



# Goodwill<sup>®</sup> Houston

Changing Lives through the Power of Work

## VOLUNTEER INFORMATION FORM

### PERSONAL INFORMATION

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Date of Birth: \_\_\_ / \_\_\_ / \_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Who to call in case of emergency:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### EDUCATION

	Name	Graduated		Degree Obtained
		Yes	No	
High School				
Undergraduate				
Graduate				

Have you ever been convicted of a Felony? \_\_\_ Yes \_\_\_ No

### VOLUNTEER INFORMATION

Why would you like to volunteer for Goodwill? \_\_\_\_\_

\*Do you need to complete a specific number of Volunteer Hours? \_\_\_ Yes \_\_\_ No (If yes, please specify how many hours and for what reason): \_\_\_\_\_

\*\*Is this court appointed: \_\_\_ Yes \_\_\_ No If Yes, please call 713-699-6336

\*Will you need a letter to confirm your service? \_\_\_ Yes \_\_\_ No

(If yes, please give the name of address where you would like for your letter to be sent)

\_\_\_\_\_  
(Name) Address City State ZIP

### I can commit to:

\_\_\_ One time Volunteer (Please specify the day / time you would like to volunteer) \_\_\_\_\_

\_\_\_ A regular time every week, (please specify) \_\_\_\_\_

\_\_\_ I can give time for specific projects as needed (please specify) \_\_\_\_\_



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## **GUIDELINES FOR VOLUNTEERS**

Welcome to Goodwill Industries of Houston, Inc. Goodwill has proudly been serving the Houston community for over 50 years. Our organization is committed to maintaining a solid reputation with the citizens of Houston. In order for you to help us maintain our reputation, we have listed a set of guidelines for you to follow while volunteering your time at Goodwill!

1. Please be courteous to Goodwill employees, customers, and other volunteers or community service workers
2. Theft of Goodwill property will not be tolerated. **We have zero tolerance for theft.**
3. Follow directives of supervisor or others in proper authority
4. No abusive language, profanity or improper behavior while on Goodwill premises.
5. Dress appropriately for the type of work that you are performing. For safety reasons we require that you wear pants and closed-toe, closed-heel shoes, *i.e. – tennis shoes, work boots, etc.*
6. No smoking in the facility except for designated areas.
7. No possession or consumption or being under the influence of alcohol, liquor, drugs, and / or controlled substances while on Goodwill premises.

I have read and understand these polices stated above and will abide by them to the best of my ability.

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Participant Signature

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Date



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## STANDARDS OF CONDUCT FOR VOLUNTEERS

Groups of people who are working together require certain guidelines pertaining to their conduct and work relationships. Accordingly, you must be aware of your Responsibilities to the Organization, its employees, and program Participants.

We strive to take a constructive approach to disciplinary matters to ensure that actions, which would interfere with operations or your assignment, are not continued. The organization reserves the right to terminate your volunteer duties with or without warning or corrective action and with or without cause.

Although there is no way to identify every possible violation of Standards of Conduct, the following is a partial list of infractions, which will result in corrective action up to and/or including termination of your volunteer duties with the agency.

1. Excessive absence or tardiness.
2. Inefficient or careless job performance, poor productivity.
3. Insubordination, the refusal by a volunteer to follow a direct order by management instruction concerning a job-related matter.
4. Loitering during working hours; extending lunch or rest breaks.
5. Improper attire and appearance; defined as dress that would be inappropriate to the image of a professional organization; supervisor's discretion will be the guide.
6. Violations of rules against solicitation and distribution including solicitation of gifts from Participants.
7. Abuse of facility phones for personal phone calls.
8. Dishonest, misrepresentation of facts, making false statements.
9. The use of abusive language or behavior that is perceived as threatening, intimidating or coercing.
10. Disorderly conduct, fighting, instigating a fight or assault of any kind, or interfering with employee or supervision at any time on agency premises.
11. Malicious practical joking, horseplay.
12. Willful or careless violations of agency safety, fire and security regulations.
13. Failure to respond without a justifiable excuse to assigned duty during fire disaster drills.
14. Smoking in unauthorized areas.
15. The possession of firearms or other weapons on agency property.
16. Theft, willful destruction or misuse of agency property or another's property; defacing or removing signs.
17. Deliberate negligence.
18. Discussion or disclosure of confidential information not authorized in the performance of the assignment.
19. Knowingly punching an employee's time card or defacing or mutilating any time card.
20. Falsification of any official agency record or report, such as an application for employment, or a time record.
21. Possession, sale, or use of a controlled substance other than a drug prescribed by a physician.
22. Failure to report on-the-job accident or injury.
23. Unauthorized possession and use of Organization keys.
24. Violation of the Equal Employment Opportunity policy.
25. Mental or verbal abuse of Goodwill of North Georgia's Participants or Employees.
26. Deliberate idling, including sleeping.
27. Failure to notify supervisor of absence and lateness.
28. Posting or removal of material on bulletin boards.
29. Absent from work area without proper authorization from supervisor.
30. Unauthorized operation of tools, equipment, and machinery.
31. Gambling or any other game of chance on Goodwill's premises.
32. Negligence through inferior work and by excessive waste of material.
33. Use of radios, televisions, CD/DVD by individuals or groups except where not authorized.
34. Violation of safety rules.
35. Violation of any other Goodwill Industries of Houston policy.
36. Destruction of Goodwill Industries of Houston property, employee property, Participant property, or government employee property.
37. Theft of agency property, employee property, or Participant property.
38. Engaging Goodwill in sabotage of agency property.
39. Attempting bodily harm to another employee or Participant.
40. Possession, sale, consumption or distribution of alcohol or a controlled substance.
41. Disobedience and refusal to obey instruction from supervisor.
42. Immoral behavior or indecency, including sexual harassment.
43. Removal of Goodwill Industries of Houston property without proper authorization.
44. Possession of firearms, explosives, knives, illegal drugs or any other weapons.
45. Failure to show respect towards management's directions and/or supervision.
46. Use of Goodwill's computer to access inappropriate or pornographic web sites.

