



# VOLUNTEER APPLICATION

The Village at Kentlands & Lakelands (VKL) is a non-profit organization sponsored by the Kentlands Community Foundation, to provide services to members in the Kentlands and Lakelands neighborhoods. The VKL welcomes volunteers in many capacities. All of our volunteers are vetted to ensure their suitability. Please fill out all sections as completely as possible. The information you provide in this application will be used for administrative, record-keeping and statistical purposes only and will be kept strictly **CONFIDENTIAL**. Thank you for your interest in volunteering!

## PERSONAL INFORMATION

First Name Middle Initial Last Name

Date of Birth (MM/DD/YYYY) Email Address (that you check regularly)

Street Address

City State Zip Code

Best Phone Number Work Phone Number Cell Phone Number

Occupation (if retired, please state last occupation)

Languages other than English that you speak and understand well (including sign language)

## INSURANCE/DRIVER INFORMATION

Driver agrees to maintain and keep their vehicle in proper working order and condition.

Driver's License State Driver's License Number

Auto Insurance Company Policy Number Policy Expiration Date

## REFERRED BY

First Name Last Name Organization

Phone Number Email Address

How did you hear about the Village at Kentlands & Lakelands?

## EMERGENCY CONTACT INFORMATION

First Name	Last Name	Relationship
Street Address		
City	State	Zip Code
Phone Number	Email Address	

## REFERENCES

The VKL conduct routine reference checks on every volunteer. Please provide the name and contact information for two personal references (non-relative). By providing these references, you grant the VKL permission to check their validity.

First Name/Last Name	Relationship	OFFICE USE  _/_/_ Check Date
Street Address		
City	State      Zip Code	
Phone Number	Email Address	
First Name/Last Name	Relationship	OFFICE USE  _/_/_ Check Date
Street Address		
City	State      Zip Code	
Phone Number	Email Address	

## SERVICES OF INTEREST

Please select all services for which you would like to volunteer.

- Social Calls/Friendly Visits**                      In person visits and phone calls to check in with members.
- Short Walks**    Short walks with a member.
- Transportation**    Provide rides for members.
- Errands**    Run small errands for members.
- Indoor Help/Small Household Chores**              Help with light indoor chores and tasks.
- Outdoor Help**    Help with light outdoor chores and tasks.
- Technical Help**    Assistance with household technical problems.

## COMMITTEES OF INTEREST

Please select all committees for which you would like to volunteer.

- Program and Events Committee**                      Help plan cultural programs, social events and interest groups.
- Fundraising/Sponsorship Committee**                  Help raise money and find sponsors.
- Communications Committee**                              Write articles for local papers and the VKL newsletter, and advertise the Village events through social media.
- Administrative Committee**                                  Assist the Village administrator with tasks such as data entry and record keeping, publicity, and fundraising.

## DEMOGRAPHICS

This information is optional, but is used in grant reporting and county statistics.

**GENDER**     Male     Female     Other \_\_\_\_\_

**ETHNICITY**     Asian/Pacific Islander     Latino     Black/Non Latino

**SELF-IDENTIFIED AS**                                       White/Non Latino     Native American/Inuit     Multi-racial     Other

## VOLUNTEER AGREEMENT

I hereby certify that all information I have supplied in this volunteer application is true, complete, and accurate. I understand that by submitting this application, I authorize inquiries to be made concerning my suitability as a volunteer and that this application is not a guarantee that I will be accepted as a volunteer with the VKL. I also give permission for criminal background, sex offender registry, three year MVA driving record check and other checks, if applicable. Further, I acknowledge that participation in any VKL program as a volunteer does not constitute employment with the VKL program and that I am not covered by any type of Workers' Compensation program while performing duties associated with volunteering. I understand that the VKL program does not unlawfully discriminate in employment or volunteer appointments and no question on this application is used for the purpose of limiting or excusing any applicant from consideration on a basis prohibited by applicable local, state, or federal law. I agree to comply with and be bound by the agency's safety and health rules and regulations, rules of conduct, and any other policy and/or rule or procedure set forth by the organization.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

## The Village at Kentlands & Lakelands Volunteer Waiver of Liability

In consideration of this opportunity to volunteer, I agree to the following terms and conditions, intending to be legally bound by them: I will abide by the mission, rules, regulations, policies and programs of The Village at Kentlands program, (hereinafter referred to as THE VILLAGE AT KENTLANDS & LAKELANDS) while I am a volunteer.

