



Outagamie Chapter
1302 E. Wisconsin Avenue
Appleton, WI 54911
(920) 733-4481

www.redcrossoutagamie.org

Volunteer Application

Name _____
Last First MI

Home Address _____
Street /RR City State Zip

Home Phone () _____ Business Phone () _____

Daytime Number where you can be reached _____

Employer _____

Employer's Address _____
Street City State Zip

Your e-mail address _____

Birth date ___/___/___ (for background check only)

Emergency Contact _____ Relationship _____ Phone () _____

Current Drivers License Number _____ License Plate _____
State _____ Expiration Date _____

Ethnicity (for Red Cross statistical reporting)

White ___ Black or African American ___ Hispanic or Latino ___ Asian ___
Native Hawaiian or Other Pacific Islander ___ American Indian or Alaska Native ___

Experience: (Include both paid and/or volunteer experience, beginning with most recent)

Organization Name _____ Address _____
Street/RR City Zip

From ___ To ___ Supervisors Name/Title _____ Phone _____

Organization Name _____ Address _____
Street/RR City Zip

From ___ To ___ Supervisors Name/Title _____ Phone _____

Certificates/Licenses _____

Personal Reference Name (if no work reference) _____ Phone _____

Personal Reference Name (if no work reference) _____ Phone _____

Please list languages that you speak fluently (include sign language).

Education and Training (Begin with most recent)

<u>Institution Name</u>	<u>City & State</u>	<u>Degree</u>	<u>Dates Attended</u>

List Previous Red Cross experience or duties with chapter name and location.

Please list any American Red Cross certifications you may have and if any have ever been revoked.

How did you hear about Red Cross volunteer opportunities?

Day(s) & time(s) available for volunteer work: _____

Is your volunteerism short-term or long term? _____

Is this volunteer experience a requirement for school or work? Yes ____ No ____

Have you ever been convicted of a felony or misdemeanor which resulted in imprisonment? If Yes, please explain: _____

Why do you want to volunteer at the Outagamie Chapter of the American Red Cross?

For Court Mandated Volunteers Only

Reason for mandated community service _____

Probation Officer Name&Phone _____

Number of hours mandated _____ Start Date: _____ End Date: _____

<u>Day</u>	<u>Volunteer Schedule</u> <u>Start Time</u>	<u>End Time</u>

I the undersigned have agreed to these times to volunteer. I also understand that I must call if I am unable to make my scheduled time and that if I miss more than one volunteer opportunity I will be terminated.

This agreement with the American Red Cross Outagamie County Chapter and _____ agrees to the following:

- 1) To set up a schedule for when hours will be served
- 2) Arrive on time and fulfill the scheduled time slot
- 3) Not falsify hours served
- 4) Court mandated volunteer is allowed to miss only one volunteer opportunity as long as a phone call is received prior to their appointment.

**IF COURT MANDATED VOLUNTEER FAILS TO
MEET THE ABOVE CRITERIA THEIR VOLUNTEER
OPPORTUNITIES WILL BE TERMINATED**

Interest Inventory

Program interests (Please *check* all that apply & *circle* your first choice).

- Administrative and Clerical Support Volunteer
- Shopping and Errand Provider
- First Aid Station Volunteer
- Armed Forces Emergency Services (AFES) Volunteer
- Health and Safety Services Volunteer
- First Aid and CPR Volunteer Instructor
- Disaster Services
 - General Disaster Team (Large Scale Disaster Response)
 - Disaster Action Team (DAT) (Home Fire Response)
 - Disaster Services Human Resource (DSHR) (National Disaster Response)
- Fundraising
- Special Projects
- Short Term, Special Events
- Youth Program
- Other _____
- Not sure – Tell me more!

Please read the following statement and sign below:

I have given the above information voluntarily, and I certify that all statements and representations are true and correct. I authorize verification of all statements and screening investigations including but not limited to driver's license, criminal background and personal reference checks. I consent for any person, entity, or agency to disclose to the Red Cross all information it may have about me. I understand that this may include information about my character, general reputation, personal characteristics and other information and that a report may be made. Upon written request, information about the nature and scope of the investigation will be provided to me. I understand that I am not an employee and will not be paid for my services as a Red Cross volunteer. I agree to abide by the volunteer personnel policies and procedures of the chapter I do hereby hold the American Red Cross harmless from any liability, whether civil or criminal, that may arise as a result of the release of this information about me. I further hold harmless any individual, agency, business, or corporation that provides information or documents to the above named American Red Cross unit. I understand that the American Red Cross will use this information as part of its verification of my volunteer application and periodically for evaluation purposes.

