

American Red Cross of the Delmarva Peninsula

VOLUNTEER INTAKE/ APPLICATION

If mailing this form, please return it to:

Date: _____

Volunteer Development & Communications
American Red Cross of the Delmarva Peninsula
100 W. 10th Street, Suite 501
Wilmington, DE 19801

(800) 777-6620 ext 6240 (Voicemail)
(302) 472-6240 - PHONE (Voicemail)
(302) 656-8797 - FAX
volunteer@redcrossdelmarva.org

Last Name: _____ First name: _____ M.I.: _____

Title (circle one): Mr. Mrs. Miss Ms. Dr. Other: _

Suffix (i.e., R.N., M.D., Jr., etc.): ____ Preferred Name (Nickname): _____

Circle your county of residence: **Delaware:** **Kent, New Castle, Sussex**
Maryland: **Caroline, Cecil, Dorchester, Kent, Queen Anne's, Talbot**

Home Address: Street/PO Box : _____

City: _____, State: _____ Zip: _____

Business (optional): Street/PO Box : _____

City: _____, State: _____ Zip: _____

Occupation: _____

Telephone Numbers:

Home: (_____) _____ - _____ Business: (_____) _____ - _____

Cell: (_____) _____ - _____ Fax: (_____) _____ - _____

Email: Personal: _____ Email: Business: _____

Emergency Contact: Name: _____ Relationship: _____

Phone: Cell _____ Home _____

Circle your: Primary Address for mailing purposes: **Home / Business**

Primary Telephone numbers: **Home / Cell / Business**

Primary Email contact: **Personal / Business**

The best time of day to contact you is ? (circle one) **Morning / Afternoon / Evening**

The best way to contact you is ? (circle one) **Mail / Phone / Email**

Office Use Only: Excel _____ Outlook _____ Access _____ CHERS ID _____

WORK EXPERIENCE: (beginning with the most recent)

1. Organization Name _____ Section/Dept. _____

Address _____

From _____ To _____ Supervisor's Name/Title _____

2. Organization Name _____ Section/Dept. _____

Address _____

From _____ To _____ Supervisor's Name/Title _____

VOLUNTEER EXPERIENCE:

1. Organization Name _____ Section/Dept. _____

Address _____

From _____ To _____ Supervisor's Name/Title _____

Current License(s): If licensed to practice a profession, list the profession and the state in which you are licensed (include driver's license, RN, LPN, EMT, HAM Radio Operator, other)

Type/Number	Date Issued	Exp. Date	Status	State
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Education and Training: (begin with the most recent)

Institution Name	Speciality/Major Degree/Certificate
_____	_____
_____	_____
_____	_____

Other Skills: (e.g. computer, teaching) _____

Languages: (including sign language) *Only if fluent* _____

Availability: (circle available days and times) Short Term Long Term # of hours desired _____/week/month

<input type="checkbox"/> Monday Morning Afternoon Evening	<input type="checkbox"/> Tuesday Morning Afternoon Evening	<input type="checkbox"/> Wednesday Morning Afternoon Evening	<input type="checkbox"/> Thursday Morning Afternoon Evening	<input type="checkbox"/> Friday Morning Afternoon Evening	<input type="checkbox"/> Saturday Morning Afternoon Evening	<input type="checkbox"/> Sunday Morning Afternoon Evening
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Previous Red Cross Experience:

Have you ever worked as a Red Cross **employee**? No Yes – If yes, give position, dates and location.

Have you ever worked as a Red Cross **volunteer**? No Yes – If yes, give position, dates and location.

First year worked with Red Cross _____ Total years of Red Cross service _____

Have you ever held any Red Cross certifications (e.g. Health & Safety Instructor, DSHR, CPR, First Aid)?

No Yes – If yes, please list _____

AREAS OF INTEREST:

Direct Service Delivery

- Assistance to Military members and their Families
- Disaster Education, Planning and Preparedness
- Disaster Relief Assistance
- Health & Safety Education (Teaching Life-saving Courses)
- International Social and Tracing Services
- Response Center Network (call center)
- Lifeline Installation

Organizational Development and Support Services

- Community Presentations
- Clerical/Phones/Data Entry
- Fund Raising
- Graphic Design (Layout and Desktop Publishing)
- Public Speaking
- Special Events (Golf Tournaments, etc.)
- Staffing Information Booths
- Writing (Newsletters, Brochures, Press Releases, etc.)
- Other _____

A “yes” answer to the following italicized questions will not necessarily disqualify any applicant.

