

# HOMEFRONT AMERICA, INC

*A 501(c)(3) nonprofit corporation – Tax Exempt #:54-2178448*

## VOLUNTEER APPLICATION

**PART I: APPLICANT INFORMATION**

Last Name	First	MI	DOB	Referred By
Home Address		City		ST
Zip Code				
Work Phone (     )	Home Phone (     )	Cell Phone (     )	E-mail address	

**PART II: SCHEDULE OF AVAILABILITY**

PLEASE CHECK ALL APPLICABLE BOX(ES) BELOW			
<input type="checkbox"/> Weekday Mornings      _____ am to _____ <input type="checkbox"/> Weekday Afternoon      _____ am to _____ <input type="checkbox"/> Weekday Evenings      _____ am to _____	<input type="checkbox"/> Weekend Mornings      _____ am to _____ <input type="checkbox"/> Weekend Afternoon      _____ am to _____ <input type="checkbox"/> Weekend Evenings      _____ am to _____		

**PART III: AREAS OF INTEREST(S)**

PLEASE CHECK ALL APPLICABLE BOX(ES) BELOW	
<input type="checkbox"/> Special Events <input type="checkbox"/> Collections/Pick-up <input type="checkbox"/> Deliveries/Drop offs <input type="checkbox"/> Public Relations/Community Relations <input type="checkbox"/> Volunteer Coordination <input type="checkbox"/> Mailings <input type="checkbox"/> Data Entry <input type="checkbox"/> Client Intake/Liaison	<input type="checkbox"/> Reception/Phones <input type="checkbox"/> Office & Clerical <input type="checkbox"/> Fundraising/Telemarketing/Solicitation <input type="checkbox"/> Newsletters & Publications <input type="checkbox"/> Service Provider Liaison <input type="checkbox"/> Web Design/Management <input type="checkbox"/> Graphic Design <input type="checkbox"/> Other: _____

**PART IV: SKILLS/QUALIFICATIONS**

Please list all skills and qualifications you feel you have that would contribute to the betterment and success of the organization:

**PART V: PREVIOUS VOLUNTEER EXPERIENCE**

Please list all previous organization(s) you have served as a volunteer and your responsibilities at each of these organization(s):

**PART VI: EMERGENCY CONTACTS**

Last Name	First	MI	DOB	RELATION
Home Address		City		ST Zip Code
Work Phone ( )	Home Phone ( )	Cell Phone ( )		E-mail address

Last Name	First	MI	DOB	RELATION
Home Address		City		ST Zip Code
Work Phone ( )	Home Phone ( )	Cell Phone ( )		E-mail address

**PART VII: REFERENCES**

Last Name	First	MI	DOB	RELATION
Home Address		City		ST Zip Code
Work Phone ( )	Home Phone ( )	Cell Phone ( )		E-mail address

Last Name	First	MI	DOB	RELATION
Home Address		City		ST Zip Code
Work Phone ( )	Home Phone ( )	Cell Phone ( )		E-mail address

Last Name	First	MI	DOB	RELATION
Home Address		City		ST Zip Code
Work Phone ( )	Home Phone ( )	Cell Phone ( )		E-mail address

I understand that:

- the disclosure of all information on this application is voluntary;
- all information requested will be used solely for the purpose of determining my volunteer eligibility;
- should I be accepted as a volunteer, and it is found that I have knowingly provided any false information, statements, omissions, or other misrepresentation, I will be relieved of my duties and/or responsibilities immediately;
- Homefront America may verify any of the information provided on this application; and if necessary, may conduct a reference check to determine my eligibility;

By affixing my signature below, I certify that all information provided on this application is true and correct to the best of my knowledge.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Submit your signed application by email or mail**

**Email: [volunteer@homefrontamerica.org](mailto:volunteer@homefrontamerica.org)**

**Mail: Homefront America, Inc.**

**31877 Del Obispo., Ste101**

**San Juan Capistrano, CA 92675**



## **COMMITMENT TO OUR VOLUNTEERS**

At Homefront America, Inc., we recognize that our volunteers are an integral component of our operation; and that without such dedicated and well-meaning individuals, the organization's ability to succeed in its mission could be compromised.

