



# Volunteer Packet

Please return to:

Perimeter North Villages  
2090 Dunwoody Club Drive  
#106-201  
Atlanta, GA 30350  
[pnvillages@gmail.com](mailto:pnvillages@gmail.com)  
Phone: 470-231-0015



## Volunteer Application

### Personal Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

What do you prefer to be called? \_\_\_\_\_

Street Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (Home) : \_\_\_\_\_ ( Cell) \_\_\_\_\_ (Other) \_\_\_\_\_

Email : \_\_\_\_\_ ( Fax) \_\_\_\_\_

What is generally the best way to reach you? \_\_\_\_\_ phone \_\_\_\_\_ e-mail

Are you currently a member of the Village? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, how did you hear about us? \_\_\_\_\_

### References

Please list the names and complete contact information of three people (other than relatives) who have known you for at least two years:

1. Name \_\_\_\_\_

Relationship \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

2. Name \_\_\_\_\_

Relationship \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

3. Name \_\_\_\_\_

Relationship \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

## Employment

Are you currently working?  No  Yes

Full time \_\_\_\_\_ Part time \_\_\_\_\_

Retired \_\_\_\_\_ Student \_\_\_\_\_

Current/Former Occupation \_\_\_\_\_

## Skills and Interests

Have you ever worked with seniors?  No  Yes. If yes, please describe:

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Do you have any physical considerations that would affect the kinds of assignments you are comfortable with?  No  Yes (please explain)

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Do you have any allergies (including pet allergies) that would prevent you from entering a member's home?  Yes  No (please explain)

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Do you smoke?  Yes  No Will you enter a smokers' home or car?  Yes  No

Are there any types of volunteer activities you would prefer to avoid? \_\_\_\_\_

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Often Volunteers have a special skill or interest (ex. yoga or current events) that they would be willing to share with Villagers in a larger setting. Do you have any such skills or interests?  No  Yes

(Please list) \_\_\_\_\_

## Time

What volunteer time would you be comfortable giving to the Village? Check all that apply. We will contact you to set up specific times.

- Ad hoc assignments arranged ahead of time? \_\_\_\_\_
- Regular time slot(s) (weekly/bi-weekly/monthly, etc.)? \_\_\_\_\_
- "On call" if available? \_\_\_\_\_

If (b), what days, times and frequency can you provide:

\_\_\_\_\_ Day(s) of the Week \_\_\_\_\_ Time of Day \_\_\_\_\_ Frequency (weekly/bi-weekly/monthly)

Are you regularly out of town for extended periods of time?  Yes  No

Please fill out the following Volunteer Interest Form. If something is of interest to you and you do not have the specific skill requirements, please speak to the Villages Director as we may be able to provide the training.

## Volunteer Interests

### Member Services

#### Transportation

Drive members to appointments and events \_\_\_\_\_

#### Meal Delivery

Deliver hot and frozen meals to members \_\_\_\_\_

#### Preventing Isolation & Providing Connection

Friendly visits \_\_\_\_\_

Weekly or daily phone calls to check in on a member \_\_\_\_\_

Take walks with a member \_\_\_\_\_

Caregiver respite \_\_\_\_\_

#### General Household Help

Grocery shopping \_\_\_\_\_

Run errands for a member \_\_\_\_\_

Take out trash & recycling \_\_\_\_\_

Light pet care, walk dog, feed pet, litter box care \_\_\_\_\_

#### Simple Home Upkeep/Repairs

Conduct minor repairs \_\_\_\_\_

Change light bulbs \_\_\_\_\_

Test smoke detectors, change batteries \_\_\_\_\_

#### Gardening Help

Weeding, pruning, light planting \_\_\_\_\_

Sweep walks or patios \_\_\_\_\_

Rake leaves \_\_\_\_\_

#### Social Events/Educational Programs

Coordinate and manage events \_\_\_\_\_

Assist at events \_\_\_\_\_

#### Light Computer Assistance

\_\_\_\_\_

### Office Support at PN Villages Office

Call members with reminders \_\_\_\_\_

Answer phone and respond to service requests \_\_\_\_\_

Follow-up calls regarding vendor services \_\_\_\_\_

Other office assistance \_\_\_\_\_

### Public Relations

Pass out fliers \_\_\_\_\_

Speak at community events \_\_\_\_\_

Speak at church/synagogue events \_\_\_\_\_

### Other – Please specify

\_\_\_\_\_

**Photography**

From time to time, Perimeter North Village may use images of our members as well as volunteers for marketing of the organization and/or on our web site. May the Perimeter North Villages use photographs taken of you while on volunteer duty? Yes \_\_\_\_\_ No \_\_\_\_\_