Are you licensed to operate a motor vehicle in this state? No Yes

Has your license to operate a motor vehicle ever been revoked? No Yes – If yes, please explain. _____

Have you ever been bonded? No Yes

Has your bonding ever been revoked? No Yes – If yes, please explain _____

Have you ever been convicted of a felony, or within the past 24 months, of a misdemeanor that resulted in imprisonment? No Yes – If yes, please explain _____

Have any of your Red Cross certifications ever been revoked? No Yes – If yes, please explain _____

Why do you wish to volunteer with the American Red Cross? _____

REFERENCES:

Personal – Name _____ Phone _____ Relationship _____

Professional – Name/Title _____

Organization _____ Phone _____ E-mail _____

INFORMATION RELEASE (Optional)

Information Release:

I give to the American Red Cross, its designees, agents and assigns, unlimited permission to use, publish, and republish in any form or media, information about me and reproductions of my likeness (photographic or otherwise) and my voice, with or without identification of me by name.

Signature _____ Date _____

CONSENT FORM FOR MINORS

Consent of parent or legal guardian if the above individual is a minor:

I consent and agree, individually and as parent or legal guardian of the minor named above, to the foregoing terms and provisions.

Parent/Guardian Name _____ Parent/Guardian Signature _____

Date _____

STATISTICAL INFORMATION (Optional)

This unit of the American Red Cross, in recognition of its responsibility to its paid and volunteer staff and the community it serves, reaffirms its policy to assure fair and equal treatment in all of its employment practices, for all persons. We will not discriminate on the basis of race, color, religion, gender, age, national origin, disability, military service, ancestry, marital status, sexual orientation, arrest and court record, nor against any qualified disabled veteran, veteran of the Vietnam era or other protected categories.

The following information is required solely to determine the diversity of Red Cross volunteers. **Completion is optional**; however, it would be most helpful to us as we monitor the complete record of our programs.

Gender Female Male

Date of birth (mm/dd/yy) _____ / _____ / _____

Ethnic Type American Indian or Alaska Native

Veteran No Yes

Asian

Disabled No Yes

Black or African American

Hispanic or Latino

Native Hawaiian or Other Pacific Islander

White or Caucasian Other _____

American Red Cross

CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY AGREEMENT

For All Volunteers

This Confidential Information and Intellectual Property Agreement (“Agreement”) is made as of the date of signature below (“Effective Date”), by and between THE AMERICAN NATIONAL RED CROSS, including all chartered units (“Red Cross”), and the undersigned (“I,” “me” or “my”).

Reasons for Agreement

I desire to volunteer or to continue to volunteer with the Red Cross. I acknowledge that I may, in the course of my service to the Red Cross (“Volunteer Service”), have access to or create (alone or with others) confidential and/or proprietary information and intellectual property that is of value to Red Cross. I understand that this makes my position one of trust and confidence. I understand Red Cross’ need to limit disclosure and use of confidential and/or proprietary information and intellectual property. I understand that all restrictions are for the purpose of enabling Red Cross to fulfill its humanitarian mission, to maintain donors, customers and clients, to develop and maintain new or unique products and processes, to protect the integrity and future of Red Cross and to protect the employment and volunteer opportunities of the Red Cross. THEREFORE, I agree to the following:

1. Definitions.

“**Confidential Information**” shall include but not be limited to:

- (i) information relating to Red Cross’ financial, regulatory, personnel or operational matters,
- (ii) information relating to Red Cross clients, customers, beneficiaries, suppliers, donors (blood and financial), employees, volunteers, sponsors or business associates and partners,
- (iii) trade secrets, know-how, inventions, discoveries, techniques, processes, methods, formulae, ideas, technical data and specifications, testing methods, research and development activities, computer programs and designs,
- (iv) contracts, product plans, sales and marketing plans, business plans and
- (v) all information not generally known outside of Red Cross regarding Red Cross and its business, regardless of whether such information is in written, oral, electronic, digital or other form and regardless of whether the information originates from Red Cross or Red Cross’ agents.

