



**Volunteer Application Form  
2011-2012**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Line of work or major: \_\_\_\_\_

Volunteer area of interest: \_\_\_\_\_

Available: \_\_\_\_\_

(days)

(hours)

Contact in case of emergency \_\_\_\_\_ Phone: \_\_\_\_\_

Reference: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

*Comments by reference:* \_\_\_\_\_

Reference: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

*Comments by reference:* \_\_\_\_\_

Thank you for choosing to volunteer at Heartland. Our programs are affordable and far-reaching because of your generous contribution of time and talent.

**Please see back side for policy agreements.**

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**(Office use)**

Volunteer Assignment: \_\_\_\_\_ Date: \_\_\_\_\_

Follow-up: \_\_\_\_\_

Other comments: \_\_\_\_\_

**Code of Conduct:**

We ask that the volunteers are well-groomed and a good representation of the agency, agreeing to uphold the mission and policies of Heartland Senior Services.  
Dress code: casual and appropriate

**Media release:**

I grant\_\_\_\_\_do not grant\_\_\_\_\_Heartland Senior Services permission to use my likeness, voice, and words in films, television, radio, newsletters, newspapers, Web sites, and/or other publicity media, as a group or individually, for the purpose of informing and furthering the philosophy and programs of Heartland Senior Services.

\_\_\_\_\_  
(signature) (date)

**Please be advised of the following:**

**Heartland Senior Services Volunteer Confidentiality Statement**

Every volunteer of Heartland Senior Services, no matter what job is performed, has an obligation to keep in confidence all information that pertains to the people we serve. The private lives and business of our clients, volunteers and staff are not to be revealed or discussed with any unauthorized persons. \_\_\_\_\_(date)

**Background Checks & Volunteer Liability:**

Some volunteer positions may require background checks such as with the motor vehicle registry and department of criminal investigation. These may include sex abuse and child/elder abuse checks. All positions that involve direct contact with participants in their homes will require at least two references.

Heartland Senior Services does not cover any accidents/injuries to the volunteer while carrying out Heartland’s assignments.

Volunteer positions that involve driving will require a current driver’s license and proof of insurance. The volunteer’s insurance will be the first coverage in case of any accident that occurs during a Heartland volunteer assignment.

I have read and been informed of the above statements. **Before volunteer placement I will be required to sign off on necessary forms.**

\_\_\_\_\_  
(signature ) (date)

**Heartland’s Mission: to offer life-enriching opportunities for older adults, and provide support for their families and caregivers.**