



## Volunteers

### Policy

Willow Tree Family Center recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The Board President, with the assistance of the Program Director, shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/he shall not be obligated to make use of volunteers whose abilities are not in accord with Willow Tree Family Center's needs.

Any volunteer who has access to children under the age of 18 not in the presence of a certified staff member, Board member, or that child's parent/guardian shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list prior to being allowed to participate in any activity or program.

The Program Director is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies guidelines while on duty as a volunteer
- B. will be covered under Willow Tree's liability policy but Willow Tree cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- C. will be asked to sign a form releasing Willow Tree of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.



## Volunteer Form

### To Be Completed By The Volunteer:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Birthday: \_\_\_\_\_

Check if you would like to help with a specific area/program/age group:

Infant  Toddlers  Breastfeeding Support  Pregnancy Support  New Parent Mentor Program   
Dads  Foster/Adoptive Families  Special Needs  Advocacy  Lobbying  Childcare   
Office Work  Fundraising  Marketing/Publicity  Cleaning/Maintenance  Construction/Painting   
Other: \_\_\_\_\_

"The applicant hereby agrees to indemnify and hold harmless Willow Tree Family Center, its employees and its Board from any liability for damages to any person or property in or about the premises from any cause whatsoever. All persons or groups using Willow Tree facilities shall be responsible for proper supervision, control, and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order."

Volunteer signature \_\_\_\_\_ Date \_\_\_\_\_

### To be completed by Willow Tree:

Volunteer Responsibilities (optional): \_\_\_\_\_  
Background check needed? Yes  No  Completed? Yes  No  Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date \_\_\_\_\_