



# Volunteer Form

Hope Clubhouse of Southwest Florida: 3602 Broadway, Fort Myers, FL 33901,  
[www.hopeclubhouse.org](http://www.hopeclubhouse.org) (239) 267-1777

Volunteer orientation is required prior to placement. All information is confidential.

Today's Date: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Or State ID #: \_\_\_\_\_ State: \_\_\_\_\_

Phone Number (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_ (Work): \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Are you currently employed? YES  NO  Employer name: \_\_\_\_\_

**If retired, please list previous employer and position:**

Are you a student? YES  NO  Part-time  School Name: \_\_\_\_\_

Are you a veteran? YES  NO  Full-time

Are you a member of any other service organization(s) \_\_\_\_\_

Have you ever volunteered at Hope Clubhouse before YES  NO

If so, when? \_\_\_\_\_

Have you ever volunteered with a Clubhouse International agency YES  NO

If so, when? \_\_\_\_\_

Where? \_\_\_\_\_

Day of the week you prefer to volunteer \_\_\_\_\_

Time of day you prefer to volunteer \_\_\_\_\_

How often do you prefer to volunteer? \_\_\_\_\_

I certify the all the information provided above is true and correct to the best of my knowledge. Should any of this information change during my service with Hope Clubhouse of Southwest Florida, I will submit updated information to the organization at earliest opportunity.

Volunteer signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Hope Clubhouse of Southwest Florida volunteer Form

### Volunteer Code of Conduct

As a volunteer of Hope Clubhouse of Southwest Florida, I hereby agree to uphold the organization's mission and values. I agree to follow the guidelines of service provided in this Volunteer Code of Conduct through the duration of my volunteer service. **The interpretation of the word "volunteer" means that I agreed to work without compensation, in any form, but I am still fully expected to uphold basic standards of professionalism during my tenure with the organization.** Hope Clubhouse of Southwest Florida reserves the right to change or modify the Volunteer Code of Conduct at any time for any reason, with the full expectation of policy adherence.

During my service as a volunteer, I am expected and agree to:

- Treat Hope Clubhouse members, visitors, donors, fellow volunteers, and staff with respect and courtesy.
- Refrain from vulgar or abusive language and conduct myself in a professional manner.
- Maintain ethical standards and not disclose any sensitive or confidential information at any time for any reason without permission or authorization.
- Respect and adhere to all applicable laws and regulations, including all laws and provisions that govern appropriate conduct in the workplace.
- Remain conscious that everything I do, directly or indirectly, has the potential to reflect upon Hope Clubhouse of Southwest Florida as a whole.
- Show a willingness to be trained and maintain an open-minded perspective regarding volunteer assignments.
- Abstain from the use, possession, or be under the influence of any illegal substance or alcohol at any time during my volunteer service.
  - Report any suspected fraud or abuse to the appropriate supervisor or administrator and use my best knowledge and discretion.

I understand that as a volunteer of Hope Clubhouse of Southwest Florida, I am subject to a thorough background check including criminal history. I understand that any action I take that is inconsistent with this code of conduct or failure to take action mandated by this code of conduct may result in my removal as a volunteer with the organization.

I HAVE READ AND AGREE TO THE TERMS OF SERVICE INDICATED ABOVE.

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer signature: \_\_\_\_\_

OFFICIAL USE ONLY

Hope Clubhouse of SWFL Inc. Volunteer

Liability and Policy Agreement

**Waiver of Liability**

I hereby agree for myself and/or my children (anyone under age 18), and on behalf of all my family, heirs, successors, assigns and/or representatives to release Hope Clubhouse of SWFL. Inc. assumes no responsibility for any loss damage, or injury to persons or property in connection with your participation in Hope Clubhouse of SW Fla. Inc. volunteer activities. My participation in HOPE CLUBHOUSE OF SWFL. Inc. programs indicates a knowledge of, and an assumption of the resulting risks, an acceptance of responsibility and liability. I also assume liability for any individuals that may accompany me during my participation in these programs.

\_\_\_\_\_ Initial

**Anti-harassment policy**

It is the policy of HOPE CLUBHOUSE OF SWFL. INC. to maintain an environment which encourages mutual respect, promotes respectful and congenial relationships, and is free from all forms of harassment, including but not limited to sexual harassment, at all levels within the company. All reported or suspected occurrences of harassment will be promptly and thoroughly investigated, and where determined, appropriate disciplinary action taken. All volunteers are protected by and are expected to comply with this policy and to take appropriate measures to guarantee that prohibited conduct does not occur.