**Driving (if you are not volunteering to drive, skip this section)**

Volunteer drivers are an important part of the Perimeter North Villages' program. To transport a Villages member, you must maintain a valid driver's license, insurance and sign and agree to the Volunteer Driver Policy. If you would like to be a volunteer driver, please read and complete the Volunteer Driver Policy.

**Volunteer Background Checks**

Due to the sensitive nature of some of the work, and recognizing the safety of our members, all volunteers working with Perimeter North Villages are required to undergo a criminal background check. There is no charge for any of these screenings and all results remain confidential. Refusing the screening will affect what kinds of opportunities, if any, in which you can participate.

Are you willing to undergo a criminal background check? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please fill out the background check agreement.

**Emergency Contact Information**

Contact's Name: \_\_\_\_\_

Relationship to Volunteer: \_\_\_\_\_

Contact's Address: \_\_\_\_\_

\_\_\_\_\_

Contact's Phone: Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work \_\_\_\_\_

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



## Volunteer Agreement

Persons interested in becoming a Villages volunteer should complete the volunteer application form. The Executive Director will interview applicants to determine their qualifications, interests, and availability, and answer any questions they may have about the program. Volunteers will be asked to take on assignments that coincide with their particular abilities, as well as the needs of the organization and its members. Volunteers are encouraged to update their information regularly regarding interests and availability.

### **Confidentiality Agreement:**

I understand that Perimeter North Villages' volunteers are responsible for maintaining the confidentiality of all private and personal information to which they are exposed while serving as a volunteer, whether this information involves a Villages member or another volunteer. Such information should never be shared except when it is reasonable and necessary to provide services to Villages members and should *never* be shared outside the organization. It is appropriate to discuss a volunteer experience with the Executive Director, but not with others.

In preparing information and promotional material, Perimeter North Villages may wish to describe the experiences of its members and volunteers and explain how the Villages has helped. In these cases, we will tell the stories but not use the names of the persons involved, unless we have their permission. Many members and volunteers would also like to tell their neighbors and friends about their experiences with Perimeter North Villages. Members and volunteers are encouraged to tell their stories, but should not use names or other identifying information, or discuss PNV activities that should be regarded as confidential.

### **Conflict of Interest Policy:**

A volunteer shall not use any information acquired by virtue of participation in the program for financial, material, or professional gain or advantage. If it is discovered that a volunteer has done so, or it appears evident that the volunteer has done so or attempted to do so, the volunteer will be disqualified from further consideration for volunteer service or dismissed as a volunteer.

### **Representation of the Organization:**

Volunteers are important ambassadors for Perimeter North Villages within the community. However, a volunteer must not act on behalf of or make statements representing the official positions of the organization unless authorized to do so by the Executive Director or an officer of the Board of Directors. Volunteers must not make statements to the press or media without prior authorization; and volunteers

are not authorized to sign any agreement involving contractual or financial obligations of Perimeter North Villages.

### **Safe Sanctuaries/Elder Abuse:**

No adult who has been convicted of elder abuse of any type should volunteer with Perimeter North Villages (PNV). Volunteers will attend regular training and educational events provided by PNV to keep volunteers informed of PNV policies and state laws regarding elder abuse. Volunteers shall immediately report to the PNV office any behavior of the older adults, or symptoms observed in the older adults, that may reasonably be indicators of abuse.

