



Date: \_\_\_\_\_

# Volunteer Information

**Please fill out both the FRONT and the BACK of this form! Thank you!**

Name: \_\_\_\_\_  
First Middle Last

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (cell) \_\_\_\_\_ Phone: (home) \_\_\_\_\_

Gender: Male / Female Birthday: \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_

Race:  Asian or Pacific Islander  Black  Multi-Race  
 American Indian or Alaskan  Unknown  White

Are you the Head of your Household? Yes / No

If No then: Who is the Head of Household: \_\_\_\_\_

What is your relationship to the Head of the Household? \_\_\_\_\_

Your preferred method of contact:

Phone  Email  Text  Mail

Do you want to receive emails from the Potter's Wheel? Yes / No

Where do you volunteer? (Select all that apply):

- Board Member  Baby Scholars  Powerhouse
- Clothing Bank  Diner (Tuesday or Saturday)  Scholars Academy
- Office Aid  Peaceful Parenting  Staff Member
- Other Volunteer \_\_\_\_\_

### EMERGENCY CONTACT

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

ARE YOU A CONVICTED SEX OFFENDER: NO YES

My signature certifies that I give permission to have a background check done currently and as needed in the future.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## The Potter's Wheel Volunteer Standards of Conduct

The Potter's Wheel is committed to conducting its affairs honestly and with integrity. Always bear in mind that The Potter's Wheel is a mission dedicated to Christian principles and beliefs, and volunteers will govern their conduct by these same Christian principles and beliefs. The commitment applies to our relationships with clients, volunteers, employees, and the community-at-large.

All volunteers will report dishonest, unethical, or questionable activities to a Potter's Wheel staff. Failure to report such activities is a violation of the Standards of Conduct. Knowingly submitting false information is a violation of the Standards of Conduct.

- Report to a work assignment punctually, dressed appropriately for the assigned task. Keeping in mind, you are working for God.
- Notify the appropriate staff person and/or mission leader when unable to report to an assignment, or unable to report for an assignment on time.
- Obtain approval from staff/mission leader before removing any property of The Potter's Wheel for personal use.

Examples of inappropriate behavior and misconduct include, but are not limited to-

- Reporting to an assignment with alcohol or drugs, intoxicated or under the influence of alcohol or drugs;
- Failure to maintain confidentiality regarding The Potter's Wheel, its clients, employees and volunteers;
- Discrimination, harassment, sexual abuse, verbal abuse or other disrespect to any employee, visitor, volunteer or client;
- Fighting or otherwise physically assaulting an employee, visitor, volunteer, or client;
- Theft or misappropriation of property from staff, volunteers, visitors, and/or clients;
- Misuse, abuse or destruction of property of The Potter's Wheel;
- Possession, sale or use of firearms or other weapons on The Potter's Wheel premises or while engaged in mission activities;
- Any behavior practice, whether or not mentioned in this handbook, inconsistent with the ordinary and reasonable conduct necessary for a productive Christian atmosphere.

### Minor Child:

I, \_\_\_\_\_ (parent/guardian) give my permission for \_\_\_\_\_ (child's name) to participate in programming at Potter's Wheel (aka, The Potter's Wheel Inc.) or any activity sponsored by Potter's Wheel and led by staff and volunteers.

### Adult

I, \_\_\_\_\_ agree to participate in programming at Potter's Wheel (aka, The Potter's Wheel, Inc.) or any activity sponsored by Potter's Wheel.

I agree to allow photos/video of myself / my child taken by Potter's Wheel to be used in promotional materials as needed. I give my permission for Potter's Wheel to transport myself / my child in a Potter's Wheel van or private car driven by Potter's Wheel staff or volunteers. I hereby release Potter's Wheel and all adult leaders from any liability and from all claims against them, individually or collectively, for any injuries, which might be received during the activity or any field trip, or in traveling to and from such activity.

### Medical Authorization

I agree, and by my signature give consent, that in cases of an accident, injury or illness, my child / I will be given emergency medical care. I understand that staff will contact my emergency Contact / Parent as soon as possible in the event professional medical attention is sought for me / my child. I also consent to any necessary examination, anesthetic, medical diagnosis, surgery or treatment and / or hospital physician/surgeon licensed to practice medicine. Potter's Wheel does not carry medical insurance for program participants. Consent is active unless revoked in writing by parent /guardian or myself.

I hereby certify that I have read, understand and agree to the standards of conduct and medical waiver set forth in this document.

Signature: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_