



Volunteer Application

200 W 38th Street
Chattanooga, TN 37410

Select volunteer opportunities that you are interested in:

- Read To Lead Academy/Jump Start Summer Camp Community Outreach
 Special Events Work Project

Personal Information

Name: _____
 First Middle Last

Address: _____ City: _____

State: _____ Zip Code: _____ Cell Phone: _____

Gender: _____ Date of Birth: _____

Occupation: _____

Organization Affiliation (if applicable): _____

Are you a U.S. citizen? YES NO

Do you have a mental or physical problem which affects your work? YES NO

Have you ever been convicted of a felony or misdemeanor? YES NO

Availability

Day(s) Available for Service: _____

If accepted as a volunteer, would you be willing to attend scheduled in-service training sessions? YES NO

Court Appointed hours: YES NO If yes, how many?: _____



References

Please list two references. Your references must be at least 25 years of age, need to have known you for at least 1 year, and cannot be a family member.

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Email: _____

Email: _____

Phone Number: _____

Phone Number: _____

Experiences

What experience do you have with children?

Relevant volunteer interests/skills:

Background Check

All employees and volunteers over the age of 18 must submit information that will allow The Bethlehem Center to run a Criminal Background Check.

Name: _____

First

Middle

Last

List any other names used: _____

DOB: _____ SSN: _____

Driver's License State: _____ Driver's License Number: _____



Volunteer Expectations

The Volunteer Coordinator (Morgan Reeves) is the staff person responsible for the supervision of volunteers. The following policies and procedures apply to all volunteers of The Bethlehem Center. Volunteers are expected to follow the policies of the organization especially with regard to confidentiality and respectful behavior toward persons served and staff. Dismissal of a volunteer will be effective immediately upon notification by the Volunteer Coordinator.

- The volunteer must notify the Volunteer Coordinator (Morgan Reeves) if unable to work on his/her assigned day(s).
- In the event of two consecutive instances of the volunteer's failure to notify the Volunteer Coordinator it shall be assumed that the volunteer is no longer interested in his/her volunteer assignment. Prior to returning to the volunteer assignment, the volunteer must be in contact with the Volunteer Coordinator.
- Involvement with the children must be restricted to those activities specified in the job description. Volunteers are not to become involved in contact with family members and/or in any relationship surrounding the child's involvement at The Bethlehem Center.
- All information concerning the children, families, and staff gained at the Center is considered confidential and is not to be divulged to anyone outside The Bethlehem Center.
- Volunteers are not to bring food for the children without prior approval of the Volunteer Coordinator.
- Any accident or illness incurred while on duty should be reported immediately to the supervisor.
- No medication or any type of medical treatment is to be administered to any child by the volunteer.
- No photographs are to be taken of any children, except with prior permission from the Director of Education (Rachel DeVore).
- Spanking, slapping, or inflicting any physical punishment on the children is not allowed. Discipline may never be related to rest, food or toileting.
- Smoking in front of children or drinking alcoholic beverages or drugs of any kind in the Center is not allowed. No volunteer is to report for duty while under the influence of alcohol or drugs.



- The only language that is to be used is that appropriate for young children. No abusive or foul language is permitted.
- The Bethlehem Center staff will make final decisions when questions arise in relation to the children.
- When responsible for the supervision of a child, the volunteer must never leave the child unattended.
- Wearing improper clothing such as short shorts, halters, or anything revealing is not permitted.
- Discrimination against any child for any reason will not be permitted.
- Any time spent at The Bethlehem Center, other than regularly scheduled hours, must be approved in advance by the Volunteer Coordinator.
- Volunteers may be dismissed on the basis of:
 - Failure to contain their activities within the scope of their personal duties.
 - Failure to maintain a proper working relationship with persons served or staff.
 - Unwillingness to carry out their assigned volunteer activities.
 - When the Volunteer Coordinator determines that the volunteer's service is not in the best interest of the organization.
 - Unauthorized use of the agency's materials, supplies, facilities, or equipment.
 - Receipt of an "indicated" report of child abuse, neglect, or exploitation.

I have read, understand, and agree to abide by all volunteer expectations as well as the mission and practices of The Bethlehem Center.

Signature

Date



Confidentiality Statement

- All information regarding past, present and future clients of The Bethlehem Center and/or their relatives and/or other relations is considered to be confidential.
- At no time is information regarding clients and/or relatives and/or other relations to be released to any person without prior written consent of the client, or, in the event of a minor child, his parent or legal guardian.
- We ask that you, as a volunteer, agree to the following:
 - Protect the identity of clients in all circumstances, including never posting videos or photographs on social media.
 - Never discuss clients or their circumstances with anyone outside the agency.
 - Never discuss one client with another.
 - Never discuss clients or their circumstances in public places.

I agree to the above Confidentiality Statement and pledge my commitment to the confidentiality of all client information.

Signature

Date

Disclaimer & Signature

- I certify that my answers are true and complete to the best of my knowledge.
- I understand that a Criminal Background Check is required for all volunteer applicants 18 years of age or above.
- If this application leads to a volunteer assignment, I understand that any false or misleading information in my application or interview may result in my release from The Bethlehem Center's Volunteer Program.

Print Name

Date

Signature
