

Welcome to



Dear Interested Volunteer,

Thank you for expressing an interest to become a 1n10 Volunteer! There are many ways to be involved in 1n10 programs and events and we hope we can help you find the right fit for your time and talents.

Please let us know which areas interest you and send us a completed volunteer application, with a \$15.00 check made payable to 1n10 at your earliest convenience. This fee covers the background check conducted on all potential 1n10 volunteers and is non-refundable.

Once received, your application will be reviewed and processed, background and reference checks conducted, and you will be contacted for a formal interview with our Director.

We recognize that your time is very valuable and you have many choices when it comes to finding the right fit for your volunteerism. Thank you for choosing 1n10!

If you have any questions or concerns please feel free to contact 1n10 at (602) 475-7456 or at coordinator@1n10.org

STEPS FOR VOLUNTEER ENROLLMENT

- Potential volunteer downloads application from www.1n10.org
- Completed and signed application is mailed to 1n10 with \$15.00 background check fee to:
1n10, Inc
PO Box 33367
Phoenix, AZ 85067
- Potential Volunteer is contacted by 1n10 upon receipt of completed application to schedule a visit to 1n10 programs and set up interview date.
- Volunteer visits 1n10 programs up to three (3) times at the discretion of 1n10 staff.
- Background Check and References processed during visitation period.
- Interview with potential volunteer conducted.
- Potential volunteer contacted with determination of status as 1n10 Volunteer.
- Approved volunteers complete orientation and training

CONFIDENTIAL VOLUNTEER APPLICATION

(Please mail this application packet, along with a \$15.00 check made payable to In10, Inc. P.O. Box 33367, Phoenix AZ 85067)

Please Print

First Name:	Middle Name:	Last Name:	Date of Birth:	
Home Address:		City:	State:	Zip:
Home / Cell Phone #:	Email Address:		Work Ph #:	
Male Female	Social Security #:	Race/Ethnicity:		
Relationship Status: Partnered / Married / Single / Divorced / Other		Name of Significant Other / Spouse:		
Employer Name:		Occupation / Title:		
Employer Address:		City:	State:	Zip:
Can We Contact You At Work: Yes No	Work Hours:	How Long Employed:		
Upon my acceptance, I authorize In10 to send a letter of appreciation to my employer. Yes No				
Are you bilingual? Yes No	Language(s) _____ _____			
Have you ever applied before to In10? ___ Yes ___ No		Where and When:		
At this time, how are you most interested in spending your volunteer time?				
_____ Youth Program		_____ Activities		
_____ Special Events		_____ Committee/Task Force Member		
		_____ Board of Directors		
Have you even been arrested/charged/convicted of a crime? If yes, please describe.				

For Statistical Purposes Only:

Level of Education:	Degree:	Religion:
Total Income of Household:	Under 10,000 10,000-24,999 25,000-39,999 40,000-54,999	
	55,000-74,999 75,000-99,999 100,000+	

REFERENCES

Please type or print information requested for three references: (1) a professional reference who has known you for at least 1 years; (2) a co-worker or friend who has known you for at least 2 years; and (3) a second colleague / friend who has known you for at least 5 years.

1. Professional Reference:		
Day Phone #:	Fax #:	Email:
2. Coworker or Friend:		
Day Phone #:	Fax #:	Email:
3. Coworker or Friend:		
Day Phone #:	Fax #:	Email:

Volunteer Agreement

I understand that:

- 1) The references I listed may be contacted by mail, telephone, or email.
- 2) This application in no way obligates me to perform any volunteer service.
- 3) I authorize a background check to be conducted by Universal Screening and Investigation Services.
- 4) The background screening fee of \$15.00 made payable to 1n10, Inc. is enclosed with this application and is non-refundable, regardless of determined volunteer status with 1n10, Inc.
- 5) 1n10 is not obligated to accept me into their program. As part of the enrollment process, additional personal information may need to be provided prior to making any recommendations for assignment.
- 6) All records and information gathered are the property of 1n10, Inc.
- 7) 1n10, Inc has the right to discontinue the application process at any time.
- 8) I agree to notify 1n10 of any changes in my personal contact information.

