



Dallas Services

Volunteer Application

4242 Office Parkway
 Dallas, TX 75204
 214-828-9900
 www.dallasservices.org

All information in this application will be kept strictly confidential, and shall be used only in the management of Dallas Services' volunteer services and programs.

Last Name:	First Name:	Middle Initial:
Address:	Home Phone: ()	
City:	State:	Zip:
Email:		
Place of Employment:	Position:	
Work Phone: ()	Fax Number: ()	
If volunteering with a group, what is the group's name? _____		
GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female	DATE OF BIRTH: Mo. Day Yr.	
ETHNIC GROUP: <input type="checkbox"/> African-American <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native-American <input type="checkbox"/> Arabic <input type="checkbox"/> Other: _____		
Limitations that would affect your ability to perform certain tasks: <input type="checkbox"/> Hearing <input type="checkbox"/> Speaking <input type="checkbox"/> Seeing <input type="checkbox"/> Mobility <input type="checkbox"/> Other: _____		
I am interested in : <input type="checkbox"/> Children's Activities <input type="checkbox"/> Graphic Design/Marketing <input type="checkbox"/> Landscaping/Maintenance <input type="checkbox"/> Teacher Aide <input type="checkbox"/> Special Events <input type="checkbox"/> Fundraising <input type="checkbox"/> Clerical Support		
I am available to volunteer: _____ Weekdays _____ Evenings _____ Weekends		
IN CASE OF EMERGENCY CONTACT: _____		
Relationship:	Phone: ()	Alternate Phone: ()

The strength of Dallas Services depends heavily on the leadership of its volunteer Board of Trustees and in the cooperative support of its staff and community volunteers. The agency bylaws prohibit any individual acting as a volunteer from receiving financial or other remuneration for services. Expenses, such as mileage directly connected to the volunteer activity, may be reimbursed.

Initial _____

By completing and executing this application, the undersigned agrees to uphold and abide by the agency's mission, policies and procedures. I specifically authorize Dallas Services to contact any and all references submitted in order to determine my suitability as a volunteer.

Initial _____

Dallas Services
Confidentiality Agreement
Confidentiality Policy Statement

The privacy of clients and families must always be protected. No information of any kind is provided to anyone about a client without the client's permission.

All employees, consultants, volunteers, contracting agencies, student interns, and other affiliates of Dallas Services shall comply with the confidentiality procedures.

RELEASING INFORMATION

Information regarding a client and family will be released only by valid written consent or authorization from the client/family or when this agency is ordered by a court of law. The Executive Director, Board Chair or designee are the only ones authorized to release information except for medical emergencies.

I have read the above and understand and agree to follow Dallas Services' confidentiality policy and procedures as stated. Furthermore, I have been given a chance to ask and have explained to me any areas of this statement I felt I did not fully understand. My signature below indicates I understand and agree to follow Dallas Services' policy and procedures on confidentiality.

Dallas Services
Volunteer Code of Conduct

1. All volunteers must complete a Volunteer Application and Confidentiality Agreement before beginning service.
2. Questions or concerns regarding clients or staff should be directed to the Executive Director
3. Illicit drug possession, use or sales on Dallas Services property are cause for immediate termination of volunteer duties.
4. Consumption of alcoholic beverages or intoxication while on property is cause for immediate dismissal. Alcoholic beverages shall not be brought onto Dallas Services property. Volunteers may not perform their duties while under the influence of alcohol or drugs, illicit or prescribed.
5. If you are injured while on Dallas Services property tell a staff person as soon as possible. If a client is injured please contact staff immediately.
6. Individuals and faith-based organizations are not to advocate for beliefs with clients, families and staff.
7. All donations are to be directed to the Development Department. It is Dallas Services' policy to complete a donation form for every donation received. This form assists Dallas Services in tracking the donation and serves as a mechanism for providing the donor with a receipt.
8. No weapons of any kind are allowed on Dallas Services property.

Thank you for Volunteering with Dallas Services!

Signature _____

Date _____

Printed Name _____

Witness _____