As such, we encourage our volunteers to always share their innovative ideas, and constructive suggestions and opinions on ways that will contribute to the betterment of the organization's operation.

We will never ask our volunteers to compromise their core values or principles. We will never ask them to do anything that we would not do ourselves. We will always treat them with respect and hold them in high esteem. That is our commitment to you as our volunteer.

## **VOLUNTEER RESPONSIBILITIES**

As a Homefront America, Inc., volunteer, your duties and responsibilities are multi-faceted. First and foremost, your job is to help ease the burdens of our military families by providing them with meaningful assistance in their time of need. Secondly, but equally important, it is your duty to also encourage and educate our families about taking responsibility and to become self-reliant.

At Homefront America, Inc., we do not advocate dependency. We promote empowerment. Our founding principals subscribe to the motto "that if you give a man a fish, he will eat for the day, but if you teach him to fish, he will eat for a lifetime."

## **VOLUNTEER CODE OF ETHICS**

Homefront America volunteers are expected to always conduct themselves in a professional manner while representing the organization at both business and/or social events; and to always strive towards delivering service excellence.

Volunteers are expected to treat all clients, associates, vendors, and the like with respect and dignity regardless of race, color, national origin, gender, sexual preference, age, religious beliefs, or disability.

Volunteers must never contribute to enabling clients' irresponsible behaviors, or put their own safety or the safety of others at risk.

Under no circumstances will a volunteer be permitted to aid or abet a client and/or another associate in any form of illegal activity, or participate in any illegal activity(s) of his/her own that would undermine the organization's integrity or expose the organization to any negative publicity.

Volunteers are expected to protect and safeguard the privacy of our clients, donors, and associates. As such, volunteers are prohibited from discussing or disclosing any information regarding such individual(s) to any person outside of Homefront America. This includes, but

Homefront America is a 501(C)(3) non-profit charitable organization  
Tax Exempt I.D. #54-2178448

31877 Del Obispo Ste 101, San Juan Capistrano, CA 92675 ★ Telephone: (949) 248-9468  
E-mail: [info@homefrontamerica.org](mailto:info@homefrontamerica.org) ★ website: [www.homefrontamerica.org](http://www.homefrontamerica.org)

is not limited to spouses, domestic partners, any member(s) of the immediate or extended family, business associates, friends, and/or acquaintances.

Volunteers may not receive assistance from Homefront America without first discussing the matter with his/her immediate supervisor, and submitting the necessary assistance application for consideration.

Volunteers are never permitted to accept donations/gifts of any products or services from donors for personal use or gain. Doing so would violate the trust of our donors and clients alike; and may lead to your automatic dismissal as a volunteer from the organization.

Volunteers are required to execute a high level of fiduciary responsibility at all times in the handling of donor funds. A dual key cash box system is the preferred choice for use in safeguarding our donors' gifts.

When funds are received at events, the volunteer in charge must ensure the locked cash box is returned to the office on the next business day for counter checked, balanced, and sign off with another volunteer prior to leaving the office.

In the event a locked cash box is not available, another type of cash box may be used only upon the approval of the organization's Chief Financial Officer. In this case, the volunteer in charge must have the funds counter checked, balanced, and signed off with another volunteer prior to leaving the event venue(s)

In all cases, donations collected at event(s) must be returned to the office prior to the close of business on the next business day.

Lastly, we expect our volunteers to enjoy what they do. For we believe that if you enjoy what you do, you will always do it well.

Thank you for helping to enhance the quality of life in the lives of our military families. Your kindness will touch many and help to make a difference.

### **VOLUNTEER WAIVER & RELEASE OF LIABILITY**

I understand that as a Homefront America Volunteer, I may be required to use my own vehicle, equipment, tools, etc in order to perform my volunteer duties. I currently have and agree to always maintain a valid current driver's license, registration, and insurance on my vehicle.

I agree to never enter the home of a client alone. If I am required to enter the home of a client, I will do so only with another adult person.

