

VOLUNTEER APPLICATION	Date	
PERSONAL INFO		
Name	E-mail	
Address	City	
State Zip Home Phone (_)Cell ()	
Is this a temporary address? Y / N If yes, how long will the address be valid?		
Emergency Contact: Name	Phone ()	
Contact's Relationship to You:		
Group Name (if you are part of a group of voluntee	rs)	
Have you ever been convicted of a crime or felony of	r violent crime? Y / N If yes, please explain	
Do you have any disabilities that may interfere with	a volunteer job? Y/N If yes, please explain	

Disclaimer: Royce Learning Center is an equal opportunity employer committed to ensuring diversity in our volunteer community and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Demographic information will be used solely for the purpose of meeting reporting requirements of funders. (Optional)

<u>Gender:</u> Male Female Education High School or equiv. Associa te's Bachelor's Master's

Race / Ethnicity (mark more than one if applicable): African-American (Non-Hispanic) Asian/ Pacific Caucasian (non Hispanic) Latino or Hispanic Native American, Aleut or Aboriginal Peoples Other

How did you hear about Royce? _____

Why would you like to become a Royce volunteer?



SKILLS AND VOLUNTEER INTERESTS

To ensure the best program match and use of your skills and knowledge please check all interests below that you would like to utilize as a volunteer:

EMPLOYER INFO		
Occupation	Employer / School	
Business Address	City	
State Zip	Work Phone () Fax ()	
Supervisor's Name:	Title:	

COMMUNITY CONNECTIONS

Are you a member of any of the following groups? (Please identify) (Optional)

Alumni Associations	
Clubs	
Community-Based Organizations	
Religious Organizations	
Foundations	
Schools	
Political/Advocacy Organizations	
Other	
Would you be willing to host an information session of	r house party with the above groups to spread the

Would you be willing to host an information session or house party with the above groups to spread the word about Royce Learning Center?

Thank you! We appreciate your interest in becoming a volunteer at Royce Learning Center and look forward to the creativity and compassion that you can bring to the children, adults and families we serve. You will receive a response about volunteering in our Program



ROYCE LEARNING CENTER VOLUNTEER AGREEMENT AND AUTHORIZATION FORM

The undersigned acknowledges and agrees that:

- s'he will adhere to Royce Learning Center guidelines and staff instruction during or in advance of volunteer activities;
- Royce Learning Center has the right to terminate or prohibit volunteer involvement at any point, without cause;
- s' he has the right to terminate volunteer involvement at any point with advance notice of 48 hours;
- the agency is not obligated to assign him/ her work with the children/ adults/ families in the Royce Learning Center programs;
- h/ she will complete all necessary screening and training, including a background check, required by Royce Learning Center and the assigned facility.

I affirm under oath and subject to penalties of perjury that the foregoing answers and statements are, to the best of my knowledge, true, correct and complete.

I understand that I may be required to be fingerprinted by the facility in which I choose to volunteer.

I understand that although the agency respects the confidentiality of dient and volunteer records, it must retain the right to disclose information received when, in the agency's opinion, such disclosure would be in the best interests of a dient.

I understand that while active as a volunteer in the Royce Learning Center program, I am obligated to report if there are any changes in my arrest record.

I understand that Royce Learning Center uses volunteer photos and feedback in a variety of activities for recruiting and promotional purposes. I am willing to support these efforts. Royce Learning Center has my permission to use my name, personal quotations and likeness to promote the organization.

I acknowledge I have received a copy of the Royce Learning Center Volunteer Policies and agree to abide by such policies.

I would like to receive more information about events' programs at Royce Learning Center.
Cirde one: Chatham Academy ACE Program The Tutoring Center

Printed Name

Date

Signature

Please fax, scan and email, or mail the completed application along with the volunteer agreement and background check form to: Royce Learning Center, HR Department, Fax: 912.354.4633, email: ckempf@roycelc.com



BACKGROUND CHECK AUTHORIZATION AND CONSENT FORM

Royce Learning Center is required to conduct a criminal background check for all employees and volunteers. While this is done in compliance with the Fair Credit Reporting Act, our screening process DOES NOT include a check on your credit history. We also maintain a strict policy of confidentiality and shredding of all personal files within two years of the completion of your volunteer tenure with Royce Learning Center.

During the application process and at any time during my tenure as a Volunteer for Royce Learning Center, I hereby authorize Cogent Systems, Inc., on behalf of Royce Learning Center, to procure a CONSUMER REPORT, including an INVESTIGATIVE CONSUMER REPORT, on me. This report will involve gathering information pertaining to my general reputation, personal characteristics, character, mode of living, and criminal conviction record. This report may be compiled with information from credit bureaus, courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, personal interviews with neighbors, friends and associates, and any other source required to verify information that I have voluntarily supplied.

