



**Dear Prospective AFFECT, Inc. Volunteer:**

Thank you for your interest in volunteering with AFFECT, Inc. Inside the volunteer packet, you will find helpful information that will answer many questions about what to expect, what is expected of you, and how you can help make this experience a great one for you and all the participants in AFFECT, Inc. activities.

Included in your packet are the following:

- I. Fact Sheet
- II. Timesheet
- III. Code of Conduct
- IV. Volunteer Release Forms
- V. Code of Conduct Acknowledgement

Please review everything clearly and if you have any questions, please let one of the event/activities coordinators know and we'll be glad to assist you.

Avenue F Family Enrichment Corporation of Texas, Inc. is a nonprofit organization that relies on volunteers to complete our mission of *affecting positive changes in the community*. Without you, we couldn't do it. I thank you for your commitment and look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Ramón Hodridge".

Ramón Hodridge, M.Ed.  
CEO



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## **VOLUNTEER APPLICATION**

**PERSONAL INFORMATION :**

**DATE OF APPLICATION:** \_\_\_\_\_

Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street (Apt) City/State Zip

Alternate Address: \_\_\_\_\_  
Street City/State Zip

County: \_\_\_\_\_ Available Start Date: \_\_\_\_\_

Contact Information: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Home Telephone Mobile Telephone

Email: \_\_\_\_\_

**Emergency**

Contact Information: Name: \_\_\_\_\_  
Last First M.I.

Relationship to the volunteer: \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Home Telephone Mobile Telephone

Are you currently employed? \_\_\_\_\_ Current Occupation: \_\_\_\_\_

**EDUCATION:**

Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School		
College or University		
Specialized Training, Trade School, etc...		
Other Education		

**NOTE:**

Please provide a copy of the social security card and driver's license for the volunteer files.



## **I. Fact Sheet**

### **Mission**

The mission of the Avenue F Family Enrichment Corporation of Texas is to be the leader in affecting positive changes in the lives of those living in the Douglas Community in Plano, TX and surrounding areas. We empower and inspire members of the community by providing resources, consulting services, and training to continuously improve communities in Texas.

### **Vision**

The Avenue F Family Enrichment Corporation of Texas's long term vision is a community where everyone's basic needs are met. To accomplish this in the short term we will provide resources, consulting and training to empower the individuals, youth, married couples, and ex-offenders in our community. To make lasting long term community improvement, we will work to increase awareness of the issues facing vulnerable populations.

### **Core Values**

In order to accomplish our mission, the Avenue F Family Enrichment Corporation will base decisions and act according to our core values and beliefs:

*Faith*—Maintaining our Christian values, we are guided by our faith and will work to ensure all our actions are beyond reproach.

*Accountability*—Demonstrating accountability for all our actions, we hold ourselves accountable to God, our clients, the communities we service and the lives of all the children yet to be born in all the areas, in which our services will impact.

*Creating a Future*—Working toward a brighter future, we are committed to make the right decisions today to create positive changes for generations to come.

*Community Approach*—It takes a village to create positive changes. As such, we will partner with other organizations to meet as many needs in the community as possible.

*Individual Empowerment*—We will provide the resources and tools to create empowered individuals, who will make good choices to further enhance our communities.

*Diversity*—Serving everyone in the community, regardless of race, color, creed, nationality, sexual orientation, gender identity, religion, background, and political affiliation. Everyone that we can help will be served to best of our ability.



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## **AFFECT, Inc. Programs with Volunteer Opportunities**

### **Community Outreach**

- Fall Festival
- Single parent Symposium
- 1,000 Turkey Giveaway

### **Counseling**

- Mentoring

### **Education**

- Summer Academic Program

### **Health**

- Avenue F Family Health Center
- Fresh Food Stand

Volunteers are expected to report to the building at least 30 minutes before the scheduled activity is to begin (if applicable). Volunteers are requested to call the main number, if you are not present at least 15 minutes before your scheduled time. Schedules may vary slightly each day, as we begin to develop a routine. We ask that you remain flexible and willing to assist in any capacity to ensure the program participants are able to achieve the goals of the program.

Volunteers should record their hours each day and submit the hours at the end of each week. AFFECT, Inc. would like to keep record of this information to assist with future plans to seek State and Federal funds to support our future tutoring, mentoring and camp activities. Your assistance with keeping your time records up-to-date will greatly support us and will help demonstrate our processes and procedures to prospective grantors. We hope to be able to increase our community outreach by increasing our ability and acting as an example for other nonprofit organizations. We thank you in advance for your cooperation.