I fully understand the nature of the volunteer activities that I will be performing on behalf of THE VILLAGE AT KENTLANDS & LAKELANDS and hereby confirm that I am qualified, in good health, and in proper physical condition to participate in such activities. I further agree and promise that if at any time I believe conditions associated with such activities are unsafe, I will immediately discontinue further participation in such activities and will advise THE VILLAGE AT KENTLANDS & LAKELANDS of the perceived unsafe conditions.

I assume all risks in connection with my volunteer work for THE VILLAGE AT KENTLANDS & LAKELANDS. I acknowledge and agree that THE VILLAGE AT KENTLANDS & LAKELANDS, its directors and officers, its volunteers or any of its representatives, are not liable to me for any injuries, damages, liabilities, losses, judgments, costs or expenses which I might suffer or sustain in connection to the performance of my volunteer activities for THE VILLAGE AT KENTLANDS & LAKELANDS.

On behalf of myself, my heirs, personal representatives and assigns, I hereby release, discharge, indemnify and hold harmless THE VILLAGE AT KENTLANDS & LAKELANDS and its directors, officers, employees, volunteers and agents from any claims, causes of action and demands of any nature, whether known or unknown, arising out of or in connection with my volunteer work for THE VILLAGE AT KENTLANDS & LAKELANDS.

I will indemnify, defend and hold THE VILLAGE AT KENTLANDS & LAKELANDS harmless from and against any claims, lawsuits, injuries, damages, losses, costs or expenses sustained by any animal or any person in connection with my participation in THE VILLAGE AT KENTLANDS & LAKELANDS activities, including but not limited to my intentional misconduct or grossly negligent performance of volunteer activities for THE VILLAGE AT KENTLANDS & LAKELANDS, or my breach of THE VILLAGE AT KENTLANDS & LAKELANDS rules, regulations, policies and programs.

If I suspend volunteer activities, or upon request, I will promptly return all THE VILLAGE AT KENTLANDS & LAKELANDS supplies, equipment, records, moneys and other items in good, clean, serviceable condition. I acknowledge and agree that THE VILLAGE AT KENTLANDS & LAKELANDS shall have the right to terminate my involvement with THE VILLAGE AT KENTLANDS & LAKELANDS at any time with or without prior notice. Any modification to this Agreement must be in writing and signed by both parties. This Agreement is binding upon THE VILLAGE AT KENTLANDS & LAKELANDS, THE VILLAGE AT KENTLANDS & LAKELANDS representatives, me and my respective heirs, successors, assigns, executors and personal representatives.

Photography Release: I grant and convey to THE VILLAGE AT KENTLANDS & LAKELANDS all right, title and interest in any and all photographic images in which I appear including video or audio recordings, made by THE VILLAGE AT KENTLANDS & LAKELANDS or others on THE VILLAGE AT KENTLANDS & LAKELANDS's behalf during my volunteering or work for THE VILLAGE AT KENTLANDS & LAKELANDS, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

I expressly agree that this Waiver is intended to be as broad and inclusive as permitted by the laws of the State of Maryland, and that this Waiver shall be governed by and interpreted in accordance with the laws of the State of Maryland. I agree that in the event that any clause or provision of this Waiver shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

I agree to all the terms stated above. I will abide by them and not dispute or take issue with them in any way.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

## **The Village at Kentlands & Lakelands Confidentiality Agreement**

All information concerning clients, former clients, our staff, volunteers, and financial data, and business records of the VKL is confidential. "Confidential" means that you are free to talk about the VKL and about your program and your position, but you are not permitted to disclose clients' names or talk about them in ways that will make their identity known. No information may be released without appropriate authorization. This is a basic component of client care and business ethics. The board of directors, staff and our clients rely on paid and volunteer staff to conform to this rule of confidentiality.

The VKL expects you to respect the privacy of clients and to maintain their personal and financial information as confidential. All records dealing with specific clients must be treated as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. Staff members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to clients.

Failure to maintain confidentiality may result in termination of your employment, or other corrective action. This policy is intended to protect you as well as the VKL because in extreme cases, violations of this policy also may result in personal liability.

### **Rationale**

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the applicant or client; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual clients through an assignment is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with the client and make it difficult to help the person.

Before you begin your assignment as a staff member/volunteer, you should be aware of the laws and penalties for breaching confidentiality. Although the agency is liable for your acts within the scope of your duty, giving information to an unauthorized person could result in the agency's refusal to support you in the event of legal action. Violation of the state statutes regarding confidentiality of records is punishable upon conviction by fines or by imprisonment or by both.

### **Certification**

I have read the VKL policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with the VKL.

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Volunteer Signature

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Printed Name

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Date