*I understand the Standards of Conduct and agree to uphold myself to them.*

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Signature

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Date



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## VOLUNTEER AGREEMENT AND RELEASE FORM

I am aware that volunteering with Goodwill Industries of Houston involves risks of personal injury, property damage, and other risks associated with volunteer service.

I understand that I will not be paid for my services as a volunteer.

I understand that Goodwill Industries of Houston is not responsible or liable for my personal effects and property and that they will not provide lock up or security for any items.

By my signature, for myself, my estate and my heirs, I release, discharge, indemnify and forever hold Goodwill Industries of Houston, its employees and Board of Directors harmless from any and all claims and/or causes of action arising from my participation as a volunteer and travel associated therewith.

In the event that I am unable to do so on my own because of an injury, I consent to administration of first aid and other medical treatment in the event of an injury and agree to pay the costs of any such treatment.

I understand that I am to abide by whatever policies, rules and regulations currently in effect at Goodwill Industries of Houston. I also understand that volunteer work is based on mutual consent and that either myself, or Goodwill Industries of Houston, can end the volunteer relationship at any time without notice.

I understand that any confidential information to which I have access is privileged and shall be held in strict confidence. Information will be shared only with Goodwill Industries of Houston staff and then, only as necessary. I understand and agree that in the performance of any duties at Goodwill Industries of Houston. I must, in accordance with agency policy, hold such information in confidence. I understand that any violation of the confidentiality of such information may result in termination of my partnership with the agency.

I give any organization involved with Goodwill Industries of Houston permission to photograph me as it relates to my volunteer work with Goodwill. I understand that the organizations have permission to use these photographs/videotapes for publicity purposes.

By signing, I acknowledge that I have carefully read and fully understand everything written on this form and I am voluntarily signing this waiver and release of liability agreement between myself and Goodwill Industries of Houston as my own free act.

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_ Date \_\_\_\_\_

***If the volunteer is a minor this form must also be signed by a parent or guardian.***

I understand that my child named above wishes to be considered for volunteer work and I hereby give my permission for them to serve in that capacity, if accepted by the agency. I understand that they will be provided with orientation and training necessary for the safe and responsible performance of their duties and that they will be expected to meet all the requirements of the position, including regular attendance and adherence to agency policies and procedures. I understand that they will not receive monetary compensation for the services contributed.

Guardian's Name \_\_\_\_\_ Signature \_\_\_\_\_

Nature of relationship to volunteer \_\_\_\_\_ Date \_\_\_\_\_



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## **PHOTO RELEASE FORM**

Goodwill Industries of Houston is, at times, visited by various media sources, that often use photographs of Goodwill and its clients, workers and volunteers in the media presentation.

In addition, Goodwill Industries of Houston uses photography of the facilities and of its clients, workers and volunteers in order to promote and further the interests of Goodwill industries of Houston.

I understand that the above mentioned photography or photographs of me are to be used to promote and further the interests of Goodwill Industries of Houston.

I hereby release to Goodwill Industries of Houston all rights and privileges for the publication or display of any and all photographs of me taken by any photographer by Goodwill Industries.

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Signature

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Date