

Volunteering at the WV Coalition to End Homelessness

Thank you for your interest in volunteering at the WV Coalition to End Homelessness (WVCEH). Whether you are interested in internships for post-secondary education, volunteering with the annual Point-in-Time Count, or volunteering in the administrative office, volunteers can be the lifeblood of organizations. We welcome all who are concerned about homelessness, including those who have been homeless in the past. The goal of the WV Coalition to End Homelessness is to end homelessness in our state. Housing people is the only way we'll end homelessness. We assist agencies and communities in West Virginia where homelessness is either a prevalent or hidden issue. We're committed to ending homelessness in West Virginia and to ensuring that no child, veteran, or family enters homelessness in the first place. We cannot do this work alone. We need you. We need fresh ideas, monetary support, volunteerism, and input from everyone in West Virginia. Only as a community can we end homelessness in West Virginia for good.

This packet includes all the information you need to get started volunteering with WVCEH. We look forward to welcoming you to the team!

The following information is enclosed and required in order to begin volunteering at WVCEH.

- Volunteer Application Form with Volunteer Policies
- Volunteer Waiver
- Confidentiality Agreement

Please understand that the security of our clients and staff are of utmost importance to us. For this reason, all volunteers must be at least 18 years of age and provide references.

Volunteer Responsibilities:

As a volunteer, you will have some very important responsibilities that you must understand. These responsibilities include:

- abstaining from the use of alcohol and/or illegal drugs and to NOT be under the influence of either throughout your active volunteering hours.
- accepting the guidance and decisions of the staff member providing you with direction.
- Be willing to learn and participate in training programs and meetings if asked by your supervising WVCEH staff member.
- dressing and behaving at all times in a manner that will be a credit to WVCEH!
- reporting all emergencies to the appropriate authorities after immediate action is taken to ensure the health and safety of participants.

WVCEH is extremely grateful for you giving your time to help our mission move forward.

Kind regards,

Amanda Sisson

Chief Operations Officer



West Virginia Coalition to End Homelessness Volunteer Application

Application Date _____
Volunteer Position Sought _____
Name _____
Home Address _____
Work Phone _____ Home Phone _____

EDUCATION

Highest Level of Education _____

EMPLOYMENT

Current Employer, if applicable:
Position/Title _____
Dates of Employment (starting, ending) _____
Company/Employer _____
Address _____

Would you like us to keep your employer abreast of your volunteer service and achievement? No Yes

SKILLS & EXPERIENCE

Special training, skills, hobbies _____
Groups, clubs, organizational memberships _____
Please describe your prior volunteer experience (include organization names and dates of service) _____

What experiences have you had that may prepare you to work as a volunteer in the field of [description of field, e.g., domestic violence, child abuse prevention, youth recreation, etc.]?

Why do you want to volunteer? [Or, What do you want to gain from this volunteer experience?]



Have you ever been convicted of a crime? [If yes, please explain the nature of the crime and the date of the conviction and disposition.] Conviction of a crime is not an automatic disqualification for volunteer work.

Do you have a driver's license? No Yes

Do you have car insurance? No Yes

Do you have a car available for transporting others? No Yes

REFERENCES

Please list three people who know you well and can attest to your character, skills, and dependability. Include your current or last employer.

Name/Organization	Relationship to you	Length of relationship	Phone number

Emergency Contact

Name: _____

Relationship to Volunteer: _____

Phone Number: _____ Email: _____

WVCEH Business Ethics and Code of Conduct

WVCEH wishes to create an environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, volunteers, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our environment. By deciding to volunteer here, you agree to follow our rules and Code of Conduct.



While it is impossible to list everything that could be considered misconduct, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of volunteer appointment.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during volunteer hours on Company property (including in personal vehicles being used for volunteer purposes), or on Company business.
- Inaccurate reporting of the hours volunteered.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking or providing information (written or verbal) on behalf of the Company.
- Taking or destroying Company property or other forms of theft.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms (must be locked in your vehicle), weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of any employee, vendor, client or customer.
- Disclosure of Company trade secrets and proprietary and confidential commercially sensitive information (i.e., financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of the Company or its customers, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or to perform a requested or required task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in non-designated areas.
- Solicitation of employees on Company premises.
- Failure to dress according to Company policy.
- Use of obscene or harassing language in the workplace.
- Illegal gambling on Company premises. Online gambling or otherwise using resources (time, equipment, etc.) for gambling purposes.

The continued success and good standing of WVCEH is dependent upon trust and WVCEH is dedicated to preserving that trust. Volunteers are expected to maintain a high degree of integrity that will merit the continued trust and confidence of the public and fellow colleagues.