Applicant Signature

Date

AMERICAN RED CROSS CODE OF BUSINESS ETHICS AND CONDUCT

The American Red Cross is not-for-profit charitable organization dedicated to providing services to those in need. The Red Cross has traditionally demanded and received the highest ethical performance from its employees and volunteers. In an effort to maintain the high standard of conduct expected and deserved by the American public and to enable the organization to continue to offer its services, the American Red Cross operates under the Code of Business Ethics and Conduct outlined below. All employees and volunteers are required to sign the Code of Business Ethics and Conduct form certifying that, in delivering Red Cross services and in all other Red Cross activities, they shall meet the following standards of conduct:

- **Compliance Requirements.** All employees and volunteers are required to comply with applicable federal, state and local laws and regulations and with American Red Cross corporate policies and regulations.
- **Actions Prohibited by the Code of Business Ethics and Conduct.** No employee or volunteer shall engage in the following actions:
 - a. **Personal Use.** Authorized the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services or property of the American Red Cross, except in conformance with American Red Cross policy.
 - b. **Financial Advantage.** Accept or seek on behalf of or any other person, any financial advantage or gain of other than nominal value offered as a result of the employee's or volunteer's affiliation with the American Red Cross.
 - c. **Red Cross Affiliation.** Publicly use any American Red Cross affiliation in connection with the promotion of partisan politics, religious matters or positions on any issue not in conformity with the official position of the American Red Cross.
 - d. **Confidentiality.** Disclose any confidential American Red Cross information that is available solely as a result of the employee's or volunteer's affiliation with the American Red Cross to any person not authorized to receive such information, or use to the disadvantage of the American Red Cross any such confidential information, without the express authorization of the American Red Cross.
 - e. **Improper Influence.** Knowingly take any action or make any statement intended to influence the conduct of the American Red Cross in such a way as to confer any financial benefit on any person, corporation or entity in which the individual has a significant interest or affiliation.
 - f. **Conflict of Interest.** Operate or act in a manner that creates a conflict or appears to create a conflict with the interests of the American Red Cross and any organization in which the individual has a personal, business or financial interest. In the event there is a conflict, the American Red Cross has a structured conflict of interest process. First, the individual shall disclose such conflict of interest to the chairman of the board or the chief executive officer of the individual's Red Cross unit or the general counsel of the American Red Cross, as applicable. Next, a decision will be made about the conflict of interest, and, where required, the individual may be required to recuse or absent himself or herself during deliberations, decisions and/or voting in connection with the matter.
 - g. **Retaliation.** Retaliate against any employee or volunteer who seeks advice from, raises a concern with or makes a complaint to a supervisor or other member of management, the ombudsman, the Concern Connection Line, the Biomedical Regulatory Hotline or any other whistleblower program, about fraud, waste, abuse policy violations, discrimination, illegal conduct, unethical conduct, unsafe conduct or any other misconduct by the organization, its employees or volunteers.
 - h. **Contrary to the Best Interest of the Red Cross.** Operate or act in any manner that is contrary to the best interest of the American Red Cross.
- **Ombudsman Program – Formal Dispute Resolution.** The American Red Cross has an organizational ombudsman designated as the neutral or impartial dispute resolution practitioner whose major function is to provide confidential and informal assistance to the many constituents with concerns or complaints about the Red Cross. The constituents who seek the ombudsman's services are internal stakeholders, such as employees and volunteers, and external stakeholders, such as Red Cross clients, donors, suppliers, vendors and the public at large. The ombudsman provides a voluntary, confidential and informal process to facilitate fair and equitable resolutions and explore a range of alternatives or options to resolve the problems. If a formal investigation is what the individual seeks, referrals to the whistleblower hotlines may be appropriate.

- **Investigations, Compliance and Ethics – Formal Dispute Resolution.** Distinguishing from the actions of ombudsman, the Office of the General Counsel and the Office of Investigations, Compliance and Ethics (IC&E) conduct formal investigations into allegations of fraud, waste, abuse, Red Cross policy violations, illegal or unethical conduct or other improprieties regarding the Red Cross. Usually, the allegations arise from whistleblower complaints of Red Cross employees and volunteers seeking formal review or investigations of their allegations of wrongdoing.
- **Whistleblower Hotline Programs.** The American Red Cross encourages open communications. All employees and volunteers are encouraged to bring any concerns they have regarding the organization or its employees and volunteers to their direct supervisor. If individuals seek an informal and confidential resolution, the ombudsman may be the appropriate choice. If a formal IC&E investigation is sought, the hotlines described below are the appropriate choice.

