



## EMERGENCY CONTACT INFORMATION

<b>1<sup>st</sup> Emergency Contact Name:</b>	
<b>Phone Number:</b>	<input type="checkbox"/> Home <input type="checkbox"/> Cell
<b>Relationship:</b>	
<b>2<sup>nd</sup> Emergency Contact Name:</b>	
<b>Phone Number:</b>	<input type="checkbox"/> Home <input type="checkbox"/> Cell
<b>Relationship:</b>	

## CODE OF ETHICS

I have read the Code of Ethics for Volunteers of the Society of St. Vincent DePaul and will keep a copy of it for my records. I fully understand its content and agree to abide by it.

**Signature:**

**Date:**

## PHOTO RELEASE

I hereby grant the St. Vincent de Paul Society District Council of Dayton, Ohio, Inc. permission to use my likeness in any photograph, video or other digital or print reproduction (the "Materials") in any and all of its publications, including websites and social media, without payment or any other consideration.  **AGREE**  **DECLINE**

**Signature:**

**Date:**

## STUDENT VOLUNTEERS (UNDER THE AGE 18, PARENT/GUARDIAN SIGNATURE REQUIRED)

I give my permission for \_\_\_\_\_ to volunteer for the Society of St. Vincent de Paul. I have also read and reviewed the code of ethics with him/her.

I give my permission for \_\_\_\_\_ to be photographed in relation to his/her volunteer position, please select one:  **AGREE**  **DECLINE**

**Parent/Guardian Printed:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## EDUCATION

Highest Level/Last Year Completed:

School:

Do you have a degree?  Yes  No

If yes, what is your degree in?

Please list any licenses or certificates?

## EMPLOYMENT EXPERIENCE

Name of current employer:

Phone No:

Street Address:

City:

State:

Zip Code:

Position Held:

Does your employer sponsor or encourage community service days?  Yes  No

Does your employer offer special recognition for volunteering?  Yes  No

Does your current or former employer offer matching funds?  Yes  No

## VOLUNTEER EXPERIENCE

Organization:

Volunteer Position Held:

Date:

Organization:

Volunteer Position Held:

Date:

Organization:

Volunteer Position Held:

Date:

Organization:

Volunteer Position Held:

Date:

## SKILLS & TALENTS (PLEASE MARK ALL THAT APPLY):

Arts & Crafts

Construction/ Carpentry

Sewing

Building Repairs/Painting

Visual Arts: Drawing/Painting

Event Planning

Music/ Musical Arts

Fundraising

Photography

Legal or Financial

Writing

Social Media/Networking

Languages:

Basic  Advanced - Computer Skills

Cooking/Nutrition

Graphic/Web Design

Please list any other special skills or areas of interest:

## AREAS OF INTEREST FOR VOLUNTEERS

**Please check all areas that you are available to assist with:**

<b>GATEWAY SHELTERS</b>	
<input type="checkbox"/> Serving Breakfast Men (6AM-7:30AM)	<input type="checkbox"/> Provide/Donate a Fixed Meal
<input type="checkbox"/> Serving Breakfast Women (5:30AM-7AM)	<input type="checkbox"/> Front Desk-Apple (hours vary 6AM-9PM)
<input type="checkbox"/> Serving Breakfast Families (6:45AM-8AM)	<input type="checkbox"/> Front Desk-Gettysburg (hours vary 6AM-9PM)
<input type="checkbox"/> Serving Lunch Women (10:30AM-12PM)	<input type="checkbox"/> Clothing Sorter (hours vary 8AM-4PM)
<input type="checkbox"/> Serving Lunch Families (11:30AM-1PM)	<input type="checkbox"/> Donation Door (5PM-8PM Weekdays, between 9AM-4PM Weekends)
<input type="checkbox"/> Serving Lunch Men (11:30AM-1PM)	<input type="checkbox"/> Laundry (8:00AM-12:00PM)
<input type="checkbox"/> Serving Dinner Women (4:30PM-6:00PM)	<input type="checkbox"/> Men's Dorm Assistant (6:30PM-8:30PM)
<input type="checkbox"/> Serving Dinner Families (5:45PM-7:30PM)	<input type="checkbox"/> Women's Dorm Assistant (6:30PM-8:30PM)
<input type="checkbox"/> Serving Dinner Men (6:30PM-8PM)	<input type="checkbox"/> Family Dorm Assistant (7PM-9PM)
<input type="checkbox"/> Kitchen Assistant (11AM-1PM on Sat or Sun)	<input type="checkbox"/> Substitute Volunteer (As Needed)

<b>COMMUNITY STORES/FOOD PANTRY</b>	
<input type="checkbox"/> Putting Away Merchandise	<input type="checkbox"/> Sorting/Bagging Groceries (8:30AM-11AM Sat. prior to pantry days)
<input type="checkbox"/> Assist on Donation Dock	<input type="checkbox"/> Distributing Groceries (8:30AM-12PM 2 <sup>nd</sup> &4 <sup>th</sup> Wed only)
<input type="checkbox"/> Clothes Sorting and Hanging	<input type="checkbox"/> General Cleaning