### **General Expectations**

Working closely with the Executive Director, volunteers are expected to:

- Attend at least one new-volunteer orientation and training session
- Attend regular training and educational events provided by PNV
- Consult with the Executive Director or office staff before assuming new responsibilities
- Decline any gifts or tips that may be offered
- Be prompt and reliable in reporting for duty
- Notify the Executive Director or office staff as soon as possible when unable to report for a scheduled assignment
- Protect confidential information
- Exercise good judgment
- Treat members and other volunteers with respect
- Report any concerns for members or other volunteers to the Executive Director

### **“Hands-Off” Policy**

Volunteers often come into close personal contact with Villages members, as they provide transportation, help with minor in-home repairs, work in yards, and offer technical expertise. Volunteers should avoid performing personal services that require bodily contact and such requests should be discussed with PNV staff.

### **Background Checks**

All PNV staff and volunteers must pass a national, official background check. These checks are overseen by the Executive Director, who will refer the results to the Board of Directors when necessary. Volunteer drivers will be asked to provide a copy of their motor vehicle records. All volunteers will receive a copy of their background check report.

### **Volunteer Drivers**

Volunteer drivers use their own insurance coverage when driving their own automobiles. A copy of the driver’s license, insurance and driving record must be on file in the PNV office. Gas and mileage are deductible charitable contributions, and volunteers should keep their own records for their income tax purposes.

### **Just Say No**

Volunteer service should not become a burden, and volunteers should feel free to accept or decline particular assignments, depending upon their personal schedules and commitments. If you receive a call from the office asking for help with a service request that you would prefer not to take on, just say no!

We will thank you and find another volunteer. If you volunteer for a particular type of service (such as driving) and then discover that the work is not agreeable, tell the Executive Director you would like to try something else. Volunteers may serve on a regular or periodic basis.

### **Resignation**

Volunteer assignments are not permanent. A volunteer may decide to stop volunteering at any time. Volunteers are asked to inform the office and to give as much notice as possible if resigning or interrupting their volunteer work for a brief or an extended period of time.

### **Termination**

Perimeter North Villages may dismiss a volunteer if he or she fails to fulfill the duties of the position and/or meet the basic standards of professionalism set by the organization and judged essential to its performance. Grounds for dismissal may include, but are not limited to, the following: misconduct or insubordination, being under the influence of alcohol or drugs while on duty, theft of property or misuse or the organization's equipment or materials, verbal or physical abuse of members, and breach of confidentiality.

### **Liability Waiver:**

I acknowledge that as a volunteer, I am not an employee of Perimeter North Villages and understand that I will not be paid for any work I perform. I consent and agree to assume all responsibility for any and all risks or events of damage or injury that may occur in the course of my volunteer work and that I am volunteering at my own risk. I fully and forever release and discharge Perimeter North Villages and, their officers, employees, agents, and successors from any loss, cost, injury, damages or other liability which I may incur in the course of my volunteer work.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Verity of Application Information:**

I certify that all information I have provided about myself is true and complete. I understand that any false information or omission may disqualify me from further consideration for volunteer service and may result in my dismissal, if discovered, at a later date.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Confirmation of Understanding:**

I understand that volunteering with Perimeter North Villages should be a joyful and positive experience. I acknowledge receipt of the above policies, and if applicable, the Perimeter North Villages Volunteer Driver Policies & Procedures. I have read and I understand the contents of these documents and agree to abide by the expectations the Villages has of its volunteers.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE, HAVE HAD MY QUESTIONS FULLY ADDRESSED, AND HAVE RECEIVED A COPY OF THIS FORM FOR MY PERSONAL RECORDS.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## AUTHORIZATION AND REQUEST FOR CRIMINAL RECORDS CHECK

I, \_\_\_\_\_, hereby authorize Perimeter North Villages to request the background screening entity to release information regarding any record of convictions contained in its file, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against older adults, to the fullest extent permitted by state and federal law. I do release Perimeter North Villages and the background screening entity from all liability that may result from any such disclosure made in response to this request.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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*(The information below will be shredded after the background check is complete)*

Print Applicant's full name (first, middle & last):

\_\_\_\_\_

Print all other names that have been used by Applicant (if any):

\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_  
 (Street)

\_\_\_\_\_  
 (City) (State) (Zip Code)



## **Volunteer Driver Program: Policies and Procedures**

### **Volunteer Agreement**

#### **Mission Statement for Volunteer Driver Program**

Our Volunteer Driver Program is focussed on meeting basic transportation needs of our transportation-dependent members and on providing our dedicated volunteers with a satisfying experience.

