



VOLUNTEER APPLICATION

Date _____

PERSONAL INFO

Name _____ E-mail _____

Address _____ City _____

State _____ Zip _____ Home Phone (____) _____ Cell (____) _____

Is this a temporary address? Y / N If yes, how long will the address be valid? _____

Emergency Contact: Name _____ Phone (____) _____

Contact's Relationship to You: _____

Group Name (if you are part of a group of volunteers) _____

Have you ever been convicted of a crime or felony or violent crime? Y / N If yes, please explain _____

Do you have any disabilities that may interfere with a volunteer job? Y / N If yes, please explain _____

Disclaimer: Royce Learning Center is an equal opportunity employer committed to ensuring diversity in our volunteer community and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Demographic information will be used solely for the purpose of meeting reporting requirements of funders. (Optional)

Gender:

- Male
- Female

Education

- High School or equiv.
- Associate's
- Bachelor's
- Master's

Race / Ethnicity (mark more than one if applicable):

- African-American (Non-Hispanic)
- Asian/Pacific
- Caucasian (non Hispanic)
- Latino or Hispanic
- Native American, Aleut or Aboriginal Peoples
- Other

How did you hear about Royce? _____

Why would you like to become a Royce volunteer? _____



SKILLS AND VOLUNTEER INTERESTS

To ensure the best program match and use of your skills and knowledge please check all interests below that you would like to utilize as a volunteer:

VOLUNTEER INTERESTS:

- | | |
|--|--|
| <input type="checkbox"/> Literacy Tutor | <input type="checkbox"/> Event Planning |
| <input type="checkbox"/> Building Maintenance | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Building clean up | <input type="checkbox"/> Marketing/PR/Outreach |
| <input type="checkbox"/> Administrative Assistance | <input type="checkbox"/> Tech/Web Skills |
| <input type="checkbox"/> Data Entry/Management | <input type="checkbox"/> Lunch helper |
| <input type="checkbox"/> Materials/Space donation | <input type="checkbox"/> Working with children |
| <input type="checkbox"/> Other _____ | |

EMPLOYER INFO

Occupation _____ Employer / School _____
Business Address _____ City _____
State _____ Zip _____ Work Phone (____) _____ Fax (____) _____
Supervisor's Name: _____ Title: _____

COMMUNITY CONNECTIONS

Are you a member of any of the following groups? (Please identify) (Optional)

- Alumni Associations _____
- Clubs _____
- Community-Based Organizations _____
- Religious Organizations _____
- Foundations _____
- Schools _____
- Political/Advocacy Organizations _____
- Other _____
- Would you be willing to host an information session or house party with the above groups to spread the word about Royce Learning Center?**

Thank you! We appreciate your interest in becoming a volunteer at Royce Learning Center and look forward to the creativity and compassion that you can bring to the children, adults and families we serve. You will receive a response about volunteering in our Program within 2 weeks of receipt of your application.



ROYCE LEARNING CENTER VOLUNTEER AGREEMENT AND AUTHORIZATION FORM

The undersigned acknowledges and agrees that:

- s/he will adhere to Royce Learning Center guidelines and staff instruction during or in advance of volunteer activities;
- Royce Learning Center has the right to terminate or prohibit volunteer involvement at any point, without cause;
- s/he has the right to terminate volunteer involvement at any point with advance notice of 48 hours;
- the agency is not obligated to assign him/her work with the children/adults/families in the Royce Learning Center programs;
- h/she will complete all necessary screening and training, including a background check, required by Royce Learning Center and the assigned facility.

I affirm under oath and subject to penalties of perjury that the foregoing answers and statements are, to the best of my knowledge, true, correct and complete.

I understand that I may be required to be fingerprinted by the facility in which I choose to volunteer.

I understand that although the agency respects the confidentiality of client and volunteer records, it must retain the right to disclose information received when, in the agency's opinion, such disclosure would be in the best interests of a client.

I understand that while active as a volunteer in the Royce Learning Center program, I am obligated to report if there are any changes in my arrest record.

I understand that Royce Learning Center uses volunteer photos and feedback in a variety of activities for recruiting and promotional purposes. I am willing to support these efforts. Royce Learning Center has my permission to use my name, personal quotations and likeness to promote the organization.

I acknowledge I have received a copy of the Royce Learning Center Volunteer Policies and agree to abide by such policies.

I would like to receive more information about events/programs at Royce Learning Center.

Circle one: Chatham Academy ACE Program The Tutoring Center

Printed Name

Date

Signature

Please fax, scan and email, or mail the completed application along with the **volunteer agreement and background check form** to:
Royce Learning Center, HR Department, Fax: 912.354.4633, email: ckempf@roycelc.com



BACKGROUND CHECK AUTHORIZATION AND CONSENT FORM

Royce Learning Center is required to conduct a criminal background check for all employees and volunteers. While this is done in compliance with the Fair Credit Reporting Act, our screening process DOES NOT include a check on your credit history. We also maintain a strict policy of confidentiality and shredding of all personal files within two years of the completion of your volunteer tenure with Royce Learning Center.

