

Volunteer Application

Complete paper application form and mail to: Anderson Valley Village
P.O. Box 576
Boonville, CA 95415

Informal Interview

You will participate in an informal chat (which may be by phone or in person) so that AVV gets to know you. We want to ensure that your volunteer activities will serve AVV and also be fulfilling for you.

Background Check

Each volunteer will be asked to undergo a reference check. If you are volunteering to drive a DMV check will be needed, including a copy of your **driving record**, which we can do for free through our insurance company or it can be accessed online <https://www.dmv.ca.gov/portal/dmv/detail/online/dr/welcome> (\$2) or in person at the DMV (\$5) or by mail (\$5). And potential drivers will be asked to furnish copies of your **driver's license** and **proof of insurance** (it can be a photo emailed or texted to the coordinator).

Orientation and Training

Each volunteer will receive orientation and training prior to the commencement of their service with AVV. During the orientation we will discuss how the village works and what the expectations, rights and responsibilities of an AVV volunteer are. You will also find out about what is expected of drivers and those interacting directly with members.

During the training portion we will address the use of the AVV website and the procedures for accepting a volunteer opportunity. Attendees will also receive copies of the AV Volunteer Handbook Part A and B to be reviewed together.

VOLUNTEER APPLICATION					
APPLICANT INFORMATION					
First Name:	Middle Name:	Last Name:			
Do you have a preferred nick name?					
Gender:					
Address:	City:	State: CA	ZIP Code:		
How long have you lived at this address?					
Home Phone: ()			Cell Phone: ()		
Email:					
What is the best way to contact you?	Email	Home phone	Cell Phone	Mail	Text
What languages do you speak? _____					
Are you a member of Anderson Valley Village <input type="checkbox"/> Yes <input type="checkbox"/> No					

PLEASE CHECK THE OPPORTUNITIES THAT INTEREST YOU

Volunteer with members

<i>Assistance with electronics</i>	<i>Personal Services</i>
<input type="checkbox"/> Configure cell phone <input type="checkbox"/> Mac help <input type="checkbox"/> PC help	<input type="checkbox"/> Daily check-in calls or visit
<input type="checkbox"/> Install a printer /Set up TV/ remote control	<input type="checkbox"/> Decluttering / Downsizing
<input type="checkbox"/> Use social media	<input type="checkbox"/> Doctor visit - friend / advocate
<i>Home Maintenance</i>	<input type="checkbox"/> Evaluating contractor proposal
<input type="checkbox"/> Gardening/ Weed whacking	<input type="checkbox"/> House watching
<input type="checkbox"/> Home safety check	<input type="checkbox"/> Mailing packages/run errands/p/u prescriptions
<input type="checkbox"/> Mending/Sewing	<input type="checkbox"/> Meal preparation
<input type="checkbox"/> Minor repair	<input type="checkbox"/> Preparing for a hospital visit
<input type="checkbox"/> Occasional housekeeping chores	<input type="checkbox"/> Reading, interpreting documents, organizing mail
<i>Pet Care</i>	<input type="checkbox"/> Reading aloud for pleasure
<input type="checkbox"/> Feed Pet	<input type="checkbox"/> Shopping assistance
<input type="checkbox"/> Take pet to vet	<input type="checkbox"/> Translation
<input type="checkbox"/> Walk the dog	<input type="checkbox"/> Walking companion
<i>Support</i>	<i>Transportation</i>
<input type="checkbox"/> Respite care for care givers	<input type="checkbox"/> Event/errands/medical appt./grocery transportation

Volunteer Locations

<input type="checkbox"/> Boonville	<input type="checkbox"/> Navarro
<input type="checkbox"/> Philo	<input type="checkbox"/> Yorkville

Organizational and Village Support

<i>Office Time</i>	<i>Village Outreach</i>
<input type="checkbox"/> Office support	<input type="checkbox"/> Outreach -(speaking/writing/editing,social media)
<input type="checkbox"/> Assist with member and volunteer orientation	<input type="checkbox"/> Host social events
<i>Organizational Support</i>	
<input type="checkbox"/> Village Committee (events/programs/fundraising/interest group)	<input type="checkbox"/> Legal support
<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Other _____

Volunteer to Drive

Errand-running and transportation assistance is frequently requested by members.

Do you own your own vehicle? ☐ Yes ☐ No

If yes, is the vehicle properly maintained and does it meet safety requirements? ☐ Yes ☐ No
For example: seatbelts, airbags, braking, oil changes regularly, etc.

☐ Anderson Valley ☐ Ukiah ☐ Ft Bragg ☐ Santa Rosa

BACKGROUND SCREENING

Please provide any other information you wish to share. For example: special skills, hobbies, reasons for volunteering.

For everyone's safety, all volunteers will have their references checked and will need to provide their DMV records. (see Background Check above for more information)

California Drivers' License Number: _____ Auto Insurance Carrier _____

Policy Number _____

We will need a copy of your auto insurance if you will be transporting AVV members

REFERENCES

Two references are required.

