



Volunteer Packet

Waiver of Liability:

I wish to volunteer at the Savannah Baptist Center. I understand the nature of volunteer activities that I may perform in my capacity as a volunteer may involve physical activity, contact with unidentified and/or unfamiliar persons, or other potential risk of bodily injury or damage to property. Knowing this and in consideration of being allowed to volunteer, I hereby assume full and complete responsibility for any personal injury and / or property damage that I sustain during my participation as a volunteer. In addition, I hereby release, hold harmless and covenant not to file suit against the Savannah Baptist Center, Inc. and any of their employees, volunteers, partners, agents, sponsors, board members and successors from any and all loss, liability or claims I may have arising out of my service as a volunteer.

Medical Information and Treatment Release:

In case of accident or illness requiring immediate medical attention, I authorize a staff member or representative of the Savannah Baptist Center to call a physician, or to take me to an emergency hospital.

If possible, the physician you have listed will be contacted. It is understood that, if possible, the designated physician's services will be obtained. It is also understood that this agreement covers only those situations which, in the best judgment of the worker, are true emergencies. Otherwise, I expect my emergency contact person(s) listed on my information sheet to be notified of illness or accident at once and shall make my own arrangement for medical care for myself with the physician / hospital of my choice.

The person(s) listed on the reverse as the emergency contact(s) has (have) legal authority to approve medical attention if I am unable to be reached. This form and my signature below, serves as authorization to a hospital and/or licensed physician to render emergency medical treatment in the event I am not able to provide for my own consent.

Intending to be legally bound hereby, I agree to pay all expenses incurred.

Photo / Video / Website Release:

Photos and videotape footage of children and adults who are involved in the Savannah Baptist Center programs and activities are often used as part of the center's promotional materials. Photographs/videotapes may be used in brochures, video productions, newspapers, television, on the center's webpage, or social media. By signing below, I give my permission for the center to use photo/video reproduction of myself, in any of these promotional venues. I waive any rights of compensation or ownership.

I have read and agree to all the above and reverse:

Volunteer Signature _____ Date ____/____/____

If under 18 years of age: Parent/Guardian Name _____

Date ____/____/____ Parent/Guardian Signature _____

Volunteer Policies and Procedures

In order to work well with the staff and to present the Savannah Baptist Center in the best possible light, we ask that you adhere to the following policies and procedures while you are on duty as a volunteer.

Qualifications:

Volunteers must be at least 16 years of age to work without parental supervision and must enjoy working with all types of people. Children are welcome to volunteer but due to the nature of the programs, please contact the Director or the Volunteer Coordinator in advance regarding opportunities and appropriate times for children. Volunteers must show genuine concern for the SBC. Volunteers should exhibit a willingness to work hard, get dirty, and pitch in wherever needed. The ideal volunteer is self-motivated, mature, sensitive, dependable, a team player and reliable.

Requirements:

Volunteers must complete a basic orientation session as scheduled before reporting to their first assignment. Additional training may also be required.

Volunteers must agree to represent the Savannah Baptist Center, perform in a professional manner whenever doing so, and not to allow personal views and opinions from clouding (overshadowing) or conflicting with the Savannah Baptist Center's purpose. Please always respect and maintain confidentiality regarding other individuals in the center. If you have any conflicts with other volunteers that you are unable to resolve, please discuss only with the Volunteer Coordinator or the Director.

Time commitment and scheduling:

Volunteers can be scheduled to serve from 9 am to 3 pm, Monday through Thursday. Volunteer hours are flexible.

Once you have agreed to be available for a particular shift, we count on you to be there. In the event you are unable to be at your shift, please contact the volunteer coordinator.

Signing in and out:

Please sign in and out on the volunteer log at the volunteer coordinator office. Volunteers should wear a name badge while serving. Before leaving, volunteers should update Stephanie or Amber on any unfinished projects.

Dress protocol:

You are as much a representative of Savannah Baptist Center as our paid staff. Your appearance and conduct will reflect the Savannah Baptist Center.

Smoking policy:

As per State Law, smoking is **PROHIBITED** inside the building.

Misappropriation of supplies:

There will be no removal of the organization's property or donations without the approval of the Director or Volunteer Coordinator.

Workplace safety:

Volunteers should conduct themselves in a way that promotes safety of themselves, co-workers, and clients by observing all posted safety rules and instructions.

Always maintain appropriate boundaries with clients. Volunteers should never give rides or monetary assistance. Please do not share your personal information with clients. Do not make arrangements to help clients and never promise something to a client. All assistance and referrals should go through the Center.

Volunteer injury:

Any personal injury that occurs while volunteering for the Savannah Baptist Center should immediately be reported to a staff member. A first aid kit is located in the cabinet in the volunteer station.

