

## VOLUNTEER APPLICATION and CONSENT FORM 2011-2012 School Year

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**Options for submitting your application:**

Mail to: Mothers' Club Family Learning Center  
C/O Sarah Hilbert  
980 North Fair Oaks Avenue  
Pasadena, CA 91103

Fax to: 626-793-1832, attention: Sarah Hilbert

Scan and email to: [Sarah.hilbert@mothersclub.org](mailto:Sarah.hilbert@mothersclub.org)

**SECTION 1 – Emergency Contact Information (all fields required)**

Volunteer's Full Name		
Volunteer's Email		
How did you hear about Mothers' Club?		
What school do you attend (if under 18)?		
Home Address		
City	State	Zip
Home Phone	Mobile Phone	Business Phone
Emergency Contact's Full Name (parent's full name if volunteer is under 18)		
Volunteer's Relationship to Emergency Contact		
Emergency Contact's Email (parent's email if volunteer is under 18)		
Home Phone	Mobile Phone	Business Phone
Any medical issues we should be aware of?		
Any special instructions in case of an emergency?		

**SECTION 2 – Applicant Interests and Relevant Experience**

Please visit [www.mothersclub.org](http://www.mothersclub.org) to see our current volunteer opportunities. Then check your interests below.

- Early Readers' Family Literacy Coach
- Early Readers' Activity Engineers (for groups of five or more)
- Parent Literacy Pen Pal
- Teacher's Assistant
- Classroom Assistant
- Adult tutoring/instruction
- Administrative/professional services

**Why do you want to volunteer at Mothers' Club?**


**What relevant experience do you have?**


**SECTION 3 – Terms and Conditions of Volunteer Service**

**LIABILITY RELEASE**

You hereby release Mothers' Club Family Learning Center ("Mothers' Club") and its personnel from all legal actions, claims, or demands that you or your legal representatives may have for injury, death, or property damage/theft resulting from your involvement, or your child's involvement, with Mothers' Club. You are aware that this is a release of liability and a legal contract between you and Mothers' Club and that it affects your legal rights.

**MEDIA RELEASE**

Because volunteers play such an important role at Mothers' Club, we may showcase volunteers and any work produced by volunteers in our newsletter, on our website, or in other types of media. You agree to let Mothers' Club and its personnel use photographs, audio recordings, and video recordings taken of you, or your child, or any work that you, or your child, produce while volunteering for Mothers' Club for publicity purposes. You waive all claims or demands regarding photographs, audio recordings, and video recordings of you, or your child, or any work that you, or your child, produce while volunteering for Mothers' Club. Mothers' Club will not identify you, or your child, by name for any publicity activity unless you have given written consent to do so.

**MEDICAL AUTHORIZATION**

Should it be necessary for you, or your child, to have medical treatment while volunteering at Mothers' Club, you hereby give Mothers' Club personnel permission to use their judgment in obtaining medical services for you, or your child, and you give permission for the physician selected by Mothers' Club personnel to render medical treatment deemed necessary and appropriate by the physician. You accept responsibility for all costs associated with your medical treatment, or your child's medical treatment.

**CONFIDENTIALITY**

We value the privacy of the families participating in our program. Volunteers may be dismissed if they discuss any information or situations that could possibly identify our families with any persons other than Mothers' Club personnel. We understand that our volunteers may want to tell friends and/or family about their experience at Mothers' Club. Therefore, volunteers are permitted to use first names when talking about our families.

**TERMS OF VOLUNTEER SERVICE**

During the orientation process, we will explain what we expect from volunteers at Mothers' Club. Volunteers may be dismissed from their duties if they fail to meet the obligations of their volunteer position. Volunteers may be subject to a probation period. At the end of a probation period, we will meet with volunteers to decide if their service is in the best interests of both Mothers' Club and the volunteer. Mothers' Club reserves the right to dismiss volunteers at its discretion for any reason.

**I have read and agree to be bound by the above terms and conditions.**

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Volunteer's Name	Signature	Date
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Guardian (if volunteer is under 18)	Signature	Date
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## SECTION 4 – Volunteer Program Policies

### General Eligibility

1. Students need to be in the 8<sup>th</sup> grade or above to volunteer without parent supervision
2. All potential candidates need to submit an application to be considered for volunteer positions
  - a. Mothers' Club reserves the right to approve or decline applications at its discretion
  - b. Students/members of partner schools, organizations and businesses receive preference when applying
  - c. Applications are valid through May, 2012. Volunteers must submit a new application every school year.
3. Volunteers who work 16 hours or more per week need to obtain an acceptable background check before their first shift and are responsible for any fees.
4. Volunteers need to meet the specific eligibility requirements and qualifications for the position applied for.
5. Volunteers may be dismissed if they do not perform to the expectations of Mothers' Club staff.
  - a. Volunteers are responsible for understanding what is expected of them

### Attendance

1. Volunteers are expected to use *SignUpGenius.com* to sign up for, cancel or reschedule shifts.
  - a. Contacting Mothers' Club staff is not a substitute for using *SignUpGenius.com*
  - b. Volunteers need to input their entire agreed upon schedule, using *SignUpGenius.com*, **at least 48-hours** before their first shift
2. Volunteers can cancel **up to two shifts per semester** if they use *SignUpGenius.com* to cancel in advance.
  - a. Volunteers are expected to cancel or reschedule shifts **at least 48-hours in advance** if possible.
  - b. Volunteers may be dismissed if they miss a scheduled shift without canceling before the start of the shift.

### Communication

1. Volunteers need to provide valid contact information, including phone number and email address, on their application
  - c. Mothers' Club uses email as its primary means of communication with volunteers.
2. Volunteers should reply to emails and phone calls from Mothers' Club **within 24-hours if possible**.

### Student Volunteers (Teens)

1. Teenage student volunteers serving as classroom assistants may be asked to join children during off-site excursions, including neighborhood walks, visits to the library or park, etc. An adult staff member will always accompany the group. By signing this form, you agree to let your child participate in off-site activities.
2. Student volunteers who are participating on an off-site excursion **must walk to and from Mothers' Club with the group and adult staff member(s) and cannot be picked up from another location**.
3. Student volunteers must stay inside our lobby when waiting to get picked up. Only once a parent or guardian has arrived may the volunteer leave the building.

**I have read and agree to adhere to the policies contained within this document.**

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Volunteer Full Name

Signature

Date

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Guardian (if volunteer is under 18) Signature

Date