



Volunteer Application

Thank you for completing the application; we look forward to having you on our team!

Date	
Name	
Preferred Mailing Address	
City, State, Zip	
Employer/ University Info (if student)	Name: Office Address: Your Title:
Email	
Work Phone	
Cell Phone	
Home Phone	
Emergency Contact	
Preferred Contact	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Either
Preferred Phone Contact	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Any number
Birthday (month & day only)	

Does your employer have a community volunteer program?
 Yes No
 If yes, Contact Person: _____ Phone: _____

Does your employer have a matching grant or gift program?
 Yes No
 If yes, Contact Person: _____ Phone: _____

Please describe any of your professional, educational, volunteer or life experience; which could contribute to your volunteer work at Lakes & Prairies:	
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Code of Conduct and Professional Ethics

All staff, consultants, interns and volunteers of the Agency are required to understand and abide by the codes of conduct as set forth in the Lakes & Prairies Policy and Procedures Manual. The policies specify that:

1. I will respect and promote the unique identity of each individual and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. I will maintain confidentiality at all times. It is important to the success of our Agency, our reputation in the communities we serve, and the privacy of clients and staff. It is the policy of the Agency that the general internal business affairs of the organization should not be discussed with anyone outside the organization except as may be required in the normal course of business. Information designated as confidential is to be discussed with no one outside the organization and only discussed within the organization on a “need to know” basis. If approached by members of the news media requesting information regarding the Agency or ANY of its programs, I will refer requests to the Executive Director.
3. I understand that it is the policy of the agency that all communication systems and technology should not be used for personal use, except in emergencies or when extenuating circumstances warrant it.
4. I will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors/vendors or potential contractors/vendors.
5. I understand this document and that it will be kept on file at Lakes & Prairies Community Action Partnership and that violations of these codes may result in disciplinary action up to and including dismissal/termination.

This complies with the Lakes & Prairies Community Action Partnership Policy and Procedure Manual.

Signed: _____ Date: _____

Print name signed above: _____

Lakes & Prairies Staff Member: _____ Date: _____

Lakes & Prairies Community Action Partnership, Inc.