

Albemarle Commission SENIOR NUTRITION PROGRAM

Volunteer Application



Veteran?: ____yes ____no **Any Volunteer Site:** ____yes ____no **Specific Site:** _____

Contact Information

| | |
|--------------------|--|
| | |
| Name | |
| Street Address | |
| City, ST, ZIP Code | |
| County | |
| | |
| Mailing Address | |
| City, ST, ZIP Code | |
| | |
| Email Address | |
| Primary Phone | |
| Other Phone | |
| Date of Birth | |

Availability

Note: Meals are to be picked up no earlier than 10:45 AM and should be delivered no later than 12:30. Meals are only delivered Monday-Friday with the exception of Holiday's.

| | |
|----------------|------------------------------|
| | |
| ____ Monday | ____ Once a Month |
| ____ Tuesday | ____ Every Other Week |
| ____ Wednesday | ____ Once a Week |
| ____ Thursday | ____ As Often as You Need Me |
| ____ Friday | ____ Periodically |
| Other: | |

Driver Information: ***Please attach a copy of a valid Government Issued ID to this application***

| | |
|---------------------------|--|
| State of Driver's License | |
| Driver's License Number | |
| Valid Through | |
| Insurance Company | |
| Policy Number | |

Driving Record

Have you had a driving violation in the last three years? If yes, please explain below...

Criminal Offenses

Have you ever been convicted of a criminal offense or do you have any current pending charges? If yes, please explain below...

References

Please give at least two references, including at least one who has known you two years and *is not a relative*. Also, a reference from any other volunteer experiences would be helpful.

| | |
|---------------------------|--|
| Name | |
| Relationship to Volunteer | |
| Address | |
| Day Time Phone | |
| | |
| Name | |
| Relationship to Volunteer | |
| Address | |
| Day Time Phone | |

Previous Volunteer Experience *(Summarize any previous volunteer experience)*

Person to Notify in Case of Emergency

| | |
|---------------------------|--|
| Name | |
| Relationship to Volunteer | |
| Primary Phone | |
| Other Phone | |

Volunteer Agreement and Release from Liability

As an Albemarle Commission Senior Nutrition Program (AC SNP) volunteer, the lasting impression you make on those you serve reflects directly on all of us. Please be sure your words and actions help build our program and its reputation for quality. Confidentiality

In connection with my activities as a Home Delivered Meal Volunteer:

I agree to hold confidential all information to which I may have access about clients or former clients and will not reveal any information to unauthorized persons. I understand that revealing any information to unauthorized persons will make me subject to either civil action for the collection of monetary damages and/or suspension or dismissal.

Initial _____

Driver's License and Automobile Insurance

Any volunteers that are using their personal automobile for AC SNP deliveries must have a valid driver's license and automobile insurance policy. I agree to provide copies of both of these before beginning my volunteer experience. I will provide the AC SNP with updated copies of these, as requested.

Initial _____

Background Check; Convictions

I agree that my participation as a volunteer for AC SNP may be contingent upon satisfactory completion of a criminal background check, to be conducted at AC SNP expense. As a volunteer, I will notify my volunteer coordinator of any criminal convictions or criminal charges that are pending against me or which arise during the course of my volunteer activities with AC SNP.

Initial _____

Abuse and Neglect

Based on NCGS 108A Article 6, I understand that if I have a reasonable belief that someone receiving services from AC SNP has been intentionally injured, neglected, or exploited, it is my responsibility to report my concerns to my local Department of Social Services.

Initial _____

Photographic Release

I give the Albemarle Commission's Senior Nutrition Program permission to use my name and/or picture in published articles, brochures, video presentations and social media to promote the importance of the AC SNP.

Initial _____

Personal Health

I understand that if I have a fever or if I am sick, I should contact my scheduling coordinator and not deliver meals.

Initial _____

The Bags used to transport the food to the clients can contain up to 12 meals. There will be one bag containing the meal tray and an additional bag containing the milk and sides. Are you physically able to lift up to 20 pounds?

Initial _____

Some counties (Dare) have homes that may require you to climb up and down stairs multiple times during delivery. Are you physically able to do so?

Initial (If assigned to Dare) _____

Statement of Liability

I understand that the AC SNP is not responsible for personal injuries or property damage suffered or caused by a volunteer in connection with my volunteer activities. As a condition to serving as a volunteer I acknowledge that I am expected to maintain my own insurance covering these and other risk.

Initial _____

Voluntary Agreement

I understand and agree to the following:

1. I wish to provide such services without compensation and without any expectation of compensation from the Albemarle Commission.
2. I understand I will not receive any benefits, compensation or other remuneration in any form for providing volunteer services to the AC SNP.
3. I will report to the program director.
4. The relationship created by this Agreement is terminable by either party at any time, with or without cause and with or without notice.
5. I recognize that while performing the volunteer services under this Agreement, I will not be covered by the Commission's worker's compensation insurance, any medical or health insurance or any other benefit plan offered by the Commission to any employees.
6. If our relationship changes in the future and I actually expect to be a paid employee, we must enter into a new agreement and the Volunteer relationship will no longer exist.

Initial _____

Agreement and Signature

It is the policy of the Albemarle Commission Senior Nutrition Program to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability. I acknowledge that the above guidelines have been explained and all my questions have been answered. In signing, I agree that the health and safety of the clients is top priority and I will follow the guidelines in performance of my volunteer assignment.

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. Initial _____

Name (Printed)

Signature

Date

Thank you for your interest in volunteering for the Albemarle Commission Senior Nutrition Program Home Delivered Meals program.

****You must attach a copy of a valid government issued ID and specify which county and site you wish to volunteer with to have a complete application.****

**If you have any questions regarding the Home Delivered Meal program volunteer responsibilities, or the volunteer application, please contact:
Laura Rollinson at 252-404-7091**

Completed Applications with attached IDs can be mailed to :

**Albemarle Commission SNP
C/O Laura Rollinson
512 South Church Street
Hertford NC, 27944**

or faxed to (252)426-7649

or scanned and then emailed to: lrollinson@accog.org