a crime (other than a minor traffic offense)?  Yes  No

If yes, explain:

### Please describe in 2-3 sentences why you want to be a volunteer at Bound Together:

Why, at this particular time in your life have you chosen to volunteer with us? What do you hope to gain from being a volunteer?

*Bound Together considers applicants for internships/volunteering without regard to sex, race, age, religion, national origin, sexual orientation, veteran or marital status, or any other legally protected status. We provide reasonable accommodation to qualified individuals with disabilities when it would not be an undue hardship. If you need a reasonable accommodation in the pre-placement process, please contact the Executive Director.*

## DRUG AND ALCOHOL POLICY AGREEMENT

Bound Together recognizes the costs to society and to individuals from drug and alcohol use. The Organization maintains a firm commitment to strive to provide reliable service to its clients and a safe and healthy work environment for its interns/volunteers. While the vast majority of interns/volunteers are not involved with alcohol abuse or illegal drugs, those who are can have an adverse impact on the workplace, as well as their own job performance. To meet our obligations, and to comply with our obligation under the Drug Free Workplace Act of 1988, the following policy has been adopted and will be enforced:

1. The Agency prohibits the unlawful use, sale, possession, manufacture, distribution, or being under the influence of alcohol, drugs or any controlled substance, on Agency property, in the presence of Agency clients, while on duty, during rest periods and break periods, while operating an Agency vehicle or attending an Agency-sponsored event.
2. Interns/Volunteers who violate this prohibition will be subject to disciplinary action, up to and including termination. Nothing in this policy restricts the Agency's right to terminate an intern/volunteer at any time, with or without notice, for any reason not expressly prohibited by law.
3. The agency retains the right to require any intern/volunteer to report for drug and/or alcohol testing for reasonable suspicion or following an accident in which there is injury to persons or damage to property.
4. Interns/volunteers must abide by the terms of this statement and must notify the employer of any criminal drug conviction within five days of the conviction if workplace conduct is involved.

I have read and understand the Drug Free Workplace Compliance Statement. I agree to comply with Bound Together's Drug and Alcohol Policy. I understand that any deviation will result in my immediate dismissal from any/all programming and carries the potential of legal action.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (required if less than 18 years of age)

\_\_\_\_\_  
Date

## AUTHORIZATION FOR BACKGROUND CHECK AND CERTIFICATION OF INFORMATION AGREEMENT

1. I certify that the facts set forth in this volunteer application are true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation in my application or placement interview may result in the rejection of my application or discharge from the volunteer program.
2. I consent to having Bound Together and/or its designated agents to investigate my background check prior to volunteering. This may include information contained in public records which could include criminal files at the county, state and federal jurisdiction levels, motor vehicle records and the investigation of employment/volunteer history & educational credentials.
3. I consent to an Internet Criminal History Access Tool (ICHAT), DHS Central Registry and Sex Offender Registry background searches.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (required if less than 18 years of age)

\_\_\_\_\_  
Date

## VOLUNTEER PROCEDURES, POLICIES & RELEASE OF LIABILITY AGREEMENT

Volunteers of Bound Together are considered unpaid workers with rights and responsibilities. Volunteer work is done on an unpaid basis to benefit the community; it is done with a willing spirit and of free will. Formal volunteer work involves mutual commitment and responsibilities in the relationship between the volunteer and Bound Together, within which both have rights.

It is Bound Together's responsibility to identify ways in which volunteers can enhance programming, and to ensure that these efforts complement the work of paid staff. I understand that as a volunteer my roles and expectations will be clearly defined, and that I will report directly to any paid staff member of either Bound Together or All Saints' Episcopal Church.

Bound Together expects all volunteers to comply with its existing policies and procedures. All volunteers receive a Volunteer Manual of policies and procedures in brief, as well as supplemental information. Volunteers have the right to request the full and formal version of Bound Together's policies and procedures. Requests must be submitted in writing to the Executive Director. All volunteers must sign this Volunteer Procedures & Policies Agreement certifying they have both received the volunteer manual, have read it completely and thoroughly, and understand the information there within.

Volunteers with Bound Together must attend a Safeguarding Children course in person, or online. Safeguarding Children is a program offered by the Episcopal Dioceses of Michigan which covers healthy boundaries, high-risk situations, ethical concerns when working with youth, and the prevention, detection and reporting guidelines for child abuse and neglect.

Bound Together recognizes that volunteers have the right to know what is expected of them, to have clearly specified lines of support and supervision, to be shown appreciation, to have safe/healthy working conditions, to be insured against liability, to know their rights and responsibilities, to be paid out of pocket expenses as outlined by staff on a case by case basis, to be trained, to volunteer in an environment free of discrimination, to request a reference in relation to their voluntary work and to have their confidentiality respected.

In return, Bound Together expects that volunteers will be reliable, be honest and forthright, respect confidentiality, attend trainings, supervision and support sessions where agreed upon, carry out their tasks and duties in a way which corresponds to Bound Together's mission, aims and values, and to work within the agreed policies, guidelines, remits and legal requirements.

I, \_\_\_\_\_, agree to comply with all policies, procedures and guidelines both in this agreement and within my manual. Failure to adhere to the responsibilities outlined in this contract will be viewed as breach of contract, and is likely to result in my immediate dismissal from any/all programming, revocation of permission to visit programming grounds and carries the potential of legal action.

I hereby voluntarily release and waive any claim of liability against All Saints' Episcopal Church and/or Bound Together, their operators, directors, employees, representatives, agents, artists and volunteers for any and all personal injury and/or property damage sustained by myself (the volunteer). I assume full responsibility for any risk of bodily injury or property damages while volunteering on or off site. I understand that Bound Together does not and is not required to provide Worker's Compensation for volunteers.

I have carefully read this agreement and fully understand and agree to its Contents. I am aware that this Policies, Procedures and Release of Liability Agreement is a release of liabilities, waiver of claims and a contract between myself and Bound Together/All Saints' Episcopal Church of Pontiac. I have signed my name below of my own free will.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (required if less than 18 years of age)

\_\_\_\_\_  
Date

Thank you for applying to become a volunteer with Bound Together! We look forward to working with you. Please make sure that you have completed, submitted and signed all forms as listed below. The average time to process and approve your application is one week due to background check processing timelines from various governmental agencies.