I agree to notify Homefront America, Inc immediately of any incident(s) that may arise as a direct result of my volunteer duties. These incidents may involve a client, vendor, associate, etc. These incident(s) may include, but not limited to auto accident(s) or altercation(s) with a client, vendor, associate, etc,

In the event that I should cause anyone harm – physical, verbal, emotional, or otherwise – as a result of my action(s) while performing my volunteer work, I acting for myself, my family members, heirs, administrators, personal representative, guardian, successors, and assigns I:

- a) hereby fully release, discharge, and hold harmless Homefront America, Inc and each of their respective sponsors, agents, representatives, volunteers, employees, contractors, officers, directors, and affiliated companies and organizations (collectively, "Releasees") from any and all claims and liability that may arise as a result of injury or death of any person, including me, and for any damage to or loss or destruction of any property, including my own, that may arise from or related to my volunteer duties.

- b)** agree that the foregoing release is a general release and extends to claims of which I may not be aware on the date this release is signed, and includes claims which, if known by me, would have materially affected my willingness to provide this release; and
- c)** agree to indemnify and hold the Releasees harmless from and against any loss, cost and expense, including attorneys' fees and costs of defense counsel selected and retained by Releasees, arising from or related to any act or omission of theirs, mine, whether or not negligent, arising from or related to my volunteer duties.
- d)** acknowledge and understand that my volunteer duties are strictly on a volunteer basis; and
- e)** agree to conduct myself in accordance with all rules and regulations set forth by Releasees.
- f)** hereby consent and grant permission to Homefront America, Inc, the use of my name or photograph, whether by videotape, film, newsprint, written advertisement or otherwise, in any future publicity or printed material for Homefront America, Inc; and I release any sponsors and persons acting under authority from any claims I might have due to initial or subsequent publication of any such materials or photographs. I acknowledge that if my photo or name is used in such materials, I will not receive any compensation for such use.
- g)** understand Homefront America, Inc is not responsible for any lost, misplaced, or stolen personal items that may arise as a result of my volunteer duties.

I, \_\_\_\_\_ certify that I have read and understand the above information in its entirety; and hereby promise to abide by the requirements set forth above. In addition, I understand that should I breach any and/or all parts of this agreement, Homefront America, Inc., will reserve the right to terminate me immediately.

\_\_\_\_\_  
 Volunteer's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Homefront America, Inc.,  
 Representative's Signature

\_\_\_\_\_  
 Date



## **Authorization and Consent for Release of Information**

Thank you for your interest in applying for a volunteer position with Homefront America, Inc. We welcome your participation and look forward to working with you. As a part of our Standard Operating Procedures (SOP), we require that all applicants submit a completed volunteer application prior to performing his/her first volunteer assignment. If approved, your application will be placed in our active volunteer file pending availability of assignment(s).

At Homefront America, we take all necessary steps to protect the privacy and safety of our donors, associates, and those whom we serve. As such, it may be necessary for us to verify the information provided on your application and/or resume. However, in order for us to conduct such verification, we will need your consent and authorization. It is important that all parties understand that any and all information obtained from such verification will be kept in strict confidence; and will not be shared with any individual(s) other than designated Homefront America personnel.

Before signing this Authorization and Consent for Release of Information, we ask that you read the following information slowly and carefully. You should sign it only after you have read and understand the content in its entirety.

I, the undersigned, do hereby affirm that the information on my application for volunteer was provided by me strictly for the purpose of volunteering with Homefront America. To the best of my knowledge, all information given is true and correct at the time of submittal. In the event that I am accepted as a volunteer, and it is found that I have knowingly provided false or incorrect information, my position as a volunteer will be terminated immediately.

By affixing my signature below, I hereby authorize all person(s) including, but not limited to current and/or former employers, associates, previous organization(s), schools, friends, and/or acquaintances to fully disclose any requested information on my behalf. In addition, I agree to hold harmless any and all such individual(s) from any and all claims that may arise as a result of their disclosure of information.

Furthermore, I hereby fully release, discharge and hold harmless Homefront America, Inc. and each of their respective agents, representatives, volunteers, employees, contractors, officers, directors, and affiliated companies and organizations from any and all claims and liability that may arise in connection with the verification process.

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Homefront America, Inc.  
Representative's Signature Date