If an employee or volunteer suspects or knows about misappropriation, fraud, waste, abuse, Red Cross policy violations, illegal or unethical conduct, unsafe conduct or any other misconduct by the organization or its employees or volunteers, that individual should alert his or her supervisor or other member of local management. In those cases where an employee or volunteer is not comfortable telling his or her supervisor or local management, the employee or volunteer may contact the Concern Connection Line at 1-888-309-9679. For concerns about the collection, manufacturing, processing, distribution or utilization of blood or blood components (e.g., violations of FDA or OSHS regulations, falsification, quality failures, training, Biomedical Services computer and equipment issues), an employee or volunteer who is not comfortable with contacting his or her supervisor or local management may contact the Biomedical Regulatory Hotline at 1-800-741-4738.

CERTIFICATION OF COMMITMENT TO THE CODE OF BUSINESS ETHICS AND CONDUCT

I, _____, certify that I have read and understand the Code of Business Ethics and Conduct of the American Red Cross and agree to comply with it, as well as applicable laws that impact the organization, at all times. I affirm that, except as listed below, I have no personal, business or financial interest that conflicts, or appears to conflict, with the best interests of the American Red Cross. I agree to discuss any conflicts listed below with the chairman of the board or the chief executive officer of my unit or the general counsel of the American Red Cross and to refrain from participating in any discussions, deliberations, decisions and/voting related to the matter presenting the conflict until such time as it is determined by the Red Cross that the conflict is mitigated or otherwise resolve.

Describe any potential conflicts:

At any time during the term of my affiliation with the American Red Cross, should an actual or potential conflict of interest arise between my personal, business or financial interests and the interests of the Red Cross, I agree to: (1) disclose promptly the actual or potential; conflict to the chairman of the board or the chief executive officer of my Red Cross unit or the general counsel of the American Red Cross; and (2) until the Red Cross approves actions to mitigate or otherwise resolve the conflict, refrain from participating in any discussions, deliberations, decisions and/or voting related to the conflict of interest.

Signature: _____ Date: _____

Print Name: _____

CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY AGREEMENT

For all Volunteers

This Confidential Information and Intellectual Property Agreement (“Agreement”) is made as of the date of signature below (“Effective Date”), by and between THE AMERICAN NATIONAL RED CROSS, including all chartered units (“Red Cross”), and the undersigned (“I”, “me” or “my”).

Reasons for Agreement

I desire to volunteer or to continue to volunteer with the Red Cross. I acknowledge that I may, in the course of my service to the Red Cross (“Volunteer Service”), have access to or create (alone or with others) confidential and/or proprietary information and intellectual property that is of value to Red Cross. I understand that all restrictions are for the purpose of enabling Red Cross to fulfill its humanitarian mission, to maintain donors, customers and clients, to develop and maintain new or unique products and processes, to protect the integrity and future of Red Cross and to protect the employment and volunteer opportunities of the Red Cross. THEREFORE, I agree to the following:

1. Definitions

“**Confidential Information**” shall include but not be limited to:

- A. information relating to Red Cross’s financial, regulatory, personnel or operational matters,
- B. information relating to Red Cross clients, customers, beneficiaries, suppliers, donors (blood and financial), employees, volunteers, sponsors or business associates and partners,
- C. trade secrets, know-how, inventions, discoveries, techniques, processes, methods, formulae, ideas, technical data and specifications, testing methods, research and developmental activities, computer programs and designs,
- D. Contracts, product plans, sales and marketing plans, business plans and
- E. all information not generally know outside of Red Cross regarding Red Cross and its business, regardless of whether such information is in written, oral, electronic, digital or other form and regardless of whether the information originates from Red Cross or Red Cross’ agents.

“**Intellectual Property**” shall include but not be limited to:

- A. all inventions, discoveries, techniques, processes, methods, formulae, ideas, technical data and specifications, testing methods, research and development activities, computer programs and designs (including improvements and enhancements and regardless of patentability),
- B. trade secrets and know-how
- C. all copyrightable material that is conceived, developed, or made by me, alone or with others,
- D. trademarks and service marks and
- E. all other intellectual property.

