

Name: _____
(Last) (First) (Middle)



4778 Overton Road
Birmingham, AL 35210
www.mitchells-place.com

Volunteer Application

Date of Application _____

Referral Source: United Way Relative Friend Walk-In Other

Name: _____
(Last) (First) (Middle)

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Address: _____

Please enter the information that applies to you:

School: _____ Grade: _____

College: _____ Year: _____

Profession: _____ Job Title: _____

Employer: _____

Special Training, Skills, and Hobbies: _____

Groups, Clubs, Organization Memberships: _____

Prior Volunteer Service: _____

What experience have you had that may have prepared you to work as a volunteer with children and adults with disabilities? _____

Why do you want to volunteer? _____

What type of volunteer work do you want to do? _____

Please check the program and circle the days that are best for you:

Early Learning Program 8am-12pm After School Academic Program 4pm-6pm
Interested in Days: M T W TH F Interested in Days: M T W TH

Summer Camp 9am-2pm
Interested in Days: M T W TH

References: Please list three people who know you well and can attest to your character, skill and dependability. Be sure to include your last employer. Thanks!

Name/Address	Occupation	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Signature: _____ Date: _____

Parent Signature: _____ Date: _____

(For individuals 18 years or younger)

Note: Termination of affiliation with Mitchell's Place may result if the student or volunteer violates any of the above policies.

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I hereby acknowledge I have received training from Mitchell's Place as indicated above.

Student/Volunteer Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Mitchell's Place
Student Intern and Volunteer Policies and Agreement

I. Introduction

Mitchell's Place Mission: Mitchell's Place is a caring, supportive, family-oriented treatment center for individuals throughout Alabama whose lives have been touched with Autism Spectrum Disorder. It is our goal to optimize the potential of each individual through a collaborative approach, utilizing the most current and proven treatment strategies.

A Volunteer is anyone who, without compensation or the expectation of compensation, performs a task at the direction of and on behalf of Mitchell's Place. Orientation and record keeping of volunteers is conducted based on whether the individual is a short term volunteer (one day or less) or a long term volunteer. The volunteer supervisor is responsible for making the decision regarding the short or long term status of volunteers.

Equal Opportunity: Mitchell's Place maintains a strong policy of equal volunteer opportunity. We recruit, accept, and train, promote, and dismiss volunteers on the basis of personal competence and position performance, without regard to race, color, religion, sex, orientation, age, marital status or disability.

II. Volunteer/Intern Rights and Responsibilities

Volunteers are viewed as a valuable resource to this organization, its staff and its consumers. Volunteers shall be extended the right to full involvement and participation and the right to be recognized for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the mission and policies of Mitchell's Place.

III. Volunteer/Intern Program Procedures

- A. Application. All long term volunteers must complete all of the forms in the Volunteer/Intern Packet
- B. Interviewing/Screening. Prior to being assigned or appointed to a position, all volunteers will be interviewed to ascertain their suitability for, and interest in, a position. The interview will offer the opportunity to learn more about the prospective volunteer and give the prospective volunteer the opportunity to learn more about Mitchell's Place. Volunteers will also be given the opportunity to ask any questions they may have about the position.
- C. Orientation and Training. All Volunteers will receive orientation on the nature and purpose of Mitchell's Place pertinent policies and the job description outlining the work, which they have been assigned. Volunteers will receive specific training to provide them with the information and skills necessary to perform their volunteer assignment including training, if applicable, on:
 - Mission
 - Universal Precautions and Exposure control

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- Confidentiality/HIPPA Policies
 - Dress Code
 - Fire, Severe weather and disaster policies and procedures
 - Overview of Autism
 - Review of job description
 - Tour/ Introduction to staff
- D. Supervision. Every volunteer will have a clearly identified supervisor who will be responsible for support and direction. The supervisor will be responsible for the management and guidelines of the work of the volunteer, and shall be available to the volunteer for consultation and assistance.
- E. Feedback and Evaluation. Long term volunteers shall receive periodic evaluations to review their work and progress. Evaluations will include an examination of the volunteer's performance of position responsibilities and a discussion of any suggestions the volunteer may have concerning the position or volunteer program.
- F. Volunteer Records. Mitchell's Place HR department will maintain a confidential file on each volunteer with Mitchell's Place. This file will include, if applicable, the volunteer application, references, and screening paperwork, this signed agreement, emergency information, and dates of service, job descriptions and evaluation of work.
- G. Record of Volunteer Hours. A volunteer sign-in form will be present at the front desk at Mitchell's Place. Volunteers need to sign in and out each time they work in any program.

IV. Volunteer Conduct

- A. Standard of Conduct. The lasting impression that volunteers make on those they serve and work with reflect directly on all staff, other volunteers of Mitchell's Place. All words and deeds should help build our volunteer program and its reputation for quality.
- B. Absenteeism. Volunteers should do their best to be present and on time for each activity for which they are scheduled. If you know you will be late or absent, please contact your supervisor at least 24 hours before you are expected to come or as soon as possible, so that alternate plans can be made.
- C. Alcohol /Drugs. When participating in Mitchell's Place program activities, volunteers are prohibited from purchasing, transferring, using or possessing illicit drugs, alcohol, or prescription drugs in any way that is illegal. Implementing this policy provides a drug and alcohol free work place in order to ensure a safe, healthy, and productive environment for all volunteers and employees. If caught or suspected of breaking this policy, disciplinary actions up to and including termination will result.
- D. Harassment Policy. Volunteering should be an enjoyable experience. Harassment is not only illegal it also creates uncomfortable conditions and unpleasant experience for everyone involved. Any volunteer who feels harassed should speak to his/her supervisor or Executive Director in attempt to reach a solution. In the event allegations of harassment are made against a volunteer, a full investigation will be conducted and appropriate actions will be taken in accordance with the Mitchell's Place harassment policies contained in the Mitchell's Place Employment Manual.
- E. Confidentiality. It is extremely important that volunteers adhere to Mitchell's Place confidentiality and HIPPA policies as per their orientation and training. Failure to do so will result in termination of this Volunteer Agreement.

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F. Dismissal Policy. Failure to abide by Mitchell's Place Policies and procedures is grounds for dismissal from the Mitchell's Place Volunteer Program.

V. Safety and Liability

- A. Although we do our best to provide safe conditions for our volunteers, we count on volunteers to be the best protector of their own personal safety. Volunteers should always be aware of where they are and what they are doing. Volunteers should pay particular attention to safety instructions and equipment use. A volunteer should voice a safety concern and report any injuries to the supervisor as soon as possible.
- B. Legal Liability. Mitchell's Place will provide commercial and general liability insurance to volunteers and staff while they serve as agents of Mitchell's Place. Volunteers/students must be working under the supervision and control of Mitchell's Place to be covered.

Mitchell's Place's Board of Directors is covered by Director's and Officers' liability insurance.

My signature below affirms that I have read the volunteer policies contained in this agreement and that I agree to abide by these policies and the policies explained to me in my orientation. I understand that termination of my affiliation with Mitchell's Place may result if I violate any of these policies.

Volunteer/Student Signature: _____ Date _____