



## GROUP VOLUNTEER APPLICATION

(Please complete all parts of this application fully and accurately – to be completed by the main contact of the group.)

Thank you and your group for volunteering with Homeless Empowerment Program (HEP). We are very excited for your visit!  
 Please return completed and signed group volunteer application to the HEP Volunteer Coordinator BEFORE volunteering.  
 Jessica Jaimes, HEP Volunteer Coordinator | [JessicaJ@HEPempowers.org](mailto:JessicaJ@HEPempowers.org) | 727-442-9041 ext. 107

GENERAL INFORMATION			
NAME:		VOLUNTEER DATE:	
GROUP NAME:		GROUP LEADER:	
ADDRESS:			
PHONE NUMBER:		EMAIL:	
EMERGENCY CONTACT INFORMATION			
NAME:		RELATIONSHIP:	
PHONE:		ALT PHONE:	
BACKGROUND VERIFICATION			
HAS ANYONE IN YOUR GROUP EVER BEEN CONVICTED OF A CRIME?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, PLEASE LIST NAMES OF PERSONS CONVICTED, AND EXPLAIN:	
PLEASE LIST ANY PHYSICAL LIMITATIONS WHICH MIGHT LIMIT YOUR GROUPS ABILITY TO PERFORM CERTAIN SERVICES WHILE VOLUNTEERING:			
FUTURE OPPORTUNITIES			
WOULD YOU LIKE TO BE CONTACTED ABOUT FUTURE VOLUNTEER OPPORTUNITIES WITH HEP?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
BEST WAY TO CONTACT YOU ABOUT VOLUNTEER OPPORTUNITIES?	<input type="checkbox"/> PHONE <input type="checkbox"/> EMAIL		
ADDITIONAL INFORMATION			
PLEASE LIST NAMES FOR VOLUNTEERING CHILDREN UNDER THE AGE OF 16:			

Within this agreement "I" denotes each individual member of the volunteer group.

**GROUP VOLUNTEER APPLICANT AGREEMENT**

In signing this application, I understand and agree to the following as it applies to all members of the assigned group:

- I agree to abide by the policies and procedures provided to me in the volunteer handbook, trainings, and instruction by HEP staff.
- I will take ideas, constructive comments, suggestions, and criticisms directly to the Volunteer Coordinator and agree to be supervised by the Volunteer Coordinator or designated supervisor as per my volunteer position description.
- If communication problems develop between staff and myself, as a volunteer, I will report these to the Volunteer Coordinator.
- I understand that as a volunteer with HEP, I may have access to customer records or information that is confidential. I will keep these records and information confidential according to state and federal laws as well as the ethical practices of HEP.
- I authorize HEP to obtain reference/background checks as needed and to release all such parties from all liability for any damage that may result from furnishing such information for you.
- Volunteers aged 15 years or under must be accompanied by a parent/guardian to volunteer with HEP. As part of a participating group, group leaders and chaperones assume responsibility of volunteers under 15 years of age as representatives of individual's parents and/or guardians.
- I grant HEP, its representatives, and staff the right to take photographs of me and authorize HEP its assigns and transferees to copyright, use, and publish the same in print and/or electronically. HEP may use such photographs with or without my name and for any lawful purpose.

**CONSENT, RELEASE and WAIVER OF LIABILITY**

I understand that if I am injured while acting as an unpaid member of the volunteer staff that I am not covered by Florida State Worker's Compensation Law. I relieve Homeless Empowerment Program (HEP) of any liability and accept the responsibility to pay all medical bills connected with any injury, real or alleged, incurred while I am engaged in any duties as an HEP volunteer. If I am unable, I authorize the HEP staff to seek emergency medical treatment in case of accident, injury or illness.

I understand that to volunteer, I must abide by the established rules and codes of conduct established by HEP staff. HEP reserves the right to dismiss me as a volunteer due to my disruption of activities, including but not limited to verbal and physical aggression against staff or other participants, failure to follow safety or HEP instructions, and any other disruptive behavior. A volunteer's dismissal will be at the discretion of the staff of HEP. I understand and agree to assume any and all risks associated with my volunteer activities. In consideration of being permitted to participate in various volunteer activities with HEP, as indicated above, and to use equipment in conjunction with such activities belonging to Homeless Empowerment Program, I hereby assume all risks of personal injury and/or property damage to myself in any way associated with my volunteer activities and voluntarily release, discharge, waive and relinquish any and all claims or actions for damages for personal injury, death, or property damage which I may have, or which I may hereafter accrue as a result of my participation in such activities and while I am on the property of HEP for any reason. This release is intended to discharge HEP, in advance, from any and all liability arising out of or connected in any way with my volunteering at HEP or other activities even though that liability may arise out of negligence or carelessness on the part of HEP.

I further agree to indemnify and hold harmless Homeless Empowerment Program for any loss, liability, damage or expense which they may incur as result of any injury that I might sustain or any claim that I might bring as a result of participating in the above activities and covenant not to sue HEP or any its affiliates, directors, officers or staff, as this consent, release, and waiver of liability applies to all participating members of the assigned volunteer group.

**CONFIDENTIALITY AGREEMENT**

Homeless Empowerment Program requires all employees and volunteers to sign a confidentiality agreement as a condition of employment or volunteers, due to the possibility of being privy to information, which is confidential and/or intended for the company or client use only. All employees and volunteers are required to maintain such information in strict confidence. This policy benefits you, as an employee or volunteer, by protecting the interests of Homeless Empowerment Program in safeguard to confidential, unique and valuable information.

Respecting the confidentiality of our clients, we disclose sensitive information only with their consent or when legally required. All employees and volunteers shall diligently and honestly pursue the client's legitimate objectives. Objectives should be put in writing to avoid misunderstanding. No employee or volunteer shall put his/her own needs and desires above those of the client in the performance of work for the client. We acquire releases from clients before discussing their sensitive information with other agencies or for professional purposes.

Child welfare professionals have a duty to be familiar with all relevant confidentiality requirements and limitations found in federal and state laws and agency rules that apply to the child welfare field.

Should an occasion arise in which you are unsure of your obligations under this policy, it is your responsibility to consult with your supervisor. Failure to comply with this policy could result in disciplinary action, up to and including termination.

I (Print name) [redacted] acknowledge that I have carefully read this document and fully understand that this is a waiver and release of liability, and confidentiality agreement. I have received a copy of this document and I certify that I am at least 18 years old of age or have a parent/guardian signature below. I have read the above thoroughly before signing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian signature if under age 18

\_\_\_\_\_  
Date