

Definitions from the Byrnes/Clay dictionary for screening volunteers

Application- Information given to an agency in a prescribed format by a potential volunteer that lists experience, availability, skills, interest and other information for the agency to review and match with its needs.

Handbook - A notebook given to all new volunteers that contains in writing all organizational policies, procedures and other information relating to volunteers.

Interview- Process of meeting potential volunteers, reviewing application information and matching the skill and availability of the individual with the needs of the organization.

Volunteer Job Description – Defines the scope of the volunteer position, including time commitment, skills and experience required, training to be provided, benefits of this volunteer position and supervision given.

Orientation – Training that covers an organizations expectations of volunteers, policies on sexual/racial harassment, drug and alcohol policies, where the coffee can be found, parking, etc. Often mandatory. Good idea to document contents through agendas and sign-in sheets.

References- Individuals (colleagues, supervisors, friends) who are willing to attest to the capabilities and skills of an applicant.

Screening – A methodical, defined process by which to gain additional information in order to make systematic, consistent decisions.

Short-term volunteer – People who offer their services for a specific event or purpose that for a short duration

State Patrol Check- Criminal background checks on potential volunteers through the State Patrol. Must obtain permission from the person first. Shows due diligence though not foolproof as it only covers the state in which the applicant currently resides.

Volunteer – Someone who provides services to an organization without being paid aside from reasonable reimbursement.

Waiver of Compensation – Or... No, you don't get paid! A signed document that states that the volunteers knows that he/she will not be paid for their services.

Youth Waiver- A signed document whereby an adult parent or guardian gives permission for minor child to participate in a volunteer activity.

WAIVER FORM FOR YOUTH VOLUNTEERS

My son/daughter/ward has my permission to participate as a XXXX Youth volunteer. I understand that he/she is volunteering their time and waive all rights for compensation. He/she will only perform volunteer work as directed by the staff of the Red Cross and that they feel comfortable doing. I agree to release the XXXXXX of any and all claims which may arise as a result of any expenses, personal injury, loss or damages incurred while volunteering.

All questions have been answered to my satisfaction and I give my permission for his/her participation.

Name of Youth: _____

My Name: _____

Please Print

Relationship to applicant: _____

Signature: _____ Date: ___/___/___

Short Term Volunteer Application

Date: _____

SS #: _____

Name _____
Last First M.I.

Birth Date: _____
month/day/year optional

Address: _____
Street

Home Phone: _____ ()

Pager Number: _____ ()

City/State/Zip: _____

E-Mail Address: _____

Fax Number: _____ ()

Languages spoken: _____

Emergency Contact: _____
Name

_____ *Relationship*

_____ *Home Phone*

_____ *Work Phone*

What previous volunteer experience or training have you had with the XXXX? _____

Current and previous work experience that relates to our current need XXX includes: _____

Have you been convicted of any criminal activity within the last 7 years? _____ If yes, please explain the circumstances: _____

This will not necessarily keep you from becoming a volunteer

Professional licenses or certifications (include driver's license): _____

I am available: Mornings _____ Afternoons _____ Evenings _____ Weekends _____
Please check all that apply

Days of the week I am available are: _____

I can help with: (here name the volunteer positions for this project)

XXXXXX _____ XXXXXX _____ XXXXXX _____ XXXXXX _____

XXXXXX _____ XXXXXX _____ XXXXXX _____ XXXXXX _____

To the best of my knowledge the above information is true and is submitted voluntarily. This information may be used and disclosed for XXXXXX purposes. I waive all rights to compensation. I will only perform volunteer work as directed by the staff of XXXX. I will decline any tasks that I feel uncomfortable and/or incapable of doing. I agree to release the XXXXXX of any and all claims to myself or others with may arise as a result of any expenses, personal injury, loss and damages incurred during my participation. All my questions have been answered to my satisfaction.

Signature

Date

Signature of parent if volunteer is under 18

Date

Who to contact in case of an emergency ★

Special Event Volunteer Job Descriptions

Event Name: _____ Date: _____ Staff: _____

_____ of volunteers are needed between _____ and _____ on _____. Their responsibilities will
Number *Time* *Date*

include: _____

Physical requirements include: _____

Volunteers will report to: _____

_____ of volunteers are needed between _____ and _____ on _____. Their responsibilities will
Number *Time* *Date*

include: _____

Physical requirements include: _____

Volunteers will report to: _____

_____ of volunteers are needed between _____ and _____ on _____. Their responsibilities will
Number *Time* *Date*

include: _____

Physical requirements include: _____

Volunteers will report to: _____