



**South County Outreach**  
 7 Whatney, Suite B  
 Irvine, CA 92618  
 (949) 380-8144

### VOLUNTEER APPLICATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Issuing state: \_\_\_\_\_ Birthday: \_\_\_\_/\_\_\_\_/\_\_\_\_

All volunteers are subject to criminal background checks. \_\_\_\_\_ (Initial that you understand and agree to this policy)

Educational:  High School Grad  College Degree  Post Grad Degree Field of Study: \_\_\_\_\_

Employment Status:  Full time  Part time  Unemployed  Retired

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Does your company offer and employee match for volunteer hours?  YES  NO

Does your company offer a Charitable Foundation?  YES  NO

Do you speak a foreign language?  YES  NO Which Language(s)? \_\_\_\_\_

How did you learn about South County Outreach? \_\_\_\_\_

Prior Volunteer Experience: \_\_\_\_\_

Community Affiliations (Faith Org., Clubs, Service groups, etc.): \_\_\_\_\_

Do you have any of the following special skills/areas of interest? (Please check all that apply):

- |                                               |                                               |                                                     |
|-----------------------------------------------|-----------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Social Work          | <input type="checkbox"/> Retail               | <input type="checkbox"/> Marketing/Public Relations |
| <input type="checkbox"/> Property Maintenance | <input type="checkbox"/> Accounting           | <input type="checkbox"/> Special Events             |
| <input type="checkbox"/> Teaching/Training    | <input type="checkbox"/> Computer Programming | <input type="checkbox"/> Fundraising                |
| <input type="checkbox"/> Receptionist         | <input type="checkbox"/> Video Production     | <input type="checkbox"/> Copy Writing               |
| <input type="checkbox"/> Customer Service     | <input type="checkbox"/> Website Design       | <input type="checkbox"/> Grant Writing/Research     |
| <input type="checkbox"/> Phone Support        | <input type="checkbox"/> Photography          | <input type="checkbox"/> Graphic Design             |
| <input type="checkbox"/> Public Speaking      | <input type="checkbox"/> Community Outreach   | <input type="checkbox"/> Computer Data Entry        |

Volunteer placement preferred?  Pantry  Pantry Admin  Truck Driver  Thrift Store  Client Engagement

Current availability?  Mon AM  Tues AM  Wed AM  Thurs AM  Fri AM  Sat AM

Mon PM  Tues PM  Wed PM  Thurs PM  Fri PM  Sat PM

Are you currently or have you ever been a client of South County Outreach?  YES  NO When? \_\_\_\_\_

Have you ever been convicted of a crime or offense?  YES  NO If yes, was it a: Felony: \_\_\_\_\_ Misdemeanor: \_\_\_\_\_

Please describe: \_\_\_\_\_

Do you have any physical limitations or medical conditions?  YES  NO

Please describe: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

#### Liability Release & Waiver

I hereby waive the right to make any claim against South County Outreach, its officials, employees or volunteers, for injuries or damages, charges or expense, including attorney's fees which might be sustained as a result of my participation or transportation therewith in volunteer activities. This waiver is given in partial consideration for permission granted by South County Outreach to participate in activities. I further understand that South County Outreach does not provide any form of insurance for program participants.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Code of Conduct:

All employees, volunteers, agents and board members may not solicit or accept gifts or gratuities for their personal benefit in excess of minimal value. All volunteers and staff have an obligation to report any actual or suspected wrongdoings including, but not limited to: Conflicts of Interest, Illegal Acts, Fraud, Erroneous grant reporting, Erroneous facts in grant submissions

All wrongdoings should be reported to the Executive Director. If you do not feel that your complaint is appropriately handled, please contact the President of the Board of Directors. South County Outreach strictly forbids any retaliation against anyone who, in good faith, reports suspected wrongdoings.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Photo & Video Release

I hereby authorize and give full consent to South County Outreach to publish all photographs/videos of myself for the purposes of promoting South County Outreach. I further agree that South County Outreach may use the photographs/video without limitation or reservation or for any compensation other than receipt of which is hereby acknowledged.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Confidentiality Policy

To safeguard the individual rights of persons served by maintaining the confidentiality of records and any services that are received from the organization as provided by law. South County Outreach is committed to providing services which treat people with dignity and respect, taking particular care to see that their rights are fully protected.

##### *Policy:*

- Information about the identity, address, evaluation, financial records or treatment of a person is confidential.
- Access to such information will be released only as a result of court order or a release by the client.
- The Executive Director is responsible for the establishment and implementation of procedures pursuant to this policy. Such procedures shall comply with all appropriate statutes, rules, regulations and legal requirements.
- All employees, consultants, volunteers, contracting agencies and affiliates are appropriately trained concerning confidentiality. Any proven violations of the confidentiality policy are subject to discharge or legal action.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please email completed volunteer application to [volmgr@sco-oc.org](mailto:volmgr@sco-oc.org).