



DOING THE MOST GOODSM VOLUNTEER

Northern Division Volunteer Application

Corps/ Service area: _____
DHQ Processed on: _____

Full Legal Name _____

Address _____

City _____ State _____ Zip _____

E- Mail Address: _____

Home Phone (____) _____ Work Phone (____) _____ Cell Phone (____) _____

Date Of Birth _____ Language(s) you speak _____

Volunteer Interests (Please X all that apply)

- Child Care Office Help Driving Seniors Meal Serving Art or Music
- After School Programs Food Shelf Yard and Buildings Projects Thrift Store Bell Ringing
- Emergency Disaster Services Christian Teaching Other _____

In the appropriate box below, please indicate the day(s) and times you are available to volunteer:

	Mornings	Afternoons	Evenings
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Emergency Contact Information

Name: _____ Relationship _____

Home Phone (_____) _____ Cell Phone (_____) _____

Is there anything we should know in case of an emergency? _____

Personal References (must be over 18 years of age and not relatives):

Name _____

Address _____

City/State/Zip _____

Phone: (____) _____ Supervisor checked ref on: _____ Int: _____

Name _____

Address _____

City/State/Zip _____

Phone: (____) _____ Supervisor checked ref on: _____ Int: _____

Criminal History

Have you ever been convicted of a felony? Yes * No

* If yes, please provide dates and details; if necessary, please use an additional sheet of paper.

Have you been convicted of a misdemeanor in the last 2 years which resulted in imprisonment/jail? Yes * No

* If yes, please provide dates and details; if necessary please use an additional sheet of paper.

(Note: A conviction will not necessarily disqualify you from a volunteer position. You should not disclose any information regarding criminal arrest or conviction records that have been expunged or sealed.)

Current place of employment: _____

Mailings: I'd like to receive email updates and information on The Salvation Army. Yes No

I'd like to receive mail updates and information on The Salvation Army. Yes No

Confidentiality Agreement: By submitting this application, I promise that I shall hold in confidence all information regarding callers and clients of The Salvation Army. I will not violate the confidential relationship between the programs, volunteers, staff and callers/ clients. I will not remove from the office any written client records or copies. I understand and agree that I am personally responsible and liable for any violation of the agreement. Initials:

Policies & Procedures: I have been given and agree to The Salvation Army volunteer policies and procedures. Yes No

Your signature verifies that all information in this volunteer application is true to the best of your knowledge and you permit The Salvation Army to follow up on any information given.

Signature of Applicant

Date

Special Note: Minor applicants require parental or guardian consent to volunteer and confirmation that the information provided by the minor child is accurate and complete:

Signature of Parent or Guardian

Date

Health Insurance Portability and Accountability Act (HIPAA)

In the course of business The Salvation Army may need to share specific participant information with you in order for you to do your job. Federal law (HIPAA) requires you to assure the privacy of the information of any participant information that The Salvation Army shares with you. The purpose of this agreement is to tell you what the federal law requires and to make sure you agree to protect the privacy of participant information. Here is what is required:

1. You may not use participant information for any purpose other than the purpose that it was given to you, and you may not share or disclose it to anyone else, unless there is a law that requires you to disclose it.
2. You must take precautions to protect the information from unauthorized disclosure. This may include, for example, keeping files locked, or encrypting electronic files.
3. You must report any unauthorized use of the information to The Salvation Army.
4. If you have to release the information to a subcontractor or an agent, you must have them sign and agreement like this one.
5. You have to make the participant information and your books and records relating to participant information available to The Salvation Army or to the Department of Health and Human Services upon request.
6. You have to keep a log of disclosures you make of the participant information.
7. You need to amend the information if the participant requests and The Salvation Army approves the amendment.

The Salvation Army will provide you with a copy of their HIPAA policies and procedures and Privacy Notice upon request. These documents describe the HIPAA requirements in more detail. General HIPAA information may be found at both federal and state sites:

<http://www.hhs.gov/oct/privacy/hipaa/understanding/> and <http://www.health.state.mn.us/hmo/hipaa.htm>.

