

Walnut Creek Village – Community Initiatives

Volunteer Application

Name _____ Email _____

Phone _____

Volunteers at Walnut Creek Village are an important part of our services to members. Volunteers may choose to provide one or more services to members, or participate as an Office Team volunteer.

Below is a list of volunteer services we will provide to our members. Please choose all that are of interest to you or for which you have the necessary skills. These are the most commonly requested needs. If you have a special skill, such as playing a musical instrument, and would like to offer that skill to our members, please enter it under “other.”

Initial Services

- Driving/Transport (additional training will be provided)
- Errands
- Handyperson
- Light Housekeeping
- Personal Finance Assistance
- Office Support
- Computer Support for PC
- Computer Support for MAC

Future Services

- Food preparation
- Friendly Visit
- Gardening
- Grocery/meal delivery
- Companionship
- In-home Assessments (additional training will be provided)
- Organizing/De-cluttering
- Legal Advice
- Phone Check-in
- Reading Aloud
- Other _____

Office Volunteers handle the tasks below. Some experience with Microsoft Office programs is required. All procedures are documented and easy to follow.

- Answering Phones
- Data Entry (training on Walnut Creek Village systems will be provided)
- Service Requests

Committee Volunteers are members of specific teams that work on projects such as an Event, a Membership Drive, or the like.

- Marketing/Communications Team
- Membership Team
- Volunteer Support Team
- Member Services Team
- Events Team
- Operations Support Team
- Fundraising Team

Are you responding to a volunteer job posting? If yes, what is the position?

Language Skills may be useful as you help members with various tasks. Please tell us what languages you speak in addition to English:

Permission for Background Check and DMV Record Check for ALL Volunteers

Disclosure

In considering you for volunteering, Walnut Creek Village will request and rely upon a criminal background check (consumer report) about you that will be obtained from INTELLICORPS. Under the Fair Credit Reporting Act (FCRA), before Walnut Creek Village can obtain a criminal background check about you for volunteer purposes, we must have your written authorization. Should we deem you ineligible for volunteer activities, in whole or in part, based on information in that report, you will be provided a copy of that report, the name, address, and telephone number of Live Scan, and a summary of your rights under the FCRA.

Authorization

I, _____, authorize Walnut Creek Village to conduct a background check to determine my eligibility for volunteering and, if necessary, to conduct a motor vehicle record check in the jurisdiction that issued my current driver’s license to determine my eligibility to be a volunteer driver. I understand that this page, containing my permission to perform a background check investigation into my driving record, will be retained for five years and will be furnished to proper authorities in the jurisdiction that issued my license, upon request. I also agree that this Disclosure and Authorization in original, faxed, photocopied or electronic form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of Walnut Creek Village.

PERMISSION GRANTED:

Signature Date

Print Name

Other names used in the past: _____

Home Address

Date of Birth Gender

ALL VOLUNTEERS - Please complete Community Initiatives’ Volunteer – Form A attached

FOR DRIVERS/TRANSPORTATION VOLUNTEERS ONLY:
How often would you like to serve as a volunteer driver (i.e., weekly, monthly, other?)

Can your vehicle accommodate a wheelchair? Yes No
Please complete Community Initiatives’ Volunteer Drivers – Form C attached

VOLUNTEER—FORM A

COMMUNITY INITIATIVES—UNPAID VOLUNTEER AGREEMENT

This is an agreement among _____ (“volunteer”), and Community Initiatives on behalf of **Walnut Creek Village**). The volunteer will help the Organization fulfill its charitable mission and have the opportunity to learn about the Organization’s business and gain valuable experience. The volunteer will start on _____ [*date*] and complete volunteering on _____ [*date*], unless this agreement is extended by both parties in writing.

Conditions of the Agreement:

- The Organization is a not-for-profit corporation that provides fiscal sponsorship for a variety of nonprofit community projects. The volunteer will be working with **Walnut Creek Village** which is a member supported, non-profit, community-based organization providing independent living resources, referrals, and community connections and activities for elders who prefer to age in their own homes. The volunteer will serve as _____ [*describe work of volunteer*]. This is an opportunity to serve as a volunteer in support of the public service and/or humanitarian purposes of the Organization and its sponsored projects.
- By volunteering there is no guarantee or expectation that the activity will result in employment with the Organization.
- The volunteer activities are typically performed by volunteers.
- The volunteer is not replacing or displacing any employee of the Organization.
- The volunteer is offering his or her services freely and without any coercion.
- The volunteer will receive direction and supervision by an appropriate supervisor.
- The volunteer is not entitled to wages or any compensation or benefits from the Organization for the time spent volunteering. At the discretion of the Organization, the volunteer may be reimbursed for travel, supply expenses, or meals but not for living expenses. Requests for reimbursement must be accompanied by adequate receipts and details justifying the expenses and submitted in a timely manner.
- The Organization is not liable for injury sustained or health conditions that may arise for the volunteer while volunteering for the Organization.

