



TRANSITIONS INC. - VOLUNTEER APPLICATION

Name: _____ Date of Birth: _____

Home Address: _____

Phone: _____ Highest Level of Education: _____

Employer: _____ Work Phone: _____ Job Title: _____

Address: _____

Would you like us to keep your employer abreast of your volunteer service achievement? Yes No

Emergency contact: Name _____ Phone _____

Special training, skills, hobbies _____

Groups, clubs, organizational membership _____

Prior volunteer experience _____

What experiences have you had that may prepare you to work as a volunteer with people in employment, literacy, and substance abuse programs? _____

In which of the following would you like to participate (Check one or more)

- Mentor AA/NA driver Field trips
- Literacy/GED tutor Fundraising/event planning Other
- Sports/recreation volunteer Program administration _____

Driver's License? Yes No

Car Insurance? Yes No

Do you have a criminal record? Yes No

Currently on any court supervision? Yes No

Are you willing to submit to a mandatory criminal history background check? Yes No

Are you willing to submit to a mandatory drug test (breath/urine)? Yes No

Are you willing to attend mandatory PREA training prior to volunteering? Yes No

Availability: How many hours per week do you wish to volunteer? _____

How long would you like your initial commitment to be with us?

- 6 months 1 year other _____

Please use the grid below to show your current availability to volunteer.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

References: Please list three people who know you well and can attest to your character, skill and dependability.

Be sure to include your current or last employer.

Name/Address

Occupation

Phone Number

1. _____
2. _____
3. _____

Signature _____ Date _____

Transitions Incorporated Volunteer Guidelines

_____ will spend _____ hours per week in volunteer duties at Transitions Incorporated in the following capacity; _____. The volunteer agrees to participate in the program for a period of no less than 3 months.

_____ will be available to the volunteer for on-the-job supervision as needed. The volunteer coordinator will be available to the volunteer for periodic evaluation, orientation, attendance records, and changes of assignment as appropriate.

Transitions Incorporated hopes to provide the volunteer with education and training to prepare him for his/her service, an assignment both useful and satisfying, acceptable working conditions, acceptance by both clients and staff as a member of the agency team.

Transitions Incorporated also intends to provide a 3 month probationary period before granting permanent volunteer status.

Transitions Incorporated expects to provide regular channels of communication for the volunteer and will welcome and respect his/her feedback, whether criticism or suggestions.

The volunteer agrees to carry out assignments to the best of his or her ability, following Transitions Incorporated's guidelines and respecting both clients and staff as members of the team.

The volunteer shall submit to a background check, drug test and attend PREA training.

The volunteer will use structured channels of communication (the "chain of command") exclusively to report problem situations, to request consultations or a change of assignment, to provide feedback and suggestions. He/she will strictly observe the time frame of his/her assignment, reporting well in advance when he/she will be late or absent for an assignment.

The volunteer will respect the dignity of the client and the integrity of the agency by MAINTAINING CONFIDENTIALITY OF INFORMATION received in the course of service.

(Reporting Supervisor)

(Volunteer)

(Date)

CODE OF ETHICS FOR VOLUNTEERS

POLICY

To function effectively as a volunteer requires the development and maintenance of a public image of responsibility and credibility that instills public confidence in Transitions Incorporated and in the profession of chemical dependency treatment.

The following statements of professional ethics have been implemented as policy for Transitions Incorporated volunteers:

- A. Public intoxication defined as any incident of alcohol consumption or use of mood altering substances which result in display of behavior commonly associated with intoxication, is strictly not allowed.
- B. Any volunteer arrested for possession or use of any illegal drug, narcotic or mood altering substances will be terminated.
- C. An arrest for selling controlled substance will result in suspension. A conviction for selling of controlled substance will result in termination.
- D. No volunteer shall be under the influence of alcohol or any other mood altering substance while performing any duties for Transitions Incorporated.
- E. All volunteers are restricted from conducting intimate, personal, financial or business relationships of any kind with Transitions Incorporated clients, or their families who have been in treatment at Transitions, within one year of the client's discharge. Any interaction with a client, former client or client's family members for personal gain is expressly prohibited. The only exception to this policy will be where there is a relationship that was established prior to the clients admission to Transitions Incorporated.
- F. Volunteers who are A.A. members are asked not to sponsor clients as it is in the clients best interest to get to meetings and get to know other A.A. members.
- G. Volunteers may not bring any person who appears intoxicated (See A) to any Transitions Incorporated function including driving the agency van to A.A. meetings. Volunteers are considered paraprofessionals and are bound by the Federal Confidentiality Legislation. Violation may be subjected to suspension or termination.
- H. Volunteers are encouraged to participate in professional organizations, training programs, voluntary services and speaking engagements that enhance their knowledge of recovery. Remember that you, as a volunteer, will be viewed by many as a representative of Transitions Incorporated, and have a responsibility to help instill public confidence in

Transitions Incorporated and the profession of chemical dependency treatment.

**CODE OF ETHICS FOR VOLUNTEERS
(CONTINUED)**

I, In accordance with Transitions Incorporated's policy, our volunteers will not accept tips, or other money from clients nor will they accept personal liability for any clients debts.

Remember, at all times your behavior and appearance reflects on Transitions Incorporated, not just when you are here. Please conduct yourself as a goodwill emissary for Transitions Incorporated.

Witness

Volunteer

Date