#### **Description of Service**

The Perimeter North Villages (PNV) Volunteer Driver Program will provide non-emergency transportation for PNV Members (passengers).

Rides will be provided by volunteers who will drive their own vehicles. Volunteers provide a door-to-door service from a *pre-scheduled pick up location to a pre-scheduled drop off location*.

*Volunteers will not be providing transportation to Members with significant physical impairments or who are in wheelchairs. Volunteers are not expected to physically assist passengers.*

#### **Service Area**

Trips will be provided within the service area of Perimeter North Villages, which includes Brookhaven, Chamblee, Doraville, Dunwoody and Sandy Springs.

#### **Days and Hours of Service**

Volunteer transportation is available Monday through Friday between 8am and 5pm, and will be available in the evenings and on weekends to events at the member's place of worship or to PNV Member events.

#### **Volunteer Conduct and Responsibilities**

The PNV Volunteer Driver Program will observe the following standards:

1. The goal is to always provide safe, reliable, and efficient service.
2. Volunteers will use vehicles that are clean and in safe operating conditions.
3. Volunteers will maintain a valid driver's license and liability insurance (in an amount required by PNV), and provide copies to the PNV office as requested.

4. Volunteers have the right to accept or deny certain requests made of them. However, by accepting a request, the volunteer is committed to the passenger to fulfill that need.
5. Volunteers will obey all traffic laws. They have the right to insist that passengers also obey laws and safety rules.
6. Our Volunteer Driver Program does not expect volunteers to provide specialized care of passengers other than driving.
7. Volunteers are not expected to physically assist passengers.
8. Volunteers are not expected to carry or move a passenger's personal items.
9. Volunteers are not expected to make unauthorized or unscheduled stops.
10. Volunteers are not expected to wait if a passenger is running late.
  - Passengers are expected to be ready and watching for their rides at the prearranged pick-up time and place. If a passenger is not there, a volunteer may go to the door and knock. If there is no answer, the volunteer should call the PNV office.
  - For the safety of the passenger and the volunteer, the volunteer is not expected to enter the passenger's home.
11. Volunteers will not smoke, eat, talk on the phone, or text while driving a PNV Member.
12. Volunteers, when committing to provide a ride, may agree, or not, to transport service animals or pets in specially designed pet carriers.
13. Volunteers must wear their PNV identification card.
14. Volunteers should report any passenger concerns, trip changes, or unusual occurrences immediately to the Executive Director.
15. Any claims that arise from vehicle accidents that occur while volunteering for the PNV Volunteer Driver Program must be reported to the PNV Executive Director. If there are any accidents or injury related incidents, both the passenger and the volunteer must notify the PNV office so that proper steps regarding any potential liability can be followed. An Incident Report (attached) must be completed by the volunteer and reported to the Executive Director within 24 hours of the incident.
16. Please provide the following:
  - a. Copy of your driver's license
  - b. Copy of your automobile insurance
  - c. Copy of your driving record provided by the Georgia Dept. of Driver Services. Click on this link: <https://online.dds.ga.gov/OnlineServices/Account/Login.aspx>. for instructions on how to apply for your record on-line, in person or by mail. It will cost \$8 for your 7-year record. There is no need for a certified copy. **OR**, I can get it for you when I do your background check.

I have read and agree to the above Volunteer Driver Policies and Procedures and authorize PNV to obtain my driving history from the appropriate state agency:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Name – please print



**PERIMETER NORTH VILLAGES  
ACCIDENT/INCIDENT REPORT FORM**

(Please print all information)

Date of accident/incident: \_\_\_\_\_ Time of accident/incident: \_\_\_\_\_

Name of volunteer: \_\_\_\_\_

Name of person(s) injure/involved: \_\_\_\_\_

Address of person(s) injured/involved: \_\_\_\_\_

Phone number of person(s) injured/involved: \_\_\_\_\_

Location of accident/incident: \_\_\_\_\_

Explanation of accident/incident and actions taken:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Accident/Incident Reporter

\_\_\_\_\_  
Date

Please return to: Perimeter North Villages  
2090 Dunwoody Club Drive, #106-201  
Atlanta, GA 30350  
[pnvillages@gmail.com](mailto:pnvillages@gmail.com)