<b>SUPPORTIVE HOUSING PROGRAMS</b>	
<input type="checkbox"/> Front Desk	<input type="checkbox"/> Light Cleaning
<input type="checkbox"/> Special Projects	<input type="checkbox"/> Provide/Donate a Fixed Meal

<b>ST. VINCENT DE PAUL ADMINISTRATION</b>	
<input type="checkbox"/> Special Events <input type="checkbox"/> Event Committees <input type="checkbox"/> Event Preparation/Execution <input type="checkbox"/> Fundraising	<input type="checkbox"/> Office/Clerical <input type="checkbox"/> Answering Phones <input type="checkbox"/> Data Entry <input type="checkbox"/> Mailings/Labeling

<b>AVAILABILITY:</b>							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>5:30AM-8AM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8AM-10AM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10AM-11AM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11AM-12PM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12PM-1PM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1PM-2PM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2PM-3PM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3PM-4PM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4PM-5PM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5PM-6PM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6PM-7PM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7PM-9PM</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other:</b> (specify)							
<b>How often would you like to volunteer?</b> <input type="checkbox"/> Once <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> As Needed							



## **CODE OF ETHICS FOR VOLUNTEERS**

**Society of St. Vincent de Paul**

**District Council of Dayton**

124 W. Apple St

Dayton, OH 45402

937-222-7349

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1. I will be conscious of the fact that everything I do, directly or indirectly, has the potential to reflect upon St. Vincent de Paul as a whole.

I will hold myself to the highest possible standard of conduct reflective of the work that I do, always striving to avoid even the appearance of impropriety.

2. I will recognize the worth, dignity and uniqueness of all persons, and will at all times treat clients, customers, staff, and fellow volunteers with respect, regardless of race, color, sex, sexual orientation, age, religion, national origin, marital status, political belief, mental or physical disability, military status, status as a veteran or any types of discrimination based on personal characteristics, conditions or status.

3. I will at all times clearly distinguish between statements made by me as a private individual and statements representing St. Vincent de Paul and/or statements that could be mistakenly interpreted as representing St. Vincent de Paul.

4. I will at all times conduct myself in a professional manner while in public places and particularly at times when customers, clients, staff, and/or supporters of St. Vincent de Paul are present.

5. I will at no time aid or abet a client and/or anyone else in any form of illegal activity, or participate in any illegal activity that would directly or indirectly reflect adversely on the agency's integrity, or expose the organization to any negative publicity.

I will never knowingly contribute to enabling a client's irresponsible behavior, or put my own safety or the safety of others at risk.

6. I will at all times avoid relationships or commitments that conflict or may conflict with the interests of St. Vincent de Paul.

7. I will avoid any romantic attachments and/or sexual relationships with clients, customers, and/or residents, whether they are temporary or long-term participants in an agency program or activity.

8. I will at no time transport a client or resident for any reason.

9. I understand that, as a St. Vincent de Paul volunteer, I am not permitted to invite clients or residents into my home for any reason, nor am I permitted to spend the night in a client or resident's quarters.

10. I will actively work to expand choices and opportunities for all people with special regard for disadvantaged or oppressed groups of people.

11. I will avoid exploitation of professional relationships for personal gain.

I will at no time accept monetary gifts from customers, clients, or residents without prior approval of the program manager.

12. I will not purchase from or sell any merchandise or services to clients, customers, or residents, nor will I engage in their hire for personal projects.
  13. I will at no time engage in activities designed to proselytize or convert a customer, client, or resident to a particular religion, belief or church.
  14. I will actively work to prevent practices that are inhumane or discriminatory against any person or group of persons.
  15. I will respect the privacy of customers, clients, and residents and hold in confidence all information obtained in the course of providing professional services, to include:
    - a. I will not take photos or video recordings of clients, residents, staff or other volunteers at any time, without written permission from the Administrative Offices of St. Vincent de Paul.
    - b. I will not disclose confidential information regarding any facet of the program of its participants without prior approval from senior management;
    - c. I will not acknowledge to anyone outside the agency that an individual is a participant, client, customer, resident or recipient of any agency program or services;
    - d. I will not discuss or reveal confidential information regarding fellow volunteers or St. Vincent de Paul employees; and
    - e. I will make no statements to the media.
  16. I will at no time use profanity, vulgarity, obscenities, or discriminatory slurs against or involving customers, clients, residents, staff, or fellow volunteers.
  17. I will not be under the influence of drugs and/or alcohol while volunteering or while acting as a representative, actual or perceived, of the agency.
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**PLEASE KEEP THIS COPY FOR YOUR RECORDS**