**SAMPLE**

**II. Timesheet Record**

**Name:** Jane Smith

**Circle One:** Volunteer / Project Asst.

**Week:** *(Insert Dates)* **Monday:** July 04, 2011 **to Friday:** July 08, 2011

<b>Project</b>	<b>Date</b>	<b>Start Time</b>	<b>Stop Time</b>	<b>Start Time</b>	<b>Stop Time</b>	<b>Total Hours</b>
<i>Summer Academic Program</i>	6/28	9:00	12:00	1:00	4:00	6
<i>Fresh Food Stand</i>	6/29	1:30	5:30			4
<i>Fall Festival</i>	6/30	10:00	11:30	12:30	5:30	6.50
<i>1,000 Turkey Giveaway</i>	7/1	1:15	6:00			5.75
<i>Mentoring</i>	7/2	12:00	1:30	2:00	5:00	4.50
<i>Total Day/Hours</i>	5	<b>Total Hours</b>				26.75



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### III. Code of Conduct

#### Volunteers

The following rules have been established for volunteers. As a volunteer, I agree to:

- Treat staff, volunteers, and program participants with respect, loyalty, patience, integrity, courtesy, dignity, and consideration
- Use positive reinforcement with everyone, and not criticism, competition or comparison
- Refrain from smoke or use of tobacco products in the presence of program participants
- Refrain from use, possession, or being under the influence of illegal drugs or alcohol at any time, while volunteering
- Maintain a healthy and safe environment, which includes being healthy from fevers or any contagious illnesses/situations
- Use appropriate discipline for all program participants, which means I will not strike, spank, slap, or harm any program participant
- Ensure appropriate language is used at all time, which means no cursing or otherwise conversations, which may be deemed inappropriate
- Treat all volunteers/participants with respect, which include not creating any situation, in which a program volunteer/participant may feel ostracized, vulnerable, uncomfortable, humiliated, ridiculed, or degraded, in any way
- Not take advantage of my power/authority, or relationship to AFFECT, Inc., the Church or any other issue/situation that can be used to created a conflict of interest or cause any of these parties to be viewed poorly
- Represent AFFECT, Inc. as indicated in its mission, vision and values statement



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#### IV. Volunteer Release Forms

##### Participant Liability Release/Volunteer Agreement Form

##### Commitment

I have been informed about AFFECT, Inc. Programs and wish to be a volunteer. I promise to participate throughout the project and will uphold my part of the volunteer responsibilities. I understand that as member of the volunteer team that I am a representative of AFFECT, Inc. and will do my best to maintain the behavior which is exhibited in the organization's Mission, Vision, and Values Statement.

##### Confidentiality

I promise to maintain the dignity of the program participants, including respect for their privacy, property, family and friends. I will honor the mutually agree upon boundaries of time, information and physical contact. I will hold confidential, within the volunteer team and staff, all matters discussed and issues addressed in our volunteering mentor/tutor relationship, except in those cases where the program participant gives specific release of information permission. Any act or action that can be considered questionable or of concern, will be reported to a Principal of AFFECT, Inc., as required. I understand that the limits of confidentiality, however, include that by law I must immediately report to the appropriate civil authorities, through a Principal of AFFECT, Inc. any possible involvement of child abuse, confession of a felony (serious property or physical injury) offense, the intention to do bodily harm to another person, or the intention to commit suicide.

##### Disclosure

My signature below indicates, in lieu of a background check, that I certify that I have a clear record, which is exempt from any criminal activity/offense against a minor, intention of physical harm or injury or intention to do bodily harm to anyone within my care, especially a minor child, within the last 10 (ten) years.

##### Waiver

I understand that I am personally responsible for fulfilling this agreement. I understand that any injury I might sustain is covered by my own insurance and/or I HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE AFFECT, Inc., (their respective administrators, directors, agents, officers, members, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owner and lessors of premises on which the Activity takes place,) (each considered one of the "RELEASEES" herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON MY ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS AND I FURTHER AGREE that if, despite this RELEASE AND WAIVER OF



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LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT I, or anyone on my behalf, makes a claim against any of the Releasees, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation expenses, attorney fees, loss, liability, damage, or cost which may incur as the result of such claim. This covenant shall bind my estate, successors, heirs and personal representatives.