If The Salvation Army learns that you have violated HIPAA they may give you ten days notice on opportunity to fix the problem; or, if the problem cannot be fixed, The Salvation Army may terminate the agreement immediately.

When this agreement ends, you must either return all the participant information to the The Salvation Army or destroy the information. If it is not practical to return or destroy the information, you will let us know and then together we will develop a plan to assure the privacy of the data.

If you violate this agreement, you will pay the The Salvation Army costs and attorney fees in enforcing this agreement, and will reimburse The Salvation Army for any cost, damages, claims, judgments it incurs because you violated this agreement.

By signing below, you acknowledge that you understand what HIPAA requires, and you agree to use and protect The Salvation Army participant data as required by HIPAA.

Name (Print): _____
Signature: _____ Date: _____
Position: _____

SAFE FROM HARM

Guidelines for Working with Children, Youth and Vulnerable Adults

Abuse of vulnerable persons, including children, frail elders, the physically challenged or the mentally impaired, is a reality in our society. The Salvation Army is committed to addressing this reality by taking steps to protect all categories of vulnerable persons in our care. The Central Territory has implemented a program to safeguard these special individuals while promoting a positive, nurturing environment for ministry to them. The guidelines below are to be followed by anyone working with vulnerable or dependent persons in the Central Territory.

- **Two Adult Guideline** - Whenever feasible, a vulnerable person will not be in the primary care of only one adult. Teams of adults (preferably male and female) will supervise activities. This guideline has three purposes: it provides for more than one adult to help ensure appropriate levels of supervision. It protects workers and The Salvation Army from unfounded allegations. It lessens the possibility of an adult becoming a “guru” or “confidante” who thrives on the dependency of the vulnerable person, as well as an adult having undue influence over an individual.
- **Guidelines for Touching** - The sense of touch is extremely powerful and can wordlessly convey messages on many levels. Touch is necessary to all human thriving, but when used to manipulate, control or harm another, touch can be deadly. In our role as a “good shepherd,” The Salvation Army must take steps to protect any and all vulnerable populations in our care.

Appropriate physical contact between workers and program participants is important. Hugs and other forms affection, *properly applied*, help children developmentally and communicate warmth to people of all ages. Safe From Harm includes guidelines for touching that will, when carefully adhered to, safeguard those participating in our corps, worship, social service, and/or community service programs.

The guidelines below are to be closely followed by anyone working with vulnerable individuals:

- Touching behavior should not give even the **appearance** of wrongdoing. As Salvation Army representatives, our behavior must foster trust at all times; it should be above reproach.
- Workers are responsible to protect those under their supervision from inappropriate touching by others.
- Workers must promptly discuss inappropriate touching or other questionable behavior by co-workers with their supervisor or commanding officer.

Touching Guidelines specific to children/youth workers:

- Touching should be initiated by the child or youth. It should be a response to the child’s need for comforting, encouragement, or affection. It should not be based upon the adult’s emotional need.
- Touching and affection should only be given when in the presence of other children’s ministry or youth workers. It is much less likely that touches will be inappropriate or misconstrued as such when two adult workers are present, and the touching is open to observation. This rule is especially important when diapering a baby or helping a young child change clothes or use the restroom.
- A child’s preference not to be touched should be respected. Do not force affection upon a reluctant child.
- **Individual Counseling** - Team communication is preferable. When not feasible, notify another adult worker of the location and with whom you are meeting. Counseling should be done in a public setting where private conversations are possible and should occur in full view of others. Guard carefully to avoid seclusion. If possible, have female workers meet with females and male workers meet with males. A male/female team is generally appropriate for either gender.