Intellectual Property shall include and intellectual property created by me:

- A. in the course of Volunteer Service or using Red Cross time, equipment, information or materials, and
- B. within one year after termination of Volunteer Service and relating directly to work done during Volunteer Service.

Intellectual Property may be in any form, including but not limited to written, oral, electronic, digital or other form.

2. Obligation of Confidentiality. Except as may be required for the performance of my duties during Volunteer Service, or unless specifically authorized in writing by Red Cross, I shall not use or disclose, for my or for others benefit, either during or after Volunteer Service, any Confidential Information.
3. Disclosure and Ownership of Intellectual Property. I (A) shall promptly and fully disclose to Red Cross any and all Intellectual Property, (B) agree that all Intellectual Property shall be owned by Red Cross, (C) agree to and do hereby assign, transfer and convey to Red Cross the entire right, title and interest in and to all Intellectual Property, (D) will execute and deliver any and all documents, take all actions and render any and all assistance reasonably requested by Red Cross, during or at any time after Volunteer Service, to establish Red Cross' ownership of , or to enable Red Cross to obtain patents to or register copyrights of, any Intellectual Property, and (E) acknowledge that all Intellectual Property that is copyrightable subject matter and that qualifies as a "work made for hire" shall be automatically owned by Red Cross. In the event Red Cross is unable for any reason whatsoever to secure my signature to any document required to apply for or execute any patent, copyright, or other applications with respect to Intellectual Property, I hereby irrevocably appoint Red Cross and its authorized officers and agents as my agents and attorneys-in-fact to execute and file any such application and to do all other acts to further the prosecution and issuance of patents, copyrights, or other rights with respect to Intellectual Property with the same legal force and effect as if executed by me. As a reminder, Intellectual Property shall only include intellectual property created by me (1) in the course of Volunteer Service or using Red Cross time, equipment, information or materials, and (2) within one year after termination of Volunteer Service and relating directly to work done during Volunteer Service.
4. Ownership and Return of Material. All materials, including but not limited to business information, files, research, records, memoranda, books, lists, computer disks, hardware, software, cell phones and other wireless devices, documents, drawings, models, apparatus, sketches, designs and any other embodiment of Confidential Information or Intellectual Property received by me during Volunteer Service, and any tangible embodiments of such materials created by me, alone or with others, whether confidential or not, are the property of Red Cross. I shall return to Red Cross all such materials, including copies thereof, in my possession or under my control upon termination of Volunteer Service for whatever reason or upon the request of Red Cross. The return of such materials shall take place within twenty-four hours of notice of termination or upon request of Red Cross, whichever comes first.
5. Survival of Obligations and Enforcement. The obligations that I have under this Agreement shall survive the termination of Volunteer Service, regardless of the reasons or method of termination. I agree that Red Cross shall be entitled to recover from me all attorneys' fees incurred in enforcing Red Cross' rights under this Agreement.

I represent that the above restrictions are necessary to protect Red Cross' legitimate interest, and that these restrictions will not prevent me from earning a livelihood.

CERTIFICATION

I, _____, certify that I have read and understand the Code of Conduct of the American Red Cross and the Confidential Information and Intellectual Property Agreement and agree to comply with them. I affirm that, except as listed below, I have no financial interest of affiliation with any organization that may have interests that conflict with, or appear to conflict with the best interests of the American Red Cross. Should such conflicts or apparent conflicts of interest arise in connection with the affiliations listed below, I agree to refrain from participating in any deliberations, decisions or voting related to the matter.

I also agree, during the term of my affiliation with the American Red Cross, to report promptly to the chairman of my unit, or his/her designee, any future situation that involves, or might appear to involve, me in any conflict with the best interests of the American Red Cross.

Date: _____

Name (Printed): _____

Signature _____

.....

For Office Use Only

1) Application Received ___/___/___ 2) Application given to manager ___/___/___

3) Volunteer has been assigned the following Volunteer position and/or Board Committee (specify)

by _____ on _____.
(Manager Name) (Date)

Date Notes Staff Initials

4) Background Check cleared date ___/___/___

5) Date of Volunteer Orientation ___/___/___ 6) Orientation Conducted By _____

7) Entered into CHERS ___/___/___ CHERS ID _____ 8) Entered into donor database ___/___/___

9) Follow up Contact

Notes: _____

Volunteer Inactive Status Date: ___/___/___

10) Inactive Status Entered in CHERS and donor database ___/___/___

Updated 12/7/07

