



546 S. Bedford Street, Ext.
Georgetown, Delaware 19947
302-515-3040 • Fax 302-515-3071

VOLUNTEER SERVICES APPLICATION

Name _____ Date of Birth _____

Street/Mailing Address _____

City _____ State ____ Zip Code _____

Home Phone _____ Cell Phone _____

Email _____

Do you have your own transportation? Yes No

If yes, do you have 4-wheel drive transportation? Yes No

When Would You Be Available / Like to Volunteer?

Available Volunteer Times

	Mon	Tue	Wed	Thur	Fri	Start Time	End Time
Week Days							
Week Day Evenings							
	Saturday		Sunday			Start Time	End Time
Weekend Days							
Weekend Evenings							

Service Programs In Which You Would Be Interested In Volunteering

- | | |
|--|---|
| <input type="checkbox"/> Homebound Meal Delivery Driver
<input type="checkbox"/> Medical Transportation Driver
<input type="checkbox"/> Administrative Support
<input type="checkbox"/> Kitchen Assistant
<input type="checkbox"/> Other Talents You Would Like to Volunteer | <input type="checkbox"/> Phone-A-Friend
<input type="checkbox"/> CHEER-A-Pet Provider
<input type="checkbox"/> Recreation Arts
<input type="checkbox"/> Special Events Volunteer Assistant |
|--|---|

Personal References:

Name: _____ Phone# _____

Address: _____

Name: _____ Phone# _____

Address: _____

Signature

Date

I authorize CHEER, Inc. to check references in this application for the purpose 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 are 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.

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 law enforcement and/or regulatory agencies as CHEER may deem appropriate.

Investigation and 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 subject(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 subject(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 conduct 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