



**** STUDENT VOLUNTEER APPLICATION FORM ****

Student volunteers must be at least 16 years of age to volunteer at SCS

If over 18 please fill out adult application <http://www.svcommunityservices.org/volunteer-signup-form.html>

IMPORTANT - PLEASE READ AND SIGN

Notice/Disclosure to Student Volunteer Parents or Guardians:

As rents continue to skyrocket here in Sunnyvale, our client base is transitioning and we want to make you aware of some changes we are seeing at our agency. Most notably, we are servicing more clients who are homeless or at very high risk of becoming homeless. Community members facing homelessness or other crises can be unstable and desperate and occasionally take their frustrations out on agencies trying to support them.

The safety and security of our staff, volunteers and clients is our top priority and Sunnyvale Community Services has added several precautionary security measures recently including: video cameras, building wide communication systems and an onsite security officer during weekday open hours.

SCS has never experienced a violent situation resulting in any injuries to our staff or volunteers. We do however want to make you aware that SCS does provide services to community members who may have criminal records and or mental health challenges. Rest assured, there are always staff and adult volunteers in the general vicinity of your student and their personal safety is paramount.

We appreciate your child's dedication to helping low-income families by volunteering at SCS. If you have any questions or concerns, please let me know and I'd be happy to discuss any details with you.

Best Regards,

Carolyn Alexander

Director of Operations

(408)738-4298 - direct

725 Kifer Road, Sunnyvale, CA 94086

www.svcommunityservices.org

parent/guardian initial _____



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VOLUNTEER AGREEMENT AND RELEASE FOR MINOR CHILD

I, the undersigned, am the parent or legal guardian of _____, a minor child. I wish to allow my child to perform volunteer services for Sunnyvale Community Services (“SCS”), a California nonprofit corporation. In consideration of SCS locating, coordinating and/or making available volunteer opportunities to my child, I hereby agree and release SCS as follows:

1. I acknowledge and agree that the nature of the volunteer services which my child may be performing might involve physical activity, contact with unidentified and unfamiliar persons, and/or other potential risk of injury. Notwithstanding the foregoing, I willingly and freely agree to allow my child to volunteer for SCS, and assume any and all risk, and I agree to release SCS from all liability for such risk, including without limitation, risk of any accident or injury to person or property which my child may sustain in connection with his/her participation as a SCS volunteer.
2. Additionally, I acknowledge and agree that, except for the time my child is actively acting at SCS’s direction and within the scope of his or her volunteer duties, my child is solely my responsibility. For example, SCS has no responsibility for my child before or after the specified volunteer activity, or during breaks in the volunteer activity. I agree to make all necessary arrangements to ensure that my child arrives at the volunteer activity on time and promptly leaves at the end of the activity.
3. I hereby release SCS and its directors, employees, officers, agents and representatives from, and agree not to sue them for, any and all causes of action, whether known or unknown, arising out of, based upon or relating to my child’s participation as a SCS volunteer.
4. I, the parent or legal guardian of _____, a minor, who was born on _____, authorize medical, dental, surgical or hospital care, treatment, or diagnosis of said minor in the case of an emergency if I cannot be contacted, and I agree to pay for any medical, dental, surgical, or hospital diagnosis, treatment, or care rendered to or for said minor.
5. I agree that my child will abide by any rules and directions provided by those SCS employees or volunteers who are directing the volunteer activity.

I have read and agree to the foregoing Volunteer Agreement and Release for Minor Child.

Print Name of Parent or Guardian

Home Phone

Cell Phone

Parent or Guardian Signature

Date



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Student and Emergency Contact Information

Name: _____ **Today's Date:** _____

Address: _____

City: _____ **Zip:** _____

E-Mail Address: _____

Date of Birth: _____

If your service hours are required please enter number of hours needed: _____

Deadline for completing service hours: _____

Emergency Contact Information:

Name: _____

Relationship: _____

Cell Phone: _____

Home Phone: _____



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Student Volunteer Agreement

Volunteer Hours

1. Student volunteering ends at 4:30pm unless special arrangements have been made. Please make sure your ride is here to pick you up at that time.
2. There is NO drop in volunteering, all volunteer hours must be arranged in advance.
3. If you have required service hours, it is your responsibility to properly record your hours by logging in and out on our volunteer check-in computer and/or having a staff member sign off on your log sheet at the end of every visit. NO EXCEPTIONS.

Building Access

1. Always enter and exit at the Donations & Distributions door in our parking lot, and not through our Front Office.

Attire

1. **CLOSED TOE SHOES ARE MANDATORY TO VOLUNTEER AT SCS.**
2. **“SHORT” SHORTS ARE NOT PERMITTED.**

Safety

1. No Horseplay! This includes running, riding on carts or pallet jacks, and throwing anything.
2. Walking or stepping on pallets is not permitted as feet can easily fall through the slats.
3. Earbuds or headphones are not allowed.

Behavior while working at the agency

1. Please keep voices and music at a reasonable level so as not to disturb the office staff.
2. We have zero tolerance regarding inappropriate or foul, language or behavior. Any violation will be grounds for immediate dismissal.
3. Our expectation is that you are here to perform community service. If it frequently appears that you are on your phone or letting others do all the work you will be dismissed.

Miscellaneous

1. Please do not invite friends to come and volunteer with you without first notifying the agency, to ensure that scheduled volunteers are not displaced.
2. We do not have secure storage space so please limit any items you bring with you to basic necessities.

I have read and understand my responsibility regarding the above while volunteering at Sunnyvale Community Services. I understand that I will be dismissed if I do not follow these requirements and show good judgment.

Student Signature _____

Parent Signature _____