I hereby authorize 1n10 to conduct whatever investigation it may deem necessary to determine whether I can become an effective volunteer. I do herein 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.

If I am charged with a criminal offense during the time that I am affiliated with 1n10, I agree to disclose that information with the understanding that the agency will keep such matters confidential.

I understand that 1n10 uses photos of volunteers and children in a variety of activities for recruiting and promotional reasons. I am willing to support their efforts. 1n10 has my permission to use my name and photographs of me to promote the organization's program. **Yes** **No**

Signature

Date

1n10, Inc. P.O. Box 33367 Phoenix, AZ 85067

www.1n10.org * coordinator@1n10.org * Phone (602) 475-7456



CODE OF CONDUCT

Volunteers are vital to the success of In10's programs. With activities that involve youth, it is incumbent to protect volunteers and young people. The following Code of Conduct is intended to safeguard all parties and minimize misunderstandings. All volunteers and employees of In10, Inc. are considered staff. Any young person met through In10 sponsored activities is considered a youth, even if they have reached the age of majority and until they have reached the age of 23 when they are no longer eligible for In10 programs.

1. In order to protect In10 staff, volunteers and program participants, at no time during a In10 program may a staff be alone with a single youth where others cannot observe them. As staff supervises youth, they should space themselves in a way that the other staff can see them.
2. Staff shall not abuse youth including, but not limited to, physical abuse, verbal abuse, sexual abuse, mental abuse and neglect. Any type of abuse will not be tolerated and will be cause for immediate dismissal.
3. Staff will use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the youth participant or other youth from harm), and is only administered in a prescribed manner and must be documented in writing.
4. Staff will respond to youth with respect, consideration and will treat all youth equally regardless of gender, ethnicity, spirituality, physical ability, sexual orientation or culture.
5. Staff will portray positive role modeling for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
6. Staff will not have social contact with youth. Social contact includes, but is not limited to, meeting youth for coffee, movies, recreational events, dining, dating, or providing transportation. All contact with youth shall occur during authorized activities at In10 program locations, or at a In10 authorized site/event. Any exceptions require a written explanation before the fact and are subject to administrator approval.
7. Unintentional contacts with youth outside of In10 may occur. There may be situations in which you see one of the youth out in public. Since youth may be with others who are not aware of their sexual orientation, please wait for the youth to acknowledge you. An exchange of greeting is appropriate but no further contact should occur. Staff must maintain appropriate boundaries with youth ages 14-22 in public, social settings.
8. Using, possessing, or being under the influence of alcohol or illegal substances during working hours is prohibited.
9. Staff must appear clean, neat and appropriately attired.
10. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse, and attend training on the subject, as instructed by the Program Coordinator.

I understand that any violations of this Code of Conduct may result in my termination.

Volunteer Signature

Date

In10 Staff Signature

Date



NON-DISCRIMINATION POLICY

In10 is committed to following a policy of non-discrimination in all aspects of its operations, including employment, the selection of volunteers, fundraising, and other matters. The Agency shall not discriminate against any person or group of persons, regardless of race, religious preference, sex, age, creed, sexual orientation, gender identity, ethnic or national origin, citizenship or legal residency status, disability, health status or any other basis prohibited by law.

Any person who believes that there has been a violation of this policy should immediately notify any member of the Board of Directors of the Agency.

Nothing in this policy shall, or is intended to, restrict the right of the Agency to investigate and screen employees, volunteers, and applicants for those positions, or to terminate employees or volunteers based upon any non-discriminatory reason when the Agency believes that doing so is in the best interests of the Agency and the people it serves.

Nothing in this policy is intended to be construed or interpreted as a contract between the Agency and any other person, and the Agency does not intend for this policy to be subject to legal enforcement, except as otherwise provided by law.

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