“**Intellectual Property**” shall include but not be limited to:

- (i) all inventions, discoveries, techniques, processes, methods, formulae, ideas, technical data and specifications, testing methods, research and development activities, computer programs and designs (including improvements and enhancements and regardless of patentability),
- (ii) trade secrets and know-how,
- (iii) all copyrightable material that is conceived, developed, or made by me, alone or with others,
- (iv) trademarks and service marks and
- (v) all other intellectual property.

Intellectual Property shall include any intellectual property created by me:

- (y) in the course of Volunteer Service or using Red Cross time, equipment, information or materials, and
- (z) within one (1) year after termination of Volunteer Service and relating directly to work done during Volunteer Service.

Intellectual Property may be in any form, including but not limited to written, oral, electronic, digital or other form.

2. Obligation of Confidentiality. Except as may be required for the performance of my duties during Volunteer Service, or unless specifically authorized in writing by Red Cross, I shall not use or disclose, for my or for others' benefit, either during or after Volunteer Service, any Confidential Information.

3. Disclosure and Ownership of Intellectual Property. I (i) shall promptly and fully disclose to Red Cross any and all Intellectual Property, (ii) agree that all Intellectual Property shall be owned by Red Cross, (iii) agree to and do hereby assign, transfer and convey to Red Cross the entire right, title and interest in and to all Intellectual Property, (iv) will execute and deliver any and all documents, take all actions and render any and all assistance reasonably requested by Red Cross, during or at any time after Volunteer Service, to establish Red Cross' ownership of, or to enable Red Cross to obtain patents to or register copyrights of, any Intellectual Property, and (v) acknowledge that all Intellectual Property that is copyrightable subject matter and that qualifies as a "work made for hire" shall be automatically owned by Red Cross. In the event Red Cross is unable for any reason whatsoever to secure my signature to any document required to apply for or execute any patent, copyright, or other applications with respect to Intellectual Property, I hereby irrevocably appoint Red Cross and its authorized officers and agents as my agents and attorneys-in-fact to execute and file any such application and to do all other acts to further the prosecution and issuance of patents, copyrights, or other rights with respect to Intellectual Property with the same legal force and effect as if executed by me. *As a reminder, Intellectual Property shall only include intellectual property created by me (y) in the course of Volunteer Service or using Red Cross time, equipment, information or materials, and (z) within one (1) year after termination of Volunteer Service and relating directly to work done during Volunteer Service.*

4. Ownership and Return of Material. All materials, including but not limited to business information, files, research, records, memoranda, books, lists, computer disks, hardware, software, cell phones and other wireless devices, documents, drawings, models, apparatus, sketches, designs and any other embodiment of Confidential Information or Intellectual Property received by me during Volunteer Service, and any tangible embodiments of such materials created by me, alone or with others, whether confidential or not, are the property of Red Cross. I shall return to Red Cross all such materials, including copies thereof, in my possession or under my control upon termination of Volunteer Service for whatever reason or upon the request of Red Cross. The return of such materials shall take place within twenty-four (24) hours of notice of termination or upon request of Red Cross, whichever comes first.

5. Survival of Obligations and Enforcement. The obligations that I have under this Agreement shall survive the termination of Volunteer Service, regardless of the reasons or method of termination. I agree that Red Cross shall be entitled to recover from me all attorneys' fees incurred in enforcing Red Cross' rights under this Agreement.

I represent that the above restrictions are necessary to protect Red Cross' legitimate interests, and that these restrictions will not prevent me from earning a livelihood.

VOLUNTEER

Signature

Volunteer ID Number

Printed Name

Department or Division

Title

American Red Cross Code of Conduct

CERTIFICATION AND DISCLOSURE

I, _____ certify that I have read and understand the Code of Conduct of the American Red Cross and agree to comply with it, as well as applicable laws that impact the organization, at all times.

Disclosure of Actual or Potential Conflicts:

I affirm that, except as listed below, I have no personal, business, or financial interest with any organization that conflict, or appear to conflict, with the best interests of the American Red Cross:

Future Actual or Potential Conflicts:

At any time during the term of my volunteer status with the American Red Cross, should an actual or potential conflict of interest arise between my personal, business, or financial interests and the interests of the Red Cross, I agree to:

- a. Disclose promptly the actual or potential conflict to the chair of my unit, the executive of my unit, my department head, or the General Counsel, as applicable; and
- b. Until Red Cross approves actions to mitigate or otherwise resolve the conflict, refrain from participating in any discussions, deliberations, decisions or voting related to the conflict of interest.