Volunteer's Name (Print): \_\_\_\_\_

If under the age of 18, please provide the name of a Parent/Guardian: \_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Volunteer's Signature:

If under the age of 18, please provide the signature of a Parent/Guardian: \_\_\_\_\_

### **Video/Film, Photography, Comments Release**

I give the principals and/or vendors/contractors of Avenue F Family Enrichment Corporation of Texas, Inc., permission to use my likeness, photo, and comments/quotes in any video/film or photography or publication projects of AFFECT, Inc. that may from time to time arise in connection with the activities of the Summer Camp. I understand that my participation may be used in video/film or on the Internet for educational or promotional purposes; video/film festivals; television exposure; public service announcements; and all other broadcasting or non-broadcasting purposes in any matter of media, in perpetuity throughout the United States and abroad. I understand that my participation offers no remuneration, unless expressly noticed in writing at the time of a specific project.

I grant permission to AFFECT, Inc. to use my first name and/or likeness for publicity or institutional promotional purposes, and to edit, produce, and record for duplication and distribution that likeness as appropriate. I expressly release AFFECT, Inc., and any of their licensees, assignees, affiliates and successors from any privacy, defamation, or other claim I may have arising out of any video/film or photography project or the use thereof.

Volunteer's Name (Print): \_\_\_\_\_

If under the age of 18, please provide the name of a Parent/Guardian: \_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Volunteer's Signature:

If under the age of 18, please provide the signature of a Parent/Guardian: \_\_\_\_\_





## **V. Code of Conduct**

### **Volunteers**

The following rules have been established for volunteers. As a volunteer, I agree to:

- Treat staff, volunteers, and program participants with respect, loyalty, patience, integrity, courtesy, dignity, and consideration
- Use positive reinforcement with everyone, and not criticism, competition or comparison
- Refrain from smoke or use tobacco products in the presence of program participants
- Refrain from use, possession, or being under the influence of illegal drugs or alcohol at any time, while volunteering
- Maintain a healthy and safe environment, which includes being healthy from fevers or any contagious illnesses/situations
- Use appropriate discipline for all program participants, which means I will not strike, spank, slap, or harm any program participant
- Ensure discipline is use a means of correction, not to humiliate anyone
- Ensure appropriate language is used at all time, which means no cursing or otherwise conversations, which may be deemed inappropriate
- Treat all participants with respect, which include not creating any situation, in which a program participant may feel ostracized, vulnerable, uncomfortable, humiliated, ridiculed, or degraded, in any way
- Not take advantage of my power/authority, or relationship to AFFECT, Inc., the Church or any other issue/situation that can be used to created a conflict of interest or cause any of these parties to be viewed poorly
- Represent AFFECT, Inc. as indicated in its mission, vision and values statement

### **Program Participants**

The following rules have been established for participants. As a participant, I agree to:

- Keep the noise at an acceptable volume and will not make excessive noise in any facility associated with the summer camp
- Respect the staff, volunteers, and program participants
- Refrain from graffiti, vandalism, or and other willful damage or disposing to property of others and the facilities which are being used for the camp
- Maintain appropriate behavior, which includes no bullying, hitting, hurting, repeating nastiness to another program participant, staff members or other that I may come in contact with as a participant in the camp



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- Maintain acceptable behavior, which includes no stealing, cursing, lying, and any other form of behavior which may be considered inappropriate
  - Maintain a drug- and alcohol-free environment
  - Remain timely in completing work tasks and ensuring that I adhere to the schedule
  - Not leave any facility without notifying a camp coordinator and will walk with an assigned camp assistant/partner or buddy
  - Be kind to the Douglass Community and will maintain an appropriate distance from neighbors property and will refrain from any personal property damage
  - Maintain a clean, tidy work environment, which means I will keep my areas clean and will pick up after myself to keep a clean, safe environment for all program participants

**Acknowledgement**

As a participant or volunteer, in an activity or other even that is affiliated with AFFECT, Inc. I certify that I have read and been advised of the Code of Conduct. I understand the Code of Conduct represents and AFFECT, Inc. policy and that, by signing my name below, I am certifying that I am familiar with and will comply with the requirements of this Code.

Program participants that do not follow and maintain the rules of the Code of Conduct may be dismissed from the program.

Volunteer's Name (Print): \_\_\_\_\_

If under the age of 18, please provide the name of a Parent/Guardian: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Volunteer's Signature: \_\_\_\_\_

If under the age of 18, please provide the signature of a Parent/Guardian: \_\_\_\_\_