- **Long-Term Counseling** - Workers should not meet with vulnerable individuals more than three times to discuss the same issue. Workers are not prepared or supported for long-term counseling or formal therapy. Adult leaders are encouraged to refer persons who they suspect have a serious need for counseling to professionals in the community. Questions about referral must be discussed promptly with the program leader.
- **Informal Contact (Independent of Salvation Army Activities)** - Informal contact refers to phone calls, cards/letters, electronic messages or face-to-face contact between a worker and a program participant that is not connected to official Salvation Army activities. The Salvation Army recognizes that informal contact between workers and participants does occur. For example, workers may hire teens as baby sitters for their own children, or workers may see program participants during social events with a child's family, in worship services or at corp functions. This interaction is usually legitimate and beneficial.
- With respect to children/youth, workers should seek the permission of parents before having informal contact with their child. The worker should clearly let the parent know the nature of the contact, and that it is not part of an official Salvation Army activity. Parents are responsible for monitoring this informal contact.
- **Transportation To and From Meetings** - Transportation to and from meetings is not a normal part of corps/program. In some cases, Salvation Army vehicles and drivers are provided as a component of the activity. The Salvation Army is not responsible for providing or arranging for transportation to activities that do not already include planned transportation by the corps/service/program. Family members or other adults are discouraged from asking workers to transport children or adult program participants informally. *However, if a worker does transport a program participant at the parent's/responsible party's request, this should be recognized as informal contact (not a part of corps activities), and the guidelines for informal contact should be followed (see paragraph above).*

Note: The practice of workers transporting minors is discouraged. However, if a unit chooses to allow this on a limited basis, ask parents to sign a form acknowledging that these rides are not a part of unit activity, and that the parent is responsible for supervising such activity.

- **Transportation as a Part of Corps Activities** - Units may provide transportation as an official part of certain corps activities. For example, corps may provide transportation to out-of-town events or field trips. When people are transported as a part of unit activities, all relevant guidelines will apply. Following the "two adult guideline" and having all drivers complete a Driver Application Form are especially important.
- **Confidentiality** - Workers must report to an appropriate leader if a program participant discusses harming himself or others, committing a crime, or being abused. There are limits to confidentiality when working with vulnerable persons. Questions about such cases or other issues of confidentiality must be discussed promptly with the supervisor or commanding officer/administrator. Conferring with an officer on sensitive issues is not considered breaking a confidence.
- **Gifts** - Workers are generally discouraged from giving or receiving personal gifts with program participants, including money. When the giving of *personal gifts* is desired, the worker must first notify parents and/or the supervisor. Gifts can be easily misinterpreted. Gifts given to groups of young people are appropriate, such as graduation presents or awards for participation and do not require notification of parents or supervisors. It is inappropriate for workers to accept or solicit gifts of any kind, including planned giving appeals, with vulnerable adult program participants.
- **Corporal Punishment** - Corporal punishment involving painful touch (hitting or spanking) and physical forms of maintaining order are not appropriate in Salvation Army activities. *This rule holds true even if parents have suggested or given permission for corporal punishment.* Workers must consult their supervisors if they need help with unruly program participants or discipline techniques.
- **Open Door Guideline** - All program events should be conducted with an "open door" approach. This means that parents/family members, other program participants and/or corps members have a right

to observe any activity. Parents/family members and/or other caregivers should be informed that there are *never* secret activities, treatments or initiations in any Salvation Army programs. An atmosphere of transparency must be maintained at all times.

- **Romantic or Sexual Involvement** - Salvation Army workers are *strictly prohibited* from relationships with program participants that involve, even remotely, dating or sexual involvement. Additionally, adult youth workers may not be romantically or sexually involved with minor coworkers. Any individual with prior incidents of sexual misconduct may not serve in any capacity caring for minors or other vulnerable persons in Salvation Army programs.
- **Supervision and Communication** - Workers must meet on a regular basis with program leaders and program leaders must meet with the officer in charge/administrator periodically to discuss any issues regarding these guidelines. Appropriate topics that must be discussed include problems, accountability, guideline clarification, personal feelings, or other issues that may interfere with ministry efforts.

Guidelines Specific to Children/Youth Programs:

Youth Supervising Youth - Minors may help adults lead youth activities only under the direct leadership of adults. A minor may not be used to meet the team leadership or team counseling guidelines discussed above.