By signing the form at the conclusion of this application, the volunteer understands that the list of potential actions noted above is not the exclusive list of actions that may result in adverse action by the WVCEH against an volunteer.



Discrimination and Harasment

WVCEH Inc. is a work environment that is free from discrimination and harassment. It is also against WVCEH policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual's race, religion, color, sex (including pregnancy, childbirth, pregnancy- or childbirth-related medical conditions, sexual orientation, and gender identity or expression), national origin, military status, ancestry, disability, age, genetic information or any other status protected under applicable federal, state or local laws.. This type of misconduct is demeaning and undermines the integrity of the volunteer/company relationship and will not be tolerated.

Reporting Suspected Abuse and Neglect

In accordance with Chapter 49 §42-2-803 of the WV State Code, social service workers, mental health professionals, employees, and/or volunteers of any entity that provides any type of services to children who has reasonable cause to suspect that a child is neglected or abused, including sexual abuse or sexual assault, or observes the child being subjected to conditions that are likely to result in abuse or neglect shall immediately, and not more than 24 hours after suspecting this abuse or neglect, report the circumstances to the Department of Health and Human Resources (DHHR). Any person required to report who is a staff member or volunteer of WVCEH shall also immediately report the incident to their immediate supervisor prior to reporting to DHHR so proper documentation at the organization can be maintained should legal matters progress.

Dress Code Policy

It is the policy of the WVCEH that each volunteer's dress, grooming and personal hygiene should be appropriate to the work situation. Volunteers must present themselves in a clean and professional manner.

Inappropriate attire includes, but is not limited to, active sportswear, cropped tops, shorts above the knee, halter tops, spaghetti straps, apparel with derogatory messages or political advertising, as well as unkempt or inappropriately revealing clothing. Volunteers are expected to exercise good judgment in choosing their clothes. Any volunteer arrivingt in attire that is deemed inappropriate by their supervisor may be asked to leave and return appropriately dressed. The time used to change will not be considered hours volunteered.

It is the intent of this policy to comply with applicable state, local and federal laws prohibiting discrimination on the basis of color, race, religion, sex (including pregnancy, sexual orientation and gender identity or expression), national origin, disability, age, genetic information and any other status protected under such laws.

Please read the following carefully before signing this application:

I understand that this is an application for and not a commitment or promise of volunteer opportunity. I certify that I have and will provide information throughout the selection process, including on this application for a volunteer position and in interviews with West Virginia Coalition to End Homelessness that is true, correct and complete to the best of my knowledge. I certify that I have and will answer all questions to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application for a volunteer position. I understand that information contained on my application will be verified by West Virginia Coalition to End Homelessness. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant for a volunteer position with West Virginia Coalition to End Homelessness or my termination as a volunteer.

Signature _____ Date _____





WVCEH Volunteer Waiver

Effective Date (start date of volunteering hours) _____

Volunteer _____ AKA (The Volunteer)

Located at _____

Phone Number _____

Email: _____

&

Organization West Virginia Coalition to End Homelessness, Inc., AKA (The Organization)

Located at 110 Cambridge Place, PO Box 4697
Bridgeport, WV 26330

Phone Number 304-842-9522

Email: info@wvceh.org

I, _____ the above listed "Volunteer," desire to work as a volunteer for the West Virginia Coalition to End Homelessness, Inc., "The Organization" and engage in the activities related to being a volunteer.

I hereby voluntarily, execute this Volunteer Waiver under the following terms:

I, the Volunteer, release and hold harmless the Organization and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my volunteer work with the Organization.

I understand that this Waiver discharges the Organization from any liability or claim that I, the Volunteer, may have against the Organization with respect to bodily injury, personal injury,



illness, death, or property damage that may result from my participation on the Organization's work site. I also fully understand that the Organization does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance, in the event of injury, illness, death or property damage.

I, the Volunteer, understand that I expressly waive any such claim for compensation or liability on the part of the Organization beyond what may be offered freely by the representative of the Organization in the event of such injury or medical expense.

I hereby release the Organization from any claim whatsoever which arises or may arise in the future on account of any first aid treatment or other medical services that are conducted in connection with an emergency during my time with the Organization.

I understand that my time with the West Virginia Coalition to End Homelessness may include various activities that may be hazardous to me and I hereby expressly and specifically assume the risk of injury or harm in these activities and release the Organization from all liability for injury, illness, death, or property damage resulting from the activities of my time with the Organization.

I grant unto the Organization all right, title, and interest in any and all photographic images and video or audio recordings that are made by the Organization during my work with the Organization, including, but not limited to, any royalties, proceeds, or other benefits that are derived from such photographs or recordings.