Volunteer feedback:

The Savannah Baptist Center encourages volunteers to make suggestions, voice concerns and give ideas about how the agency fulfills its mission to the community. With consideration for the systems already in place, please speak with Stephanie or Amber before changing or implementing new methods. We are always looking for new ideas so if you have any ideas to share, please speak with the staff.

Volunteer's Signature _____ Date _____

Volunteer Coordinator _____ Date _____

Volunteer's Contact Information

Name: _____ Prefix: _____

Address: _____

City: _____ State: _____ Zip: _____

Preferred Method of Contact: *(circle)* Home Phone Cell Phone Email

Home Phone: _____ - _____ - _____ Cell Phone: _____ - _____ - _____

Email Address: _____

May we add you to our email group for newsletters & updates? Yes: _____ No: _____

DOB: ____/____/____ Church: _____ We may contact your Pastor as a reference. Please name one other reference & include their contact info: _____

School: _____ Degree/ Area of Study: _____

Volunteer Information

About You:

How did you hear about the Baptist Center? What prompted you to want to volunteer alongside us?

Something that you would like us to know about you (background, experience, areas of expertise, skill set, training, education, etc.):

Availability: *(check all that apply)*

____ Weekday Mornings ____ Weekday Afternoons ____ Seasonal Other: _____

Areas of Interest: General Administrative: ____ Encouraging & Praying with Clients: ____

Organization of Items/ Areas: ____ Organization of Events: ____ Communication/Correspondence via

Email & Thank You Letters: ____ Communication via Telephone: ____ Creative/Decorative: ____

Discipleship/Mentorship: ____

Emergency Contact Information

1) Name: _____ Phone: _____ - _____ - _____

2) Name: _____ Phone: _____ - _____ - _____

In the unlikely event of an emergency, the Savannah Baptist Center needs to have your medical information on file. We understand your desire for privacy regarding medical information. Please complete the attached sheet and place in envelope with your name on it. This envelope will be kept in a secure location and only removed in case of emergency. In this case, the envelope will be given to medical professionals or the person above who is listed as an emergency contact. You may update your information at any time. Thank you for your assistance. Please initial next to the one of the following:

Initial

____ I agree to release medical information to the Savannah Baptist Center ____ I choose to withhold medical information

Medical Information

Patient's Name _____ Doctor's Name _____

Doctor's Phone Number _____ - _____ - _____

Health Insurance Provider *(as appeared on card)* _____

Group Number _____ Member Number _____

Medical Conditions *(check all that apply)*

Asthma _____

Diabetes _____

Epilepsy _____

Heart Problems _____

Blood Pressure Problems _____

Upset Stomach _____

Motion Sickness _____

Physical Handicap _____

Other: _____

Date of last Tetanus shot: ____/____/____

Allergies *(check all that apply)*

Aspirin _____

Stings/Bites _____

Penicillin _____

Nuts _____

Latex _____

Soy _____

Pollen _____

Wheat _____

Eggs _____

Fish/Shell Fish _____

Milk Products _____

Other: _____

Current Medications:

1) _____ Dosage _____ Occurrence _____

2) _____ Dosage _____ Occurrence _____

Due to the Savannah Baptist Center's relationship with children and the vulnerable populations we serve, every person 18 years of age or over MUST undergo a background investigation. This background investigation is primarily searching for child molestation or related charges. The Savannah Baptist Center is required to keep this information strictly confidential. All files are stored under lock and shared with no one!

Background Investigation Consent

I, _____, hereby authorize Savannah Baptist Center, and/or its agents to make an independent investigation of my background, references, criminal or policy records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and / or obtaining other information which may be material to my qualifications for volunteer work now and, if applicable, during the tenure of my volunteer work with Savannah Baptist Center.

I release Savannah Baptist Center and / or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regard to the information obtained from any and all above referenced sources used.

The following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge: (Please Print Clearly)

*Legal Name (Print): _____

First	Middle	Last

*Social Security Number: _____ - _____ - _____ *Date of Birth: ____/____/____

*Current Street Address: _____

Street Address (Street Required, no P.O. Box)	City	State	Zip
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Email address _____

*Applicant Signature: _____ Date: ____/____/____

The cost of a background check is \$8.70. Would you be willing to cover the cost? Yes_____ No_____
(If yes, you can make a check payable to the “Savannah Baptist Center” or we can provide a receipt for cash.)

Note*: The above information is required for identification purposes only, and is in no manner used as qualifications for employment. Savannah Baptist Center is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Religion, Age (40 and over), Handicap or National Origin.

***Required**