The volunteer specifically agrees to and acknowledges the following:

- The volunteer is volunteering time and labor on behalf of the public-service and/or humanitarian purposes of the Organization and its fiscally sponsored projects.

COMMUNITY
INITIATIVES
IN SERVICE TO GREAT IDEAS

- There is no guarantee or expectation that the volunteer work or services will result in employment.
- The Organization may at any time in its discretion, terminate the services of the volunteer or the volunteer work without notice or cause. Similarly, the volunteer may decline to continue to volunteer without cause or advance notice, but should inform his or her immediate supervisor.
- The volunteer will demonstrate honesty, punctuality, courtesy, cooperative attitude, appropriate attire and a willingness to learn.
- The volunteer will comply with the policies, rules and regulations of the Organization.
- Transportation to and from the volunteer site is the responsibility of the volunteer, unless other arrangements are agreed to in writing.
- Volunteer is not eligible for any of Organization's benefits that it affords employees, including workers compensation.
- Volunteer assumes all of the risks of volunteering. In consideration of the opportunity to volunteer, he or she agrees that his/her assignees, heirs, guardians, and legal representatives, will not make a claim against Organization or any of its affiliated organizations, or either of their officers or directors collectively or individually, or any of its employees, for the injury or death of volunteer or damage to his/her property, however caused, arising from his/her volunteering. Without limiting the generality of the foregoing, volunteer hereby waives and releases any rights, actions, or causes or action resulting from personal injury or death to him/her, or damage to his/her property, sustained in connection with his/her participation as a volunteer.

I understand that as a result of volunteering with Organization, that I am not an employee, and not entitled to wages or benefits or a promise of employment at the completion of volunteering.

Dated: _____

Volunteer (signature)

Dated: _____

FSP: Walnut Creek Village

By: _____
Project Director (signature)

VOLUNTEER DRIVERS—FORM C

COMMUNITY INITIATIVES-- VOLUNTEER DRIVER FORM

Your willingness to use your vehicle to transport participants on a Community Initiatives and **Walnut Creek Village** related function(s) is very much appreciated. To ensure the safety of all participants, volunteer drivers must meet the following requirements when driving their own vehicle:

1. Have a valid driver's license, and be at least 21 years of age.
2. Not have received more than one moving violation in the past 12 months, or more than two in the last 36 months.
3. Not have received any DUI violations (driving under the influence of alcohol or drugs).
4. No felony convictions involving the use of a motor vehicle.
5. Have insurance coverage with a minimum of:
 - \$100,000 per person/\$300,000 per occurrence for bodily injury (\$500,000 for vehicles with more than 5 passengers).
 - \$50,000 property damage per occurrence
 - \$5,000 per person for medical payment
6. Drive a safe, well-maintained vehicle, with a passenger seat belt for every passenger and ensure each passenger uses the seat belt.

I _____ volunteer as a driver for **Walnut Creek Village members as requested.**

Year and Make of Car: _____

Vehicle License No.: _____ Driver's License No.: _____

As a volunteer driver, I understand that:

- My insurance provides primary coverage in case of an accident up to the amount of the insured coverage. Community Initiatives insurance provides secondary coverage for liability only if necessary in excess of the limits of my coverage. Community Initiatives insurance does not cover, nor is responsible for, comprehensive and collision damage to my vehicle.
- I am offering my services to Community Initiatives and **Walnut Creek Village** without compensation.
- I shall not have a child as a sole passenger, unless I am the legal parent or guardian of that child.
- I will provide only G-rated entertainment in the vehicle.
- I will not stop at any location not on the itinerary, unless permission has been granted in advance, in writing, by Community Initiatives or **Walnut Creek Village**.
- I will maintain disciplined behavior for all youth in the vehicle, during the trip.
- I understand that I shall assume responsibility for the youth I transport while they are in my vehicle.
- I understand that I will need to have a background check and/or be fingerprinted if transporting youth under the age of 18.

COMMUNITY
INITIATIVES
IN SERVICE TO GREAT IDEAS

I certify that the information provided on this form is true. I acknowledge that I have carefully read this document and understand the information therein and I agree to each of the terms and acknowledgments above.

I have attached a copy of the following documents to this form: my driver's license; the declarations page of my insurance policy (the page that includes the amounts of coverage).

_____ Volunteer Driver Signature	_____ Print Name	_____ Date		
_____ Address	_____ City	_____ State	_____ Zip	_____ Phone

Please email your completed and signed Application to: volunteer@walnutcreekvillage.org

***OR* Send it to:**

**Volunteers/ Walnut Creek Village
713 Bancroft Road
Suite 871
Walnut Creek, CA 94598**