High Adventure Activities- Special precautions must be taken on high adventure activities such as: rock climbing, hiking, overnight camps, raft trips, or the like. Both physical safety and safety from abuse are at risk in high adventure situations. A high ratio of adults to youth is recommended. Guides for high adventure activities should be licensed by the sports governing body or government authorities to guide groups whenever possible. High adventure camping often raises unique circumstances involving individual privacy, sleeping arrangements, bathroom facilities, and so on. Adult leaders must be vigilant to avoid suspicious or misinterpreted behavior in these circumstances.

Overnight Activities - At least two adults should supervise overnight activities. If the participants are male and female, then male and female chaperons must be present. If these conditions cannot be met, then the event should be postponed. Males and females attending events must not share the same sleeping quarters and should have separate access to bathroom facilities. Experienced workers should be included with newcomers to any ministry serving children and youth.

IN CLOSING:

Workers must report suspected or observed misconduct by other workers to the program leader or officer/administrator immediately.

Workers must avoid even the appearance of misconduct. This is necessary in order to maintain public confidence and avoid mistaken allegations.

Workers who disobey these guidelines may be reassigned or relieved from a program duty at the discretion of corps/program leaders or administrators.

I have read the guidelines above. I agree to observe them faithfully.

Signature _____

Date _____

and Washington only);(ix) I am seeking employment as a covered law enforcement officer, emergency medical personnel, firefighter police officer, peace officer or other law enforcement position (California, Oregon and Vermont only - in Oregon the police or peace officer position must be sought with a federally insured bank or credit union and in Vermont the law enforcement officer position must be as defined in 20 V.S.A. § 2358, the emergency medical personnel must be as defined in 24 V.S.A. § 2651(6), and the firefighter position must be as defined in 20 V.S.A. § 3151(3)); (x) the COMPANY reasonably believes I have engaged in specific activity that constitutes a violation of law related to my employment (Connecticut only); (xi) I am seeking a position with the state Department of Justice (California only); (xii) I am seeking a position as an exempt managerial employee (California only); and/or (xiii) I am seeking employment in a position (other than regular solicitation of credit card applications at a retail establishment) that involves regular access to all of the following personal information of any one person: bank or credit card account information, social security number, and date of birth,, I am seeking employment in a position that requires me to be a named signatory on the employer's bank or credit card or otherwise authorized to enter into financial contracts on behalf of the employer, I am seeking employment in a position that involves access to confidential or proprietary information of the Company or regular access to \$10,000 or more in cash (California only).

Bona fide reasons why COMPANY considers credit information substantially job related (complete if this is the sole basis for obtaining credit information) or in California and Vermont the COMPANY'S basis for the credit check.

NY Applicants Only: I also acknowledge that I have received the attached copy of Article 23A of New York's Correction Law. I further understand that I may request a copy of any investigative consumer report by contacting STERLING. I further understand that I will be advised if any further checks are requested and provided the name and address of the consumer reporting agency.

California Applicants and Residents: If I am applying for employment in California or reside in California, I understand I have the right to visually inspect the files concerning me maintained by an investigative consumer reporting agency during normal business hours and upon reasonable notice. The inspection can be done in person, and, if I appear in person and furnish proper identification; I am entitled to a copy of the file for a fee not to exceed the actual costs of duplication. I am entitled to be accompanied by one person of my choosing, who shall furnish reasonable identification. The inspection can also be done via certified mail if I make a written request, with proper identification, for copies to be sent to a specified addressee. I can also request a summary of the information to be provided by telephone if I make a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or directly charged to me. I further understand that the investigative consumer reporting agency shall provide trained personnel to explain to me any of the information furnished to me; I shall receive from the investigative consumer reporting agency a written explanation of any coded information contained in files maintained on me. "Proper identification" as used in this paragraph means information generally deemed sufficient to identify a person, including documents such as a valid driver's license, social security account number, military identification card and credit cards. I understand that I can access the following website <http://sterlinginfosystems.com/privacy> to view STERLING'S privacy practices, including information with respect to STERLING'S preparation and processing of investigative consumer reports and guidance as to whether my personal information will be sent outside the United States or its territories.

Signature:

Today's Date:

T

PRINT CHARACTERS LIKE THIS
ABCDE 98765

CORRECT INCORRECT

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Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

• **Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.**

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:	b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive Mclean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357