



546 S. Bedford Street
 Georgetown, Delaware 19947
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www.cheerde.com

VOLUNTEER SERVICES APPLICATION

Name					Date of Birth		
Street / Mailing Address							
City				State			Zip Code
Home Phone					Cell Phone		
E-Mail Address							
Do you Have Your Own Transportation				Yes		No	
If Yes do you have 4 wheel drive transportation for use in inclement weather				Yes		No	
When Would You be Available / Like to Volunteer							
					Available Volunteer Times		
	Mon	Tue	Wed	Thru	Fri	Start Time	End Time
Week Days							
Weekday Evenings							
	Saturday		Sunday			Start Time	End Time
Weekend Days							
Weekend Evenings							
Service Programs You Would Be Interested In Volunteering In <i>✓ each area of interest</i>							
	Homebound Meal Delivery				CHEERMobile Grocery Deliver		
	Non- Emergency medical Transportation				Phone-A-Friend telephone contact		
	Kitchen Worker/ Food Packer				CHEER-A-Pets visitation		
	Receptionist at CHEER Center				Fitness Center Assistant		
	Data Entry				Special Events staffing		
	Fundraising				Facility Cleaner/ Sanitizer at Center		
	Other				Food/Beverage Server at Center		
Other Talents, Hobbies, Interests you would Like to Share as a Volunteer:							
Personnel References	Name					Phone #	
	Address						
	Name					Phone #	
	Address						

I authorize CHEER, Inc. to check references in this application for the purposes of being assigned a volunteer position. I agree to abide by the rules and regulations set forth by CHEER, Inc. and understand that all information and clients served by this organization is to remain confidential. I have read the CHEER Volunteer Policy and Procedures Handbook, have signed the volunteer disclaimer, understand and accept its contents in accordance with this volunteer position.

Signature: _____ Date: _____

**PHYSICAL or MENTAL ABUSE AND
SEXUAL ABUSE AND SEXUAL MOLESTATION PREVENTION POLICY**

CHEER, Inc. does not permit actual or threatened acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct (“prohibited conduct”) to occur in the workplace or at any activity sponsored by or related to it. In order to make this “zero—tolerance” policy clear to all employees, volunteers and staff members, CHEER has adopted mandatory procedures that employees, volunteers, family members, board members, individuals and clients must follow when they reasonably suspect, learn of or witness prohibited conduct.

Abuse or molestation means each, every, and all actual, threatened or alleged acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct performed by one person or by two or more persons acting together.

Reporting Procedure

All staff members who learn of, or have a reasonable suspicion of prohibited conduct must immediately report it to **CHEER’s Director of Support Services**. A formal investigation will immediately be initiated by CHEER and any associate of CHEER alleged to be involved in prohibited conduct may immediately be removed from all Client contact pending the outcome of the investigation. CHEER may involve and / or inform the Delaware Division of Services for Aging and Adults with Physical Disabilities, Adult Protective Services and any law enforcement and / or regulatory agencies as CHEER may deem appropriate.

Investigation & Follow Up

CHEER takes allegations of prohibited conduct seriously. Once the allegation is reported CHEER will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that the prohibited conduct has occurred and that it was committed by the subjects(s) of the investigation. The investigation may be undertaken by an internal team comprised of fellow employees or CHEER may hire an independent third party. CHEER will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and CHEER may refer the complaint and the result of our investigation to those agencies. CHEER reserves the right to place the subjects(s) of the investigation on an involuntary leave of absence or reassign that person to responsibilities that do not involve personal contact with individuals or clients. To the fullest extent possible, but consistent with CHEER’s legal obligation to report suspected prohibited to appropriate authorities, CHEER will endeavor to keep the identity (ies) of the subject(s) and the alleged victim(s) confidential.

If the investigation substantiates the allegation, CHEER policy provides for disciplinary penalties, including but not limited to termination of the subject’s relationship with our organization.

Retaliation Prohibited

CHEER prohibits retaliation against anyone, including an employee, volunteer, board member, client or individual, who in good faith reports prohibited conduct. Retaliation against a participant in the investigation is also prohibited.

Anyone who retaliates against someone who has made a good faith allegation of prohibited conduct or intentionally provides false information to that effect will be subject to discipline, up to and including termination of all association with CHEER.

ACKNOWLEDGMENT OF RECEIPT OF PHYSICAL or MENTAL ABUSE or SEXUAL ABUSE, SEXUAL MISCONDUCT and MOLESTATION POLICY

I, _____, acknowledge that I have received and read the physical or mental abuse and sexual abuse, sexual misconduct and sexual molestation policy immediately preceding my signature below. I understand that I am bound to follow the policy and understand the consequences in the event that I fail to do so.

Dated: _____

Print Name of Volunteer / Signature