**THRIFT STORE COMMUNITY SERVICE VOLUNTEER APPLICATION**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL INFORMATION**

GENDER: AGE: DATE OF BIRTH:

**CONTACT INFORMATION**

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STATE: ZIP:

COUNTY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRIMARY PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMUNITY SERVICES**

IS YOUR COMMUNITY SERVICE REQUIRED? YES\_\_\_\_\_ NO\_\_\_\_\_

IF SO, NUMBER OF HOURS REQUIRED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SERVICE TO BE COMPLETED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SERVICE COURT ORDERED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROBATION OFFICERS NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROBATION OFFICERS NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **CONTRACT FOR THRIFT STORE VOLUNTEERS**

PEACE PLACE INC. AGREES:

1. To work with volunteers to ensure that the assignment is appropriate and of interest to the volunteer.
2. To provide periodic training to whatever extent is necessary to maintain competence.
3. To discuss any problems with job performance with the volunteer prior to termination of service if reasons for dismissal occur.
4. To treat volunteers and paid staff with dignity and respect regardless of race, culture, ethnicity, religion, sexual orientation, disabling condition, gender, or age.
5. To provide volunteers with job and character references in search of future employment.

THE VOLUNTEER AGREES:

1. To become thoroughly familiar with and act according to the policies and procedures set forth by the agency.
2. To attend orientation and training sessions as needed.
3. To be prompt and reliable in reporting to work.
4. To maintain the confidentiality of all resident and non-resident information and all other information deemed confidential by the agency.
5. To treat volunteers and paid staff with dignity and respect regardless of race, culture, ethnicity, religion, sexual orientation, disabling condition, gender, or age.
6. That I will not be a paid employee of Peace Place Inc. and will not receive any financial compensation for volunteering. I also certify that I am at least eighteen (18) years of age.

Agreed to this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Volunteer Print Name Volunteer Signature

\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Thrift Store Manager Name Thrift store Manager Signature

 CJCC

Criminal Justice Coordinating Council

Volunteer Contract VOCA/VAWA Grants

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , as a volunteer for \_\_\_\_Peace Place\_\_\_\_\_\_\_\_\_\_\_ agree

**Please Print**  **Please Print**

to the following:

1. 2.

3.

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12.

Work a schedule mutually acceptable to the agency and volunteer;

Become thoroughly familiar with the policies and procedures set forth by the

agency;

Be prompt and reliable in reporting to work and keep an accurate record of

hours worked by signing in and out on the appropriate forms;

Attend orientation and training sessions, as required, and undertake continuing

education provided by the agency as necessary to maintain competence;

Provide the Volunteer Coordinator advanced written notice of resignation or

requesting leave of absence;

Notify the program staff as early as possible if unable to report to work; Perform with dignity and caution when acting as a representative of the

agency;

Avoid entering into any agreements with third parties or assuming any third

party responsibilities on behalf of the agency;

Maintain confidentiality of all client information and all other information

deemed confidential by the agency;

Maintain the security of the agency at all hours and help promote the safety of

other volunteers, program staff, and clients;

Assist in any temporary job assignments outside those specified in the

particular job description should it be beneficial to the agency and within the

scope of the volunteer's time or skills;

Treat other volunteers, program staff, and clients with dignity and respect

without regard for race, culture, ethnicity, religion, sexual orientation, disability, gender, or age.

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

Volunteer Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_

**VOLUNTEER GRIEVANCES**

**IF YOU HAVE A CONFLICT**

1. First discuss issues with the Thrift Store Manager.
2. If not resolved, discuss with Executive Director.
3. If not resolved, prepare a written summary of your concerns, and request this summary to be reviewed by the Executive Committee of the Peace Place Board.
4. The decision of this group is final.

Physical and verbal abuse is prohibited at the Thrift Store Facilities, including the use of physical and verbally abusive discipline of children.