\_\_\_\_\_ Initial

**Dual relationships**

In keeping with HOPE CLUBHOUSE OF SWFL. INC.'s professional status within the community and to reduce any unintentional conflict, there must be no exchange of money or goods between HOPE CLUBHOUSE OF SWFL. Inc. staff/volunteers/students/ interns and client/members currently or formerly served by HOPE CLUBHOUSE OF SWFL. INC. HOPE CLUBHOUSE OF SWFL. Inc. prohibits staff/ volunteers /students/ interns from fraternizing with any clients/members served by HOPE CLUBHOUSE OF SWFL. Inc. programs. If evidence of non-professional, non-work-related interactions are found they will result in disciplinary action including termination of volunteer status. Involvement by HOPE CLUBHOUSE OF SWFL. Inc. staff/volunteers/students/ interns with clients/members formerly served by this agency must only be in ways that are professional and ethical. The former clients/members must not have received services from HOPE CLUBHOUSE OF SWFL. INC. for at least a full year. The clients/members must not be involved in counseling or treatment, which could indicate vulnerability. HOPE CLUBHOUSE OF SWFL. Inc. staff/volunteers/students/interns must discuss any potential conflicts involving other staff/volunteers/ students/interns or with clients/members with the HOPE CLUBHOUSE OF SWFL. INC. Administrative staff prior to involvement so that any conflicts of interest may be addressed in a timely manner.

\_\_\_\_\_ Initial

Hope Clubhouse of SWFL Inc. Volunteer

Liability and Policy Agreement

Network Usage Policy

HOPE CLUBHOUSE OF SWFL. INC. software and computer systems are intended for business purposes; these systems may not be used to solicit for religious or political causes or for outside organizations. All information contained within the system, which includes all personal files and email, is the sole property of HOPE CLUBHOUSE OF SWFL. Inc. and subject to review and evaluation as to its nature and/or intent. Accessing or attempting to obtain access to, another person's information within HOPE CLUBHOUSE OF SWFL. INC., or accessing the information related to staff, donors, fellow volunteers, and clients/members is not authorized and if accessed inadvertently must not be shared at any time for any reason. Failure to comply with this network policy will result in termination of access to HOPE CLUBHOUSE OF SWFL. INC. computers and equipment and may result in volunteer dismissal.

\_\_\_\_\_ Initial

Confidentiality Policy

During service with HOPE CLUBHOUSE OF SWFL. Inc., a volunteer may become aware of confidential or privileged information about HOPE CLUBHOUSE OF SWFL. Inc. business practices, financial information, or other information related to donors/staff/volunteers/clients or members. It is the policy of HOPE CLUBHOUSE OF SWFL. Inc. that all such information must remain confidential both during and after volunteer service and must not be disclosed to any individuals or organizations outside of HOPE CLUBHOUSE OF SWFL. Inc.. A volunteer, who improperly copies, removes- whether physically or electronically, uses or discloses confidential information to anyone outside of HOPE CLUBHOUSE OF SWFL. Inc. is in serious violation of this policy and may be subject to disciplinary action up to and including volunteer dismissal and any legal remedies available under the law.

\_\_\_\_\_ Initial

Media Release

By signing this volunteer form, I acknowledge that HOPE CLUBHOUSE OF SWFL. INC. may photograph or videotape volunteers during their service at HOPE CLUBHOUSE OF SWFL. Inc. This audio, video, or photographic material may be used for promotional purposes, on social media, in press releases or be posted on the agency's website. I willingly give my consent to these uses without remuneration, and HOPE CLUBHOUSE OF SWFL. INC. retains total ownership and rights of these materials. I agree to hold HOPE CLUBHOUSE OF SWFL. INC. its programs staff and agents harmless in the use of such photographs, materials, videos, broadcasting, media releases and /or articles.

- If I do not wish to be photographed/videoed during my volunteer experience I will indicated that preference each time I am in the presence of staff with photography/videography equipment.

Hope Clubhouse of SWFL Inc. Volunteer

Liability and Policy Agreement

By initialing each section in this policy, I am indicating that I have carefully read the above responsibility disclaimer and policies, understand its content, and voluntarily agree these terms. I am aware that this agreement contains a release of liability, anti-harassment policy, dual relationship policy network usage policy, Confidentiality agreement, media release and understand this document serves as a binding agreement that I sign of my own free will.

Volunteer Signature \_\_\_\_\_

Staff Signature \_\_\_\_\_

Date

Date