I expressly agree that this Waiver is intended to be as broad and inclusive as permitted by the laws of the State of West Virginia in the United States of America, and that this Waiver shall be governed by and interpreted in accordance with the laws of the State of West Virginia. I agree that in the event that any clause or provision of this Waiver shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to enforceable.

Volunteer's Signature

Date

Print Volunteer's Name

Printed Name of WVCEH Staff Enrolling Volunteer

Signature





Volunteer Confidentiality and Non-Disclosure of Information Agreement

Volunteers are frequently entrusted with confidential information and proprietary WVCEH information. Volunteers are responsible for maintaining the confidentiality of all information they are exposed to while serving at WVCEH, Inc. This includes client identity, records and agency information, whether through the HMIS or paper records, or records from the annual Point in Time count received both through WVCEH, Inc. and through a Partner agency or Associate agency of WVCEH, Inc. A major breach of confidentiality that harms any individual or family whose information has been shared inappropriately may result in immediate termination and notification of proper authorities.

Volunteers will never have access to WVCEH payroll information and any disclosure of payroll information or personal information related to personnel, shall report such breach immediately to any member of the Executive Team (CEO, COO, CPO, CFO).

Additional confidential information includes, but is not limited to, financial records, personnel and payroll records (past or current employees), information regarding customer transactions, customer account information, information regarding customers, vendors or supplies, or any documents or information regarding WVCEH operations, procedures or practices. Additionally, information obtained from legal, human resources, or medical files, information concerning recruiting, training and promotions, government and regulatory activities, and information regarding WVCEH's subsidiaries or affiliates, is considered confidential information. Confidential information may not be removed from the premises without express authorization.

Proprietary information is related to unique ideas or data generated from the organization to help determine the course of decision-making, and includes, but is not limited to, trade secrets, information, revealing business strategy, research, or development programs, software, technology, inventions, and other intellectual property. Volunteers may not release data or statistics to the media or other public outlets without explicit approval by their immediate supervisor and review by one Executive-Level Staff member.

If you are not sure about whether such information is subject to this confidential duty, refer inquiries to the supervisor of your volunteerism at WVCEH. This duty of confidentiality applies even after you are no longer volunteering with the WVCEH.

All records and files maintained by WVCEH are confidential and remain the property of WVCEH. Records and files are not to be disclosed to any outside party without express permission or by order of court.

Confidential and proprietary information obtained during or through volunteering with WVCEH may not be used for the purpose of furthering current or future outside employment or activities or for obtaining

personal gain or profit. WVCEH reserves the right to avail itself of all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred as a result of such impermissible use of confidential information.

Because of its seriousness, any violation of this policy could lead to termination of volunteering at WVCEH.

Volunteer Signature

Printed Name

Date



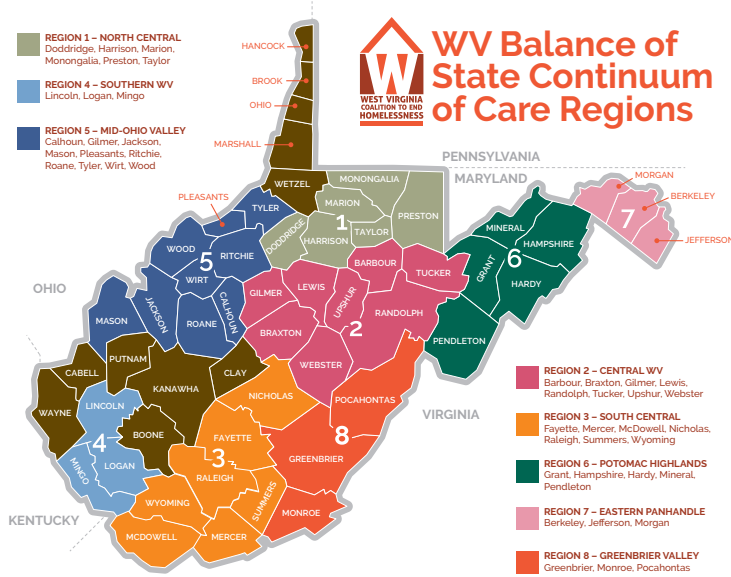
WVCEH Central Office

110 Cambridge Place

Bridgeport, WV 26330

304-842-9522

Coordinated Entry intake line at 30-4842-9522, ext. 1



The WV Coalition to End Homelessness serves regions 1-8 in WV. We have staff, and volunteer opportunities available, in each of our 8 regions.

Submit completed application packet to

info@wvceh.org