During the application process and at any time during my tenure as a Volunteer for Royce Learning Center, I hereby authorize Cogent Systems, Inc., on behalf of Royce Learning Center, to procure a CONSUMER REPORT, including an INVESTIGATIVE CONSUMER REPORT, on me. This report will involve gathering information pertaining to my general reputation, personal characteristics, character, mode of living, and criminal conviction record. This report may be compiled with information from credit bureaus, courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, personal interviews with neighbors, friends and associates, and any other source required to verify information that I have voluntarily supplied.

I have received a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" from Royce Learning Center. (See Page 5)

I HEREBY AUTHORIZE Cogent Systems, Inc., on behalf of Royce Learning Center, to procure a consumer report, including an investigative consumer report, on me before I volunteer for Royce Learning Center or at any time during the course of my volunteering with Royce Learning Center.

Acknowledgement

I authorize Cogent Systems, Inc. to conduct a fingerprint based criminal history record check of me.

I understand that Cogent Systems, Inc. will send my fingerprints to the Georgia Crime Information Center for a search of criminal history information in its files and to the Federal Bureau of Investigation for a search of its files when a federal record check is so authorized.

I understand that the electronic results of this fingerprint check will be received by Cogent Systems, Inc. and forwarded to the agency responsible for determining my suitability for the position for which I have applied.

I further understand that Cogent Systems, Inc. will not maintain a copy of my record and that Cogent Systems, Inc. meets all confidentiality and security requirements for handling and dissemination of state and federal criminal history record information.

Please print:

Full Name, if different than the front of the application:

Maiden Name or any alias ever used: _____

Address, if different than the front of the application: _____

Phone # _____ Country of Citizenship _____

Hair color _____ Eye color _____ Height _____ Weight _____

Driver's License No.: _____ State: _____

Name as it appears on Driver's License: _____

Birth Date (used only to verify identity): ____/____/____ Place of Birth (state) _____

Social Security #: _____

Signature: _____ Today's Date: _____

Royce Learning Center will not use the information in any consumer report or investigative consumer report in violation of any applicable federal or state equal opportunity law or regulation.

Please fax, scan and email, or mail the completed application along with the **volunteer agreement and background check form** to:
Royce Learning Center, 4 Oglethorpe Professional Blvd. Savannah, GA 31406

HR Department
Fax: 912-354-4633
ckempf@roycelc.com



Royce Learning Center Volunteer Confidentiality Agreement

This agreement applies to all volunteers associated with and/or involved in the activities or affairs of Royce Learning Center. This includes all activity associated with Royce Learning Center at its main office and all outreach sites locations.

All data, materials, knowledge and information generated through, originating from, or having to do with Royce Learning Center or persons associated with its activities, including contractors, is to be considered privileged and confidential and is not to be disclosed to any third party. All pages, forms, information, designs, documents, printed matter, policies and procedures, conversations, messages (received or transmitted), resources, contacts, e-mail lists, e-mail messages, client, staff or public information is confidential and the sole property of Royce Learning Center.

This also includes, but is not limited to, any information of, or relating to, our staff, clients, operations and activities. This privilege extends to all forms and formats in which the information is maintained and stored, including, but not limited to hardcopy, photocopy, microform, automated and/or electronic form.

Client information, including all file information, is not be disclosed to any third party, under any circumstances, without the consent of the Royce Learning Center employee that is supervising you and the Executive Director.

Any disclosure, misuse, copying or transmitting of any material, data or information, whether intentional or unintentional, will subject you to disciplinary action and/or prosecution, according to the procedures set by Royce Learning Center and any applicable laws.

My signature signifies I agree to these terms and will abide by, adhere to and honor all of the above.

Signature of Volunteer

Date

Signature of Royce Learning Center employee supervising volunteer

Date

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - o a person has taken adverse action against you because of information in your credit report;
 - o you are the victim of identify theft and place a fraud alert in your file;
 - o your file contains inaccurate information as a result of fraud;
 - o you are on public assistance;
 - o you are unemployed but expect to apply for employment within 60 days.o In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- You may limit “prescreened” offers of credit and insurance you get based on information in your credit report. Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5OPTOUT (1-888-567-8688).
- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit. States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General.



Royce Learning Center Volunteer Policies

Volunteers at Royce Learning Center are considered an extension of our professional staff and are expected to conduct themselves accordingly. The policies and procedures outlined below are intended to express the expectations of our volunteers and to provide guidelines for management of the volunteer staff. Any questions about program policies and procedures should be directed to the employee supervising volunteers.

