

ART2HEART VOLUNTEER APPLICATION (830-792-3338 or email – info@art2heart.org)

Name: _____ Date: _____

Permanent Address: _____ Social Security #: _____

Temporary Address: _____

City: _____ State: _____ Zip: _____

Current Employer: _____

Profession: _____

Phone: Home: _____ Work: _____ Fax: _____ E-Mail: _____

Emergency Contact Name: _____ Phone: _____

Where did you hear about ART2HEART and our volunteer opportunities?

If you have a disability, what accommodations would you need to do this volunteer position?

When are you available to volunteer?

Time of Day _____ Day of Week _____ How often per month? _____

What attracted you to ART2HEART in particular? _____

What skills, training or knowledge do you wish to utilize at ART2HEART? _____

What training, resources or support do you anticipate needing to do this volunteer work?

Please provide **two** personal or professional references:

Name	Address, City, State, Zip	Phone Number	Relationship
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I hereby attest that the above information is true to the best of my knowledge.

Signature

Today's Date

A TUBERCULOSIS TEST IS REQUIRED OF ALL VOLUNTEERS WORKING DIRECTLY WITH CHILDREN

Role of Volunteers at ART2HEART

Community volunteers will provide both program and administrative support recognizing that in today's climate volunteers increasingly expect to be included in meaningful work that is clearly focused on the organization's mission. The board and paid staff will endeavor to include volunteers in program work wherever possible. However, volunteer assistance will enhance and not replace paid staff work. Further, volunteers will be expected to perform in cooperation with the ART2HEART's staff and comply with ART2HEART guidelines at all times.

No volunteer is left alone with any clients and they must have the ability to keep client information confidential.

Orientation will be provided and on-the-job training. Formal volunteer training is provided yearly.

VOLUNTEER JOB DESCRIPTIONS
(Please check areas of interest)

Requires TB test:

- MENTORING**
Spending time with our student assisting in homework medical screening for new admissions. Health issues will be provided with in-service training.
- TEACHER/TUTOR**
Provide one-on-one assistance with school homework and requested educational projects.
- STAGE TECH/DESIGN**
Assist or organize an exercise program. Provide education of health awareness.
- PARTIES**
Assist and plan parties for birthdays, holidays or special occasions.
- FIELD TRIPS**
Participate in ARD (Admission, Review and Dismissal) school programs. Give our children representation by a volunteer who cares about their education, instead of the school finding someone. Training is provided.
- DRIVERS/TRANSPORTING**
The volunteer must have a valid Texas driver's license and be placed on Art 2 Heart's automobile insurance list of current drivers. They will have training and orientation by shelter staff on driving vans. The driving will include field trips, doctor or court appointments, food bank and picking up donations.

Does not require TB test

- LANDSCAPING**
Mowing, watering, planting and working the flower beds.
- DONATIONS**
Sort through and distribute to needed areas or prepare for selling.
- FUNDRAISING**
Assist and organize approved volunteer and administration fundraisers.
- ADMINISTRATIVE**
Assist with correspondence, filing copying, phones, greeting clients and others.

PHYSICAL DEMANDS

The physical demands described here are representative of those that might be met by a volunteer to successfully perform the essential functions of the various jobs.

While performing the duties of the various jobs, the volunteer is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The volunteer frequently is required to stand; walk; and stoop, kneel, crouch, or crawl. The volunteer is occasionally required to climb or balance and taste or smell. The volunteer must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of the various jobs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Statement of Understanding and Agreement

I have read and understand all elements of this volunteer job description. I also agree to follow all policies, procedure and guideline of the Art2Heart Program.

Signature: _____

Name: _____

Date: _____

**ART 2 HEART CONFIDENTIALITY POLICY
STAFF-VOLUNTEERS-BOARD OF DIRECTORS**

Residents and their families of the Art 2 Heart Program may rest assured that all staff, volunteers and members of the Board of Directors have agreed to protect the identity of every youth-past, present and future.

As members of the Art 2 Heart organization you should tell no one the identity nor give out any information about the circumstances of Art 2 Heart youth. If such need arises, please complete a “Release of Confidential Information” for the client to sign.

We urge members of the Art 2 Heart organization to maintain confidentiality about certain issues, especially youth identities, circumstances and Art 2 Heart finances. Remember that you are responsible for the integrity of the Art 2 Heart organization.

Signature

Date

ALL VOLUNTEERS ARE SUBJECT TO A BACKGROUND CHECK

I, _____, on this date, _____, do hereby acknowledge that Art 2 Heart personnel have my permission and express consent to contact the Texas Department of Protective and Regulatory Services and law enforcement agencies to obtain information on criminal history.

I hereby release, hold harmless and agree to fully indemnify Art 2 Heart, it's Board of Directors, Texas Department of Protective and Regulatory Services and any such law enforcement agencies from any and all liability in regard to, or as a result of, any such investigation of my personal or criminal history.

All criminal history information regarding volunteers is privileged information and will only be released to the Texas Department of Protective and Regulatory Services, this agency and the volunteer. Except on court order or with the volunteer's consent, the information will not be released to any other person or agency. Unauthorized release of this information is a class A misdemeanor.

CRIMINAL CHECK INFORMATION

PLEASE PRINT CLEARLY

1. First Name: _____
Middle Name: _____
Last Name: _____

2. Other Names Used (married, maiden, etc.) Also Middle Name: _____

3. Street Address (no Box Number: _____
City: _____
County: _____
Zip: _____

4. Telephone number: _____

5. Date of Birth: _____

6. Age: _____

7. Social Security Number: _____

8. List of **other** cities in Texas where there has been residency: _____

9. Out of State Resident in last 5 years: Yes _____ No _____
Previous address (es) out of Texas, include county: _____

10. Start Date of Volunteering: _____

11. Race: White, Black, Asian/Pacific Islander, American Indian/Alaskan Native _____

12. Ethnicity: Hispanic, Other _____

To the best of my knowledge and belief all of the above is accurate and complete and I am now in good health and free of any condition or disability-physical, mental or emotional-that would impact my participation as a volunteer.

Signature Date

Dear Volunteer:

Because Art 2 Heart and our volunteers work with children, we ask that you sign the following statement. We appreciate your efforts and welcome you to the organization. I'm sure you will understand why this formality is necessary.

Sincerely,
Lorraine LeMon
Executive Director

Any false statement on this application is cause for the applicant **NOT** being accepted as a Art 2 Heart Volunteer.

1. Have you ever been under indictment or has a district/county attorney accepted an official complain against you? No _____ Yes _____

(If yes, explain _____)

2. Have you ever been convicted of, or given probation or deferred adjudication for, any felony or misdemeanor? No _____ Yes _____

(If yes, explain _____)