Printed Name

Signed Name

Date

VOLUNTEER CONSENT FOR RELEASE OF BACKGROUND INFORMATION

As of July 2006, an organization-wide background check initiative was established to conduct background checks on all employees and volunteers, both current and incoming, who have never before undergone a Red Cross background check. All background checks must meet the Red Cross minimum standard which includes verification of social security numbers and searches of the National Criminal File.

Please follow these simple steps to complete the process:

1. Visit the vendor’s website at <http://www.mybackgroundcheck.com>
2. Click on the American Red Cross logo.
3. Select request a background check.
4. On the map, click on either DE or MD, depending on your state if residence, and select ARC of the Delmarva Peninsula.
5. Read with care your rights and provide your consent to the background check.
6. Enter personal information as requested, which includes your name, date of birth, social security number, and driver’s license number (if you have one).
7. Wait to hear about the results from the Volunteer Services Department. Clear background checks will not initiate notification.
8. If you dispute the results of the background check for any reason, follow the instructions provided.

If you would like more information about this initiative, please visit our website at http://www.redcrossdelmarva.org/background_checks.htm which provides comprehensive information about the background check process, including answers to many Frequently Asked Questions. In addition, a new National Background Check Office is staffed with professionals who can address your questions (800-507-3960, Monday – Friday, 8:00 a.m. to 6:00 p.m. ET.) If you have any technical questions about the website, please call MyBackgroundCheck.com at 1 (800) 503-2364 (ext 406).

Your consent will be processed electronically and you will be required to complete a background check prior to the beginning of your assignment. By signing below, you hereby agree to visit the aforementioned site and have submitted the required personal information to process a background request.

Name (print) _____ Witness Name (print) _____

Signature _____ Signature _____

Date _____ Date _____

American Red Cross Code of Conduct

The American Red Cross is a charitable not-for-profit organization dedicated to providing service to those in need. The American Red Cross has traditionally demanded and received the highest ethical performance from its employees and volunteers. In an effort to maintain the high standard of conduct expected and deserved by the American public and to enable the organization to continue to offer services required by those in need, the American Red Cross operates under the following Code of Conduct, applicable to all volunteers, interns and paid staff.

CODE OF CONDUCT

All volunteers and employees of the American Red Cross, in delivering Red Cross services and in all other Red Cross activities, shall meet the following standards of conduct:

No volunteer or employee shall:

- a. Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services, or property of the American Red Cross, except in conformance with American Red Cross policy.
- b. Accept or seek on behalf of any person, any financial advantage or gain of other than nominal value offered as a result of the volunteer's or employee's affiliation with the American Red Cross.
- c. Publicly use any American Red Cross affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the official position of the American Red Cross.
- d. Disclose or use any confidential American Red Cross information that is available solely as a result of the volunteer's or employee's affiliation with the American Red Cross to any person not authorized to receive such information or use to the disadvantage of the American Red Cross any such confidential information, without the express authorization of the American Red Cross.
- e. Knowingly take any action or make any statement intended to influence the conduct of the American Red Cross in such a way as to confer any financial benefit on any person, corporation, or entity in which the individual has a significant interest or affiliation.
- f. Operate or act in any manner that is contrary to the best interests of the American Red Cross.
- g. Operate or act in a manner that creates a conflict with the interests of the American Red Cross and any organization in which the individual has a personal, business, or financial interest. The individual shall disclose such conflict of interest to the American Red Cross chair of the appropriate governing board, the appropriate Chief Executive Officer, or the General Counsel, as applicable, upon becoming aware of it. Where required, the individual shall absent himself or herself during deliberations, and shall refrain from participating in any decisions or voting in connection with the matter.

