Cattaraugus Community Action, Inc.

Volunteer Opportunities

“Everyone has the potential to give something back.”

DIANA, PRINCESS OF WALES
British Humanitarian

Cattaraugus Community Action, Inc.
25 Jefferson Street
Salamanca, New York 14779
Telephone: (716) 945-1041 • Facsimile: (716) 945-1301
www.ccaction.org
Our Mission

"Cattaraugus Community Action, Inc. partners with the community to provide strengths-based opportunities for vulnerable people to achieve economic, physical, and emotional security."
Volunteer Application

Date: ____________________

Name: ____________________

Address: ____________________

City: ____________________ State: ______ Zip: ______

Telephone/Cellular: ____________________

Date of Birth: ______ Email: ____________________

Would you consider your household to be categorized as low-income? _____ Yes _____ No _____ IDK

Have you ever been convicted of a Crime? _____ Yes _____ No

If yes, was it a Felony? _____ Yes _____ No

I hereby state that the information above is true to the best of my knowledge.

_________________________________________  ____________________________
Signature                                                      Date

_________________________________________  ____________________________
Signature of Parent for Volunteers Under 18 Years            Date

Who may we contact in case of an emergency?

Name: ____________________

Contact Number: ____________________

Relationship: ____________________

What is your availability?:

____ Ongoing    ____ One time event

    ____ Morning    ____ Afternoon

____ Mon    ____ Tues    ____ Wed    ____ Thurs    ____ Fri

____ Daily    ____ Weekly    ____ Monthly

**Please complete the Volunteer Interests Worksheet**

Return to:
Sharon Turano, Volunteer Recruitment Coordinator
Cattaraugus Community Action, Inc.,
25 Jefferson Street, Salamanca, NY 14779
Telephone: (716) 945-1041, Ext. 152;    Fax: (716) 945-1301
Volunteer Service Agreement

If accepted into the Cattaraugus Community Action, Inc., Volunteer Program, I agree to:

- Hold **absolutely confidential** all information that I may obtain directly or indirectly concerning clients and staff.
- Honor my commitment to a specific job assignment.
- Be professional, conscientious, and conduct myself with dignity, courtesy, and consideration of others.
- Maintain a well-groomed appearance and abide by the dress code policy.
- Attend orientation and in-service training as scheduled.
- Perform all assignments in a professional manner and seek the assistance of the Supervisor, when necessary.
- Become familiar with and adhere to CCA’s policies and procedures.
- Notify the Supervisor **immediately** if unable to volunteer as scheduled.
- I understand that CCA and the Volunteer Coordinator reserve the right to terminate my volunteer status as a result of:
  - (a) Failure to comply with CCA policies;
  - (b) Unsatisfactory attitude, work, or appearance;
  - (c) Any other circumstances which, in their judgment, would make continued services as a volunteer contrary to the best interests of Cattaraugus Community Action, Inc., and its clients.

*Initial:* I hereby:

- [ ] Certify that there are no misrepresentations concerning my personal and professional history.
- [ ] Authorize Cattaraugus Community Action, Inc., to investigate my reference records and make any further investigations deemed necessary in connection with my application to volunteer.
- [ ] Release Cattaraugus Community Action, Inc., and all informants from any and all liability resulting from any investigation.
- [ ] Waive all rights to see or review the information so furnished.
- [ ] Certify that I **have not** been convicted of a criminal offense.
- [ ] Certify that I **have** been convicted of a criminal offense (Explain in Full).

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I am aware that misstatements of material facts cause me to be disqualified from holding a volunteer position at Cattaraugus Community Action, Inc.

**SIGNATURE** __________________________   **DATE** ______________________
Volunteer Interests Worksheet

NUTRITION

___ Assistance in Food Pantry  ___ Transportation/Deliveries
___ Food Preparation/Service/Clean-Up in Soup Kitchen  ___ Gardening/Gleaning

PROPERTY MANAGEMENT

___ Planning and implementing in-house tenant activities, such as flower planting, knitting, quilting, cards and board games
___ Transportation  ___ Grocery Shopping

VICTIM SERVICES

___ Assistance at Safe Shelter  ___ Transportation
___ Accompaniment to DSS and other partnering agencies and court
CONFIDENTIALITY PLEDGE

As a volunteer of Cattaraugus Community Action, Inc., you share the responsibility of safeguarding our colleagues’ and clients’ confidentiality. This includes all conversations, records, and any other information.

The following guidelines adhere to State Regulations and provide the basis of CCA’s confidentiality policy:

1. Written or verbal information regarding a client will be released or shared only after securing a signed, written release of information from the client or the client’s legal guardian, and the client has demonstrated a clear understanding of the client’s Bill of Rights.

2. Within CCA, discussion of clients should occur only among persons involved with that particular client. Conversations will be conducted only when necessary and in a professional manner in a secure, private area.

3. As a volunteer, you will refrain from discussing any client information with spouses, friends, and/or relatives. It is important not to reveal names, events, or any other identifying information.

4. As a volunteer, you need to be aware of the “duty to warn” and child abuse mandates. You have an obligation to inform your CCA supervisor and/or the appropriate authorities as to a client’s stated intent to do physical harm to themselves or others. Mandated reports to authorities are to be made only by staff in supervisory positions. Therefore, volunteers will report suspected abuse to their supervisor.

5. Any records or information regarding client confidentiality shall be maintained in accordance with the Federal Confidentiality #42.

6. The location and telephone number of the Domestic Violence Shelter will be kept confidential, along with residents’ identities.

SIGNATURE  DATE
Responsibilities of Volunteers...

★ To maintain all client confidentiality at all times and places WITHOUT EXCEPTION. Breach of this will be the immediate withdrawal of your volunteer work at CCA.

★ To agree to a background check with NY State Registry for Children & Youth and to have a current and valid driver’s license, if necessary.

★ To join the team efforts, agree and understand your schedule and be present as assigned. If unable to attend at your scheduled time, call as soon as possible and notify the supervisor.

★ Hygiene must be neat and clean, and dress is business casual.

★ To make sure you are assigned to the area of your interest.

★ To learn as much as possible about the organization.

★ To make sure you are trained for the work you are asked to do.

★ To seek other educational opportunities that advance your skills for the job.

★ To ensure you have the guidance and direction you need to do the work.

★ To share your ideas, opinions, and to be a part of the planning processes.

★ To inform the supervisor, if your perception is that your work is not being valued or appreciated.
Volunteers like you are priceless!
Always caring, always sharing,
You represent our country at its best!
Whether taking action in your own community or involved in a national effort,
Your contribution of time, talent, and compassion makes a valuable difference.

Volunteers like you are people who reach out to others and, in so doing, become extraordinary!
You bring joy and sunshine, and set an example where you go.
Thanks for all you do.
You're truly a treasure!

**Revisions 04/2014**

**COMUNITY**

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