

Bound Together
 171 W Pike Street Pontiac, MI 48341
 248-334-3827
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www.boundtogetherpontiac.org

Bound Together



VOLUNTEER APPLICATION - HS

Date

Personal Information

Full Name: _____ Driver's License No.: _____ State issued: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Home Phone: _____ Work Phone: _____ DOB: _____
 Cell Phone: _____ Email Address: _____

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

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

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.

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, wavier 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.