



JANET GOESKE FOUNDATION

Volunteer Information

- Must be 18 years or older*
- Not able to accept applications for GAIN or court-ordered programs

Name: Today's Date:

Address: City:

Home Phone: Are you a JGF Member? Yes No
We highly encourage all age-appropriate volunteers to become JGF members.

Email Address: *Are you 18 years or older? Yes No

Do you speak other languages? If yes, please state:

In what area(s) are you interested in volunteering? (NOTE: Areas marked with ** require a \$25 background check)
(In order to keep JGF dollars directed at patron programming, we ask that you cover the fees associated with your background check).

** Bingo Caller (Saturday/Monday) ** Thursday Night Dance (Clerk)

**Bingo/Snack Bar Clerk (Saturday/Monday) Administrative/ Clerical

** Travel Escort/Clerical Friday Morning Breakfast (Cook)

Friday Morning Breakfast (Prep/Helper) ** Welcome Desk (Reception)

Special Events (Setup/Tear down/Serving) Senior Ambassador

Do you have any specialized skills? Yes No If yes, please state:

Do you have any health limitations that would affect your activities as a volunteer? Yes No

If so, please explain:

Note: JGF is not responsible for any medical complications that might arise as a result of volunteering. If you are not well-suited to your current volunteer position, please inquire with the Volunteer Coordinator or Staff about a different volunteer opportunity.

When can you volunteer? Please indicate time and days you are available:

Signature of Volunteer: Date:

Signature of JGF Staff: Date:



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FOUNDATION

Volunteer Code of Conduct

This Code of Conduct outlines the responsibilities that all persons volunteering their service to JGF must understand before assuming a volunteer position:

Commitment

Being on time and dependable for your scheduled assignment is important. Please notify the Volunteer Coordinator if you will be absent or late to your scheduled assignment. Coming under the influence of alcohol/drugs or bringing alcohol/drugs onto the premises will not be tolerated.

Be Considerate

All volunteers are an important asset to the organization. In working with others as a team, be mindful of how your actions and contributions affect fellow volunteers and patrons.

Be Respectful

Treat fellow volunteers and patrons with respect. Certain tones or language are unacceptable to be used when volunteering. We might all experience some frustration now and then, but we cannot allow that frustration to turn into a personal attack. It is important to remember that a community where people feel uncomfortable or threatened is not a productive one. Avoid becoming involved in flame wars, trolling, personal attacks, and repetitive arguments.

Communication

Questions and concerns are necessary to maintain a strong working relationship. We strive to be as transparent as possible in our operations. If you feel a volunteer position seems not to be the right fit for you or you would like to volunteer in additional areas for the organization, communicate with the Volunteer Coordinator. We strive to keep the lines of communication open and the only way to improve in any area is if we receive feedback from the individual volunteering.

Confidentiality

The organization requires that strict confidentiality be maintained with respect to all information obtained by volunteers concerning the organization, as well as volunteers and others we serve. The volunteer shall not disclose any information obtained in the course of his/her volunteer placement to any third parties without prior consent. Personal information will not be sold, shared or given to other agencies or organizations.

As a volunteer, I have agreed to the specific responsibilities and commitment of being a volunteer of the Janet Goeske Foundation and Center.

I understand failure to comply with these policies might result in disciplinary action, including potential dismissal of volunteer position.

I acknowledge and commit to uphold the above policies during my volunteer service with the organization.

Signature of Volunteer: _____ **Date:** _____

Signature of JGF Staff: _____ **Date:** _____