I have received a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" from Royce Learning Center. (See Page 5)

I HEREBY AUTHORIZE Cogent Systems, Inc., on behalf of Royce Learning Center, to procure a consumer report, induding an investigative consumer report, on me before I volunteer for Royce Learning Center or at any time during the course of my volunteering with Royce Learning Center.

Acknowledgement

I authorize Cogent Systems, Inc. to conduct a fingerprint based criminal history record check of me.

I understand that Cogent Systems, Inc. will send my fingerprints to the Georgia Crime Information Center for a search of criminal history information in its files and to the Federal Bureau of Investigation for a search of its files when a federal record check is so authorized.

I understand that the electronic results of this fingerprint check will be received by Cogent Systems, Inc. and forwarded to the agency responsible for determining my suitability for the position for which I have applied.

I further understand that Cogent Systems, Inc. will not maintain a copy of my record and that Cogent Systems, Inc. meets all confidentiality and security requirements f



Royce Learning Center Volunteer Confidentiality Agreement

This agreement applies to all volunteers associated with and/ or involved in the activities or affairs of Royce Learning Center. This includes all activity associated with Royce Learning Center at its main office and all outreach sites locations.

All data, materials, knowledge and information generated through, originating from, or having to do with Royce Learning Center or persons associated with its activities, including contractors, is to be considered privileged and confidential and is not to be disclosed to any third party. All pages, forms, information, designs, documents, printed matter, policies and procedures, conversations, messages (received or transmitted), resources, contacts, e-mail lists, e-mail messages, dient, staff or public information is confidential and the sole property of Royce Learning Center.

This also includes, but is not limited to, any information of, or relating to, our staff, dients, operations and activities. This privilege extends to all forms and formats in which the information is maintained and stored, including, but not limited to hardcopy, photocopy, microform, automated and/ or electronic form.

Client information, including all file information, is not be disclosed to any third party, under any circumstances, without the consent of the Royce Learning Center employee that is supervising you and the Executive Director.

Any disclosure, misuse, copying or transmitting of any material, data or information, whether intentional or unintentional, will subject you to disciplinary action and/ or prosecution, according to the procedures set by Royce Learning Center and any applicable laws.

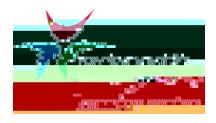
My signature signifies I agree to these terms and will abide by, adhere to and honor all of the above.

Signature of Volunteer

Date

Date

Signature of Royce Learning Center employee supervising volunteer



Royce Learning Center Volunteer Policies

Volunteers at Royce Learning Center are considered an extension of our professional staff and are expected to conduct themselves accordingly. The policies and procedures outlined below are intended to express the expectations of our volunteers and to provide guidelines for management of the volunteer staff. Any questions about program policies and procedures should be directed to the employee supervising volunteers.

Attendance and Absences: Volunteers are expected to uphold their commitment to their schedule. Anticipated absences should be reported to the Center at the earliest possible time. When an unplanned absence occurs, the volunteer should call Royce Learning Center as soon as possible and leave a message for the employee coordinating the volunteer activity.

Grievances: Any grievances will be handled in the most direct way possible. It is recommended that the volunteer first present a grievance to his or her coordinator. If the coordinator is unable to resolve the grievance, the volunteer should then contact the supervisor of the coordinator. If the supervisor is unable to resolve the grievance, contact should be made with the Royce Learning Center Executive Director or Director of Human Resources. The person presenting the grievance will be notified of the results of the investigation.

Terminations: A volunteer can be terminated from volunteer work at Royce Learning Center at any time for any cause.

Center Facilities and Equipment:

- Royce Learning Center is a no smoking campus. Smoking is prohibited in the building and on the campus grounds.
- Royce Learning Center is a drug free environment. While on the Royce Learning Center premises or while conducting Royce activities off the Royce premises, a volunteer may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. Occasionally, Royce Learning Center may sponsor events where alcohol is served. In such situations, volunteers who consume alcohol are expected to act in a responsible manner. The legal use of drugs is permitted during volunteer service only if it does not impair a volunteer's ability to perform the essential functions of the volunteer position effectively and in a safe manner that does not endanger other individuals in the workplace. Volunteers must advise their supervisor if they are taking any prescription or over-the-counter drug which could adversely affect safety or performance.
- Royce Learning Center must take all reasonable steps to prevent discrimination and harassment from occurring. In addition to prohibiting other forms of unlawful discrimination, Royce Learning Center maintains a strict policy prohibiting sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, and age, or any other

Royce Learning Center Volunteer Policies, continued

Royce Learning Center Volunteer Policies, continued