American Red Cross of the Delmarva Peninsula

Volunteer Conduct and Work Rules

The Chapter expects employees – paid and volunteer – to follow appropriate rules of conduct. Infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment include:

- ◆ Theft or inappropriate removal or possession of property
- ◆ Working under the influence of alcohol or illegal drugs
- ◆ Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- ◆ Fighting or threatening violence in the workplace
- ◆ Boisterous or disruptive activity in the workplace
- ◆ Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- ◆ Insubordination or other disrespectful conduct
- ◆ Smoking in prohibited areas
- ◆ Sexual or other unlawful or unwelcome harassment
- ◆ Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- ◆ Excessive absenteeism
- ◆ Divulging confidential information
- ◆ Unsatisfactory performance or conduct

Employment with the Chapter is at the mutual consent of the Chapter and the employee – paid or volunteer – and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Performance Problems and Termination

Paid and volunteer staff are held to the same standards of behavior. The Chapter administers equitable and consistent discipline for unsatisfactory conduct in the workplace. Termination or corrective discipline of volunteers may be appropriate and necessary. Corrective discipline is a four-step process including verbal warning, written warning, suspension and/or termination, depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. The Chapter recognizes that there are certain types of problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

Disputes and Grievances

A dispute is defined as a grievance of a paid or volunteer staff member concerning any condition of employment or service, or the application of policies or procedures as they affect the work of the paid or volunteer staff. The Chapter is committed to providing the best working conditions for its employees – paid and volunteer. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Chapter supervisors and management. The Chapter strives to ensure fair and honest treatment of all volunteers. Supervisors, managers and employees (paid and volunteer) are expected to treat each other with mutual respect. Volunteers are encouraged to offer positive and constructive criticism. If volunteers disagree with established rules of conduct, policies or practices, they can express their concern through the problem resolution procedure. No volunteer will be penalized, formally or informally, for voicing a complaint with the Chapter in a reasonable, business-like manner, or for using the problem-resolution procedure. If a situation occurs when a volunteer believes that a condition of employment or a decision affecting him/her is unjust or inequitable, he/she is encouraged to make use of the following steps. The volunteer may discontinue the procedure at any step.

1. Volunteer presents problem to immediate supervisor within 14 calendar days, after incident occurs (If supervisor is unavailable, the concern volunteer is having involves his or her supervisor, or volunteer believes it would be inappropriate to contact that person, volunteer may present problem to the Volunteer Services & Communications Director).
2. Supervisor responds to and attempts to resolve the problem within 14 days, during discussion with the volunteer or after consulting with appropriate management when necessary. Supervisor documents discussion.
3. If the volunteer is dissatisfied with the attempt at resolution, or the cause of the dispute persists, volunteer presents problem to Volunteer Services & Communications Director, if available, or designee, within 14 days.
4. Volunteer Services & Communications Director or designee reviews and considers problem and informs volunteer of decision within 14 days, and documents discussion.
5. If the volunteer is dissatisfied with the attempt at resolution, or the cause of the dispute persists, volunteer presents problem to Volunteer Development Committee, if available, or designee, within 14 days.
6. Volunteer Development Committee or designee reviews and considers problem and informs volunteer of decision within 14 days, and documents discussion.
7. If the volunteer is dissatisfied with the attempt at resolution, or the cause of the dispute persists, volunteer presents problem to Chief Executive Officer, if available, or designee, within 14 days.
8. Chief Executive Officer or designee reviews and considers problem and informs volunteer of decision within 14 days, and documents discussion.
9. If the volunteer is dissatisfied with the attempt at resolution, or the concern the volunteer is having involves the CEO or the cause of the dispute persists, volunteer presents problem to Chapter Chair, if available, or designee, within 14 days.
10. Chapter Chair or designee reviews and considers problem and informs volunteer of decision within 14 days, and documents discussion. The Chapter Chairman has full authority to make any adjustment deemed appropriate to resolve the problem.
11. The volunteer may also use the Concern Connection Line (see below),

Concern Connection Line

The American Red Cross is committed to providing the general public, our volunteers, and our employees with a voice in the operations of our organization. The National Headquarters of the American Red Cross has developed a method of ensuring that these voices are heard through the implementation of a Concern Connection Line. This confidential service will increase the American Red Cross's accountability, and further advance our commitment to the International Red Cross's Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Volunteer Service, Unity, and Universality. The Concern Connection Line - 888-309-9679 - is a 24-hour, confidential toll-free telephone service line that provides American Red Cross Chapters, National Headquarters, and Biomedical Services employees and volunteers with a mechanism for reporting concerns or questions about potentially illegal, unsafe or unethical conduct observed or discovered within the organization.