Attendance and Absences: Volunteers are expected to uphold their commitment to their schedule. Anticipated absences should be reported to the Center at the earliest possible time. When an unplanned absence occurs, the volunteer should call Royce Learning Center as soon as possible and leave a message for the employee coordinating the volunteer activity.

Grievances: Any grievances will be handled in the most direct way possible. It is recommended that the volunteer first present a grievance to his or her coordinator. If the coordinator is unable to resolve the grievance, the volunteer should then contact the supervisor of the coordinator. If the supervisor is unable to resolve the grievance, contact should be made with the Royce Learning Center Executive Director or Director of Human Resources. The person presenting the grievance will be notified of the results of the investigation.

Terminations: A volunteer can be terminated from volunteer work at Royce Learning Center at any time for any cause.

Center Facilities and Equipment:

- Royce Learning Center is a no smoking campus. Smoking is prohibited in the building and on the campus grounds.
- Royce Learning Center is a drug free environment. While on the Royce Learning Center premises or while conducting Royce activities off the Royce premises, a volunteer may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. Occasionally, Royce Learning Center may sponsor events where alcohol is served. In such situations, volunteers who consume alcohol are expected to act in a responsible manner. The legal use of drugs is permitted during volunteer service only if it does not impair a volunteer's ability to perform the essential functions of the volunteer position effectively and in a safe manner that does not endanger other individuals in the workplace. Volunteers must advise their supervisor if they are taking any prescription or over-the-counter drug which could adversely affect safety or performance.
- Royce Learning Center must take all reasonable steps to prevent discrimination and harassment from occurring. In addition to prohibiting other forms of unlawful discrimination, Royce Learning Center maintains a strict policy prohibiting sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, and age, or any other basis protected by federal, state or local law. All such harassment is prohibited.

Royce Learning Center Volunteer Policies, continued

- The use of Royce Learning Center information for personal gain is strictly prohibited.
- Volunteers should use the Staff restroom located on the second floor of the building.
- Volunteers should stay in the area of the building where they are assigned.
- Volunteers are required to sign at the front desk when they enter and depart the building. All volunteers must obtain a name badge from the front desk and wear the badge throughout the time spent in the Royce building or at a Royce activity.
- Desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephones, modems, facsimile machines, and copiers are the Center's property and must be maintained and used for Center activities only.
- The Center's technical resources – including desktop and portable computer systems, fax machines, Internet and World Wide Web (Web) access, voice mail, and electronic mail (e-mail) and many more electronic devices – enable employees, volunteers and clients to quickly and efficiently access and exchange information throughout the Center. In many respects, these tools are similar to other Center tools, such as stationery, file cabinets, photocopiers, and telephones. Because these technologies are rapidly changing, it is important to explain how they fit within the Center and within your responsibilities as a volunteer. This policy applies to all technical resources that are owned or leased by the Center, that are used on or accessed from Center premises, or that are used on Center business. This policy also applies to all activities using any Center -paid accounts, subscriptions, or other technical services, such as Internet and World Wide Web access, voice mail, and e-mail, whether or not the activities are conducted from Center premises.

Acceptable Uses

The Center's technical resources are provided for the benefit of the Center and its students, parents and clients. These resources are provided for use in the pursuit of Center business and learning environment and are to be reviewed, monitored, and used only in that pursuit, except as otherwise provided in this policy.

Unacceptable Uses

The use of the Center's technical resources for personal gain or the advancement of individual views is strictly prohibited. Solicitation for any non-Center business or activities using Center resources is strictly prohibited.

You should not send e-mail or other communications that either mask your identity or indicate that someone else sent them. You should never access any technical resources using another person's password. Similarly, you should only access the libraries, files, data, programs, and directories that are related to your work duties. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs, or other property of the Center, or improper use of information obtained by unauthorized means, is prohibited.

Royce Learning Center Volunteer Policies, continued

Sending, saving, or viewing offensive material is prohibited. Messages stored and/or transmitted by computer, voice mail, e-mail, or telephone systems must not contain content that may reasonably be considered offensive to any employee, client or volunteer. Offensive material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, creed, religion, sex, age, national origin, or disability, veteran status, or any other category protected by federal, state, or local laws. Any use of the Internet/World Wide Web to harass or discriminate is unlawful and strictly prohibited by the Center. Violators will be subject to discipline, up to and including discharge.

Your Responsibilities

Each volunteer is responsible for the content of all text, audio, or images that they place or send over the Center's technical resources. Volunteers may access only files or programs, whether computerized or not, that they have permission to enter.

- Volunteers are urged not to bring valuables to the Center. If necessary to do so, all valuables should be kept in a secure location. The Center assumes no responsibility for the loss, theft or damage of volunteer personal property.