

# Volunteer Application



## Contact Information

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

Name	_____
Street Address	_____
City ST ZIP Code	_____
Home Phone	_____
Cell Phone	_____
Work Phone	_____
E-Mail Address	_____

How did you learn about the Retreat? \_\_\_\_\_

Are you mandated to perform community service? Y/N \_\_\_\_\_ **If yes, YOU MUST COMPLETE the MANDATED COMMUNITY SERVICE APPLICATION IN ADDITION TO THIS APPLICATION.**

## Availability

During which hours are you available for volunteer assignments?

- Weekday mornings     
  Weekday afternoons     
  Weekday evenings  
 Weekend mornings     
  Weekend afternoons     
  Weekend evenings

## Interests

Tell us in which areas you are interested in volunteering

- Administration     
  Hotlines     
  Shelter  
 Events     
  Fundraising     
  Thrift Store

Other \_\_\_\_\_

## Locations

Please indicate what location you are willing to volunteer at

<input type="checkbox"/>	East Hampton	<input type="checkbox"/>	Bridgehampton	<input type="checkbox"/>	Hauppauge	<input type="checkbox"/>	Riverhead
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## Languages

Please indicate what languages other than English you speak \_\_\_\_\_

## History

Have you ever been a victim of Domestic Violence?	<input type="checkbox"/>	If so, how long ago?	_____
Have you ever been a client of the Retreat?	<input type="checkbox"/>	If so, when?	_____
Have you ever been mandated to a Batterer's Pgm?	<input type="checkbox"/>	If so, when/where?	_____

### Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports. Please list all computer skills.

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### Previous Volunteer Experience

Summarize your previous volunteer experience.

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### Person to Notify in Case of Emergency

Name	
Home Phone	
Work Phone	

### References We May Contact

Name		Phone Number	
Name		Phone Number	

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

I understand that if I am found to have acted in a way that is contradictory to the Mission of the Retreat, this may be grounds for immediate dismissal.

Name (printed)	
Signature	
Date	

## Ethics for the Retreat Volunteers

Retreat, Inc. is an organization that services certain immediate needs of victims who are in the process of leaving a violent intimate relationship, and are in a crisis situation. Clients are often in great emotional turmoil and have evolved behaviors and perceptions that have been, or they believe have been necessary to their survival. The following guidelines have been created to protect The Retreat as an organization, the professional staff, and Retreat volunteers while they are engaged in valuable service to Retreat clients or in other Retreat activities.

### **I. Representation:**

A volunteer should be a concerned individual, trained and given specific information as to his/herr placement and supervision by the person responsible for their assigned placement. A volunteer can be concerned, empathetic, sympathetic, caring and friendly, but must stay in the prescribed protocol of a professional relationship when interacting with clients. A volunteer is not a friend who gives personal advice, acts on personal opinions or convictions or divulges their intimate feelings or personal life. Do not bring a client to your home or involve them in your personal life. It violates confidentiality and can put the client in danger and compromise the credibility of The Retreat. If you transport a client, please sign a waiver taking responsibility for that client before you leave. For the volunteer's safety and emotional well-being it is necessary to focus on the client's progress in the program and not feel personally responsible for her success. It is ultimately up to the client to accept that responsibility. It is what the client does in her situation, along with the participation in a Retreat program that can determine success.

### **II. Confidentiality:**

Discuss a client situation only with a supervisor, or a staff member in a private area with a helpful purpose in mind. Do not discuss clients with friends, neighbors, or family. It is important to keep client files and other records regarding clients in their proper place. Client files are not to be left in the open or removed from the office. When referring a client, give only the information that is necessary to expedite the referral.

### **III. Advice to Clients:**

Do not give advice about legal or medical matters; refer clients to your supervisor.

### **IV. Self Monitoring:**

A volunteer should accept that she/he has limits and may not always be able to help another person because he/she is under emotional stress, or is fatigued. At these times, the volunteer should talk with a supervisor. It is not unusual in a helping relationship that one might feel uncomfortable or anxious with a particular client. Discuss your feelings with a supervisor. It is important to remember that you cannot be helpful to every potential client. Other reasons for referring a client include the client's struggling with problems that the volunteer has not personally resolved, or that require skills that are more advanced than the volunteer's. This is a time to ask for help from your supervisor.

### **V. Witnessing inappropriate behavior:**

If a volunteer witnesses what is considered inappropriate behavior concerning a client, she/he should notify his/her own supervisor.

I have agreed to work for Retreat, Inc. as a volunteer. I understand that my volunteer assignment will reflect the needs of Retreat, Inc. and can change from time to time.

I have read "Ethics for Volunteers" and the policy on confidentiality. I understand that due to the nature of the work at Retreat, Inc., I must observe the strictest confidentiality with regards to clients.

Volunteer Signature	Date

# Mandated Community Service Applicants



## IF YOU ARE VOLUNTEERING WITH THE RETREAT TO FULFILL MANDATED COMMUNITY SERVICE HOURS, THIS SECTION MUST BE COMPLETED.

Documentation (letters to courts/attorneys, etc) may not be provided for any volunteer who does not complete this form PRIOR to their starting with the agency.

The following requirements must be met in order to fulfill mandatory community service with the Retreat:

- No convictions/accusations of
  - a violent or menacing nature
  - an offense of a sexual nature
  - theft or burglary
  - arson
- Written documentation must be submitted **PRIOR** to the start date stating
  - the total number of hours that volunteer must complete
  - date hours are to be completed by
  - date letter/confirmation of hours is needed by
  - name and address of person/agency letter is to be directed to
- You must possess good interpersonal skills, and treat those around you with respect at all times. Any signs of aggression will result in immediate termination of services with the agency.
- You must sign in/out **EACH** time you report for volunteering, and have a staff member confirm your time by signing the log.
- Failure to report for assigned shifts as indicated in written schedule, without contacting the department manager, or repeated cancellations may result in termination of services with the agency.
- Use of drugs/alcohol while volunteering will result in termination of services with the agency.
- I understand only the total number of hours I have actually worked will be reflected in the letter requested for the mandated service.

I, \_\_\_\_\_ have read the above requirements, and agree to comply with the terms as stated and have reviewed them with a Retreat staff member.

Volunteer Signature and Date

Retreat Staff Signature and Date