



Council on Aging / The Neal Center



Volunteer Application Form

Name _____ Date _____

Address _____
(Street) (City) (State) (Zip code)

Phone _____
(Home) (Work) (Cell)

E-mail address _____ Male _____ Female _____

Last 4 digits of your Social Security Number _____ Date of birth _____

Your age group (please circle) 18-35 36-50 61-70 71-80 80+

Areas of interest:

- _____ Office & Clerical Work
- _____ Reception Desk
- _____ Class Instruction
- _____ Ongoing Programs/Activities
- _____ Board Member/Committee Work
- _____ Kitchen/Preparing & serving/Cleaning
- _____ Other or specific volunteer area desired (please specify) _____
- _____ Monday Night Bingo
- _____ Special Events
- _____ Health Promotions
- _____ Support Services-SHIIP
- _____ Meals-On-Wheels

Current or past occupation _____

Criminal History: If you have been convicted of a felony or misdemeanor, list date of offense, nature of the offence, and county/state where it occurred. (Do not include minor traffic violations.) _____

How did you learn about the Neal Center?

Please briefly describe any volunteer work or previous experiences with older adults

What hobbies, special skills or talents you would like to share with others?

Time available to volunteer: _____ 8:30AM-1PM _____ 1PM-4:30PM _____ 5PM-8:30PM
_____ weekly _____ monthly _____ seasonally _____ other

Please list any medical or physical restrictions that would limit the type of work you can do:

Emergency Contact _____ Phone number _____

References

1. _____ Phone _____ 2. _____ Phone _____
3. _____ Phone _____

PLEASE READ AND SIGN THE OPPOSITE SIDE

The Council on Aging/Neal Senior Center is a private, non-profit 501(C)(3) organization.

The VISION STATEMENT: "Quality of life and independent living, throughout the lifespan".

The MISSION: To maintain the center as a focal point promoting aging as a normal process, opening doors that improve the quality of life for older adults in Cleveland County.

The PURPOSE: To provide a senior center facility and programs developed and carried out for the benefit of older adults in Cleveland County. In doing so, the Council on Aging shall assist, promote and encourage devices required to accomplish these purposes.

The GOAL: The Council on Aging/Senior Center of Cleveland County is designed to offer a broad range of services and activities to meet the needs of adults aged 50+. These needs are to include social and recreational, educational, cultural, emotional, physical and economical.

As a volunteer, you are the **vital** part of the senior center. You make it possible to achieve the senior center's **VISION, MISSION, PURPOSE & GOAL.**

VOLUNTEER GENERAL RULES

1. Record the number of hours you volunteer in your file folder anytime you do. If you're not able, record the volunteer hours as soon as possible.
2. Greet and introduce yourself to the participants and make them feel welcome.
3. Always be neat and well groomed. Dress according to the work in which you're volunteering.
4. If you're injured while volunteering, report the incident to the Volunteer Coordinator immediately.
5. If you cannot volunteer on your assigned day, be sure to contact the Volunteer Coordinator to let him/her know. If you're an instructor, inform the Executive Director or Program Director and class attendants of any changes in class schedule.
6. Be aware of new participants. Encourage and stress to them the importance of completing the New Participant Form.
7. Confidentiality is **VERY IMPORTANT! DO NOT** disclose **ANY** information you may encounter while volunteering. Commitment to our client's rights of privacy by protecting all confidential information is required at all times. Names of those we serve are NOT to be referenced outside of the Neal Center, except when collaborating with other service agencies in the best interest of a client.
8. Volunteers are to encourage even the smallest gesture of generosity, whether a gift, time or words of kindness. However, **DO NOT** personally accept money or gifts from the person served. This can lead to complications among volunteers and participants. Instead, encourage donations to the Neal Center.

Volunteer Code of Ethics/Agreement

As a volunteer, I am representing the Council on Aging/Neal Senior Center as if I were a regular staff member. I understand that I am under the same conduct and regulations. I agree:

1. To assume the responsibilities involved, be reliable, and arrive on time.
2. To follow the instructions of the leader of the group, carry out the program as planned and ask questions if I don't understand.
3. To be interested in others and let everyone I work with feel important.
4. To be cheerful, kind and a good listener.
5. To treat all people with dignity and respect.
6. To respect confidential information and discourage gossip.
7. To keep an open mind on all debatable conversations, being careful not to argue or be prejudiced.
8. To turn over legitimate complaints to the proper staff.
9. To not accept gifts or money.
10. To be willing to attend training in order to be a better volunteer.
11. To give my permission to capture my image in photos/videos to be used for senior center related business.

Volunteer's Signature

Date

Emergency Contact Name _____ Relationship _____ Phone _____
