

ALSTON WILKES SOCIETY VOLUNTEER APPLICATION

Please attach a copy of your picture ID to this packet.

Name: _____ Phone: (Home) _____ (Work) _____

Address: _____

Age: _____ Gender: _____ Race: _____

Email address _____

Have you ever been a volunteer with the Alston Wilkes Society or another organization? If yes, please list the organization(s) and your responsibilities: _____

Why do you want to volunteer for the Alston Wilkes Society? _____

How many hours per week or month can you commit? _____

Education	Name/Location of School	Degree or Major
High School	_____	_____
College, Trade School, etc.	_____	_____
	_____	_____
Graduate, Post-Graduate	_____	_____
	_____	_____

Please list any office equipment you can operate: _____

Please list any professional training, certification or licensing which you possess: _____

Please list any physical/medical restrictions you may have: _____

**ALSTON WILKES SOCIETY
VOLUNTEER SERVICES APPLICATION**

Have you ever had any experience working with offenders or former offenders? If yes, in what capacity?

Do you have available transportation? _____ Do you have a valid SC drivers license? _____

If so, what is the license number? _____

Have you ever been convicted of a crime? If yes, please explain. _____

PROFESSIONAL REFERENCES

Name	Address	Phone	Years Known
1.	_____		
2.	_____		
3.	_____		

How did you learn about the Alston Wilkes Society? _____

I certify that the above information is accurate and true to the best of my knowledge. I understand that a SLED check or NCIC check may be requested and agree to provide the necessary information and/or permission for these checks. In addition, medical information and documentation may be required. I further understand that this application and all the information in my volunteer file will be held in confidence.

Volunteer Signature: _____ **Date:** _____

Staff Witness Signature: _____ **Date:** _____

**ALSTON WILKES SOCIETY
VOLUNTEER CONFIDENTIALITY STATEMENT**

THIS AGREEMENT is entered into on _____ (date), by the Alston Wilkes Society and _____, (the volunteer).

THE PARTIES AGREE:

1. **NON-DISCLOSURE:** I will keep all trade secrets and/or proprietary information of the AWS in strict confidence. A trade secret is any information, process or idea that is not generally known to persons outside the agency, which the agency considers confidential, and which gives the agency a competitive advantage. In light of the foregoing and realization by me and the agency that the agency's trade secrets are valuable assets of the agency and form the foundation upon which much of the agency's success and existence depend. I hereby agree that I will not at any time, whereby during or subsequent to my internship by the AWS in any fashion, form, or manner, either directly or indirectly use or divulge, disclose or communicate to any person, firm, or corporation, the AWS trade secrets in any manner whatsoever. AWS trade secrets shall include, but are not limited to: all proprietary software and system design (including all enhancements thereto) owned by the AWS or licensed to the AWS, their marketing plans, the prices they obtain or have obtained or at which they sell or have sold their products or services.
2. I am prohibited from discussing confidential information provided to the AWS by our customers and vendors, the AWS financial statements and all information relating to the AWS financial condition and all information relating to research and development activities, ideas or projects carried on by the AWS.
3. **FILES, REPORTS AND BOOKS:** All equipment, notebooks, documents, internal or external memoranda, reports, files, samples, books, correspondence, lists, computer programs, drawings, diagrams, blueprints, manuals, mechanisms, devices, creations, specifications and any other documentation either in preparation or in final form, all technical notes, tangible property and work products, and all other written or graphic records in any manner affecting, recording, or listening or relating to the business of the AWS, which I shall prepare, use, construct, observe, possess or control, or which I produced in whole or in part, shall at times be and remain the sole property of the AWS, as the case may be. I will not copy or otherwise duplicate or in any other way violate the license of any computer program or software licensed to the AWS.
4. I have an obligation to conduct myself in accordance with the principle of maintaining the confidentiality of resident and client information in accordance with all the applicable laws and regulations. I will refrain from revealing any personal or confidential information concerning residents or clients unless authorized by AWS Policy.
5. Violations of this are cause for termination of volunteer opportunities at my Supervisor and/or the Executive Director's discretion. The AWS reserves the right to address each intern on an individual basis.

VOLUNTEER - PRINTED NAME: _____

VOLUNTEER - SIGNATURE: _____

PROGRAM / FACILITY: _____

AWS STAFF WITNESS - SIGNATURE: _____

AWS STAFF WITNESS - PRINT NAME: _____

**Alston Wilkes Society
Volunteer Emergency Contact Information**

Personal Information

Last Name	First Name	Middle Initial
AWS Program		
AWS Facility Location		

Primary Contact Information

Last Name	First Name	Middle Initial
Address		
City	State	Zip Code
Home Phone	Work Phone	Cell Phone

Secondary Contact Information

Last Name	First Name	Middle Initial
Address		
City	State	Zip Code
Home Phone	Work Phone	Cell Phone

Additional Information:

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Volunteer's Signature

Date

Alston Wilkes Society

Volunteer Handbook & Orientation - Letter of Receipt

I have received a Volunteer Handbook and understand the material presented.

Volunteer's Name - Printed

Signature of Volunteer

Date Received

Program/Facility Volunteering

I have taken part in an initial Volunteer Orientation session. I understand that training on the individual job-specific duties and responsibilities related to my job description will be presented by my direct supervisor when I begin volunteering.

Signature of Volunteer

Date of Orientation Session

Signature of AWS Staff Person

Title of AWS Staff Person