Name _____ Phone (____) _____ Email _____

How long have you known this person? _____ In what capacity? _____

Name _____ Phone (____) _____ Email _____

How long have you known this person? _____ In what capacity? _____

EMERGENCY CONTACT INFORMATION

Local contact:

Name: _____ Phone _____ Relationship _____

Phone (____) _____ Home/Cell/Work Phone (____) _____ Home/Cell/Work

Optional contact:

Name: _____ Phone _____ Relationship _____

Phone (____) _____ Home/Cell/Work Phone (____) _____ Home/Cell/Work

SIGNATURE

Signature of applicant: _____ Date: _____

ATTACHMENT

CONFIDENTIALITY ACKNOWLEDGEMENT & AGREEMENT

During the course of your activity with Anderson Valley Village, you may have access to information which is confidential and may not be disclosed except as permitted or required by law and in accord with Anderson Valley Village policies and procedures. In order for Anderson Valley Village to properly assist members and engage in successful business planning, certain information must remain confidential. Improper disclosure of confidential information can cause irreparable damage to Anderson Valley Village. Confidential information includes, but is not limited to:

1. Medical and certain other personal information about members.
2. Reports, policies and procedures, marketing or financial information, and other information related to the business of services of Anderson Valley Village, which has not previously been released to the public at large by a duly authorized representative of Anderson Valley Village.

If you have any questions at any time concerning the confidentiality or disclosure of information, please contact Anderson Valley Village at 707-684-9829.

By initialing each section and signing this Confidentiality Acknowledgment, you acknowledge and agree that:

_____ 1. I will only access business information for which I have a legitimate business purpose.

_____ 2. Medical Information is confidential and my access is restricted to my legitimate medical need to know for diagnosis, treatment and care of a particular member.

_____ 3. I am obligated to hold confidential information in the strictest confidence and not to disclose the information to any person or in any manner which is inconsistent with applicable policies and procedures of Anderson Valley Village.

I HAVE READ AND UNDERSTAND THIS CONFIDENTIALITY AGREEMENT AND HAVE HAD MY QUESTIONS FULLY ADDRESSED.

Volunteer Signature _____

Print Name _____ Date _____



Anderson Valley Village

VOLUNTEER WAIVER, RELEASE, AND INDEMNITY AGREEMENT

Between

Anderson Valley Village

and

(hereinafter "the volunteer")

This document sets forth the responsibilities and understandings of the volunteer and of Anderson Valley Village regarding volunteer's participation in volunteer programs partially or wholly coordinated by Anderson Valley Village.

The volunteer and Anderson Valley Village agree as follows:

1. The volunteer performs the service of the volunteer's own free will, without promise, expectation, or receipt of remuneration. The volunteer is not an employee or agent of Anderson Valley Village for any purpose and the volunteer's services are not controlled nor mandated by Anderson Valley Village.
2. If the volunteer is under the age of 18, the volunteer may only participate in volunteer service with the express written consent of the volunteer's parent or guardian.
3. The volunteer understands and agrees that it is possible that the volunteer may be injured or otherwise harmed during volunteer service due to accidents, acts of nature, the volunteer's negligent or intentional acts, or the negligent or intentional acts of others; that while Anderson Valley Village has taken some steps to reduce the chances of injuries or harm to the volunteer, that Anderson Valley Village has no control over most risks, and, thus, cannot and does not guarantee nor take any responsibility for the safety of the volunteer or the volunteer's property while the volunteer is engaged in volunteer service; and that the volunteer must take full responsibility for himself or herself and assume the risk of harm or damage while serving by taking all necessary and reasonable precautions and acting in a manner that will help protect himself or herself and his or her property.
4. The volunteer agrees to waive and release Anderson Valley Village from any and all potential claims for injury, illness, damage, or death which the volunteer may have against Anderson Valley Village that might arise out of the volunteer's service and to hold Anderson Valley Village harmless there from.
5. The volunteer agrees and understands that injuries or losses to others, such as co-workers or the person(s) being helped, may occur as a result of the volunteer's negligent or intentional acts during volunteer service, and that to avoid such harm, the volunteer must exercise care and act responsibly in serving others.

6. If any injury or loss to another does occur due to the volunteer's intentional actions or due to volunteer's negligent actions arising outside of the scope of the volunteer's activities, the volunteer must accept the liability for and repair, or make reparations for, the harm done.
7. Anderson Valley Village is not providing the volunteer with insurance coverage for any injuries, conditions, or losses to the volunteer arising out of volunteer activities.
8. The volunteer must maintain his or her own primary medical insurance and the volunteer's own automobile liability insurance when driving a non-Anderson Valley Village vehicle to cover potential medical and other costs related to the volunteer service; and the volunteer is also encouraged to maintain property and life insurance coverage while serving as a volunteer.
9. All costs for injury or loss above the coverage provided by the volunteer's insurance are the volunteer's personal responsibility.
10. During those times where the volunteer will be transporting others, the volunteer will be required to provide proof of auto insurance and a clean drivers record in order to participate.

I understand that the materials and tools provided by Anderson Valley Village are and remain the property of Anderson Valley Village, and I agree to return these tools and any remaining materials to Anderson Valley Village at the end of my volunteer service.

By signing below, I confirm that I have carefully read and fully understand its contents. I am aware that this is a release of liability and signed it of my own free will.

Volunteer Signature

Printed Name

Date

If volunteer is under 18 years of age, parent or guardian must read and sign the following:

This release, its significance, and assumption of risk have been explained to and are understood by the minor.

Date

Parent or Guardian Signature

Printed Name