



## Volunteer Application Form

Confidential

Solid Rock Teen Centers (SR) is an Arizona 501 (c) (3) Christian Nonprofit Organization. Our primary goal is to help meet the spiritual, economical, physical and social needs of teenagers within our community. If you support and agree with our mission, we encourage you to fill out this application.

Please **PRINT** clearly and fill out the application in its entirety. All information is kept confidential.

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

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

\_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Sex: \_\_\_M \_\_\_F D.O.B.: \_\_\_\_\_ Marital Status: \_\_\_\_\_ (*single, married, separated, divorced, , etc.*)

Employer: \_\_\_\_\_

Position \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Work Address: \_\_\_\_\_

\_\_\_\_\_

Emergency contact (Name and phone #):

\_\_\_\_\_

**Please list *all previous volunteer work or employment* involving children, students or vulnerable populations (impaired, adults, special needs individuals etc.). Use back of this page for more space, if necessary.**

Organization Name: \_\_\_\_\_ Dates: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Describe volunteer service below:

\_\_\_\_\_

\_\_\_\_\_





Because we care for teens, and desire to protect them, please answer the following questions. We understand that the answers to the following questions may be private and deeply personal, and we will protect your privacy.

Please describe where you are at on your spiritual journey:

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Why do you want to work with teens at SR?

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What is your philosophy concerning re-direction or discipline of teens?

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When you are unhappy, angry or emotional about a person or circumstance, what do you do?

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Have you experienced any significant physical or emotional stresses within the past year, such as the loss of a parent, spouse, or child, extreme ill health, or any emotional or physical crisis? If so, please briefly explain. (Use back of page if necessary.)

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Have you ever physically or sexually abused a child? \_\_\_\_\_ Yes \_\_\_\_\_ No

Has someone ever accused you of abusing a child? \_\_\_\_\_ Yes \_\_\_\_\_ No



## RELEASE

Please initial each of the following statements:

- \_\_\_\_\_ I understand that **my references and contacts** from prior volunteer or employment with children, students, or disabled adults may be contacted and that an appropriate **criminal background check** will be conducted. I authorize investigations of all statements contained in this application.
- \_\_\_\_\_ I understand that I must be interviewed and screened before I begin service as a volunteer at SR.
- \_\_\_\_\_ I understand that I can withdraw from the application process at any time.
- \_\_\_\_\_ I understand that SR has a policy of ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that SR cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of any kind is grounds for immediate dismissal from my volunteer position and possible criminal charges.
- \_\_\_\_\_ I am not a pedophile or child molester. I have not perpetrated physical abuse, sexual abuse, emotional abuse or neglect against a child, student or disabled adult, and I have never been accused of these acts.
- \_\_\_\_\_ I understand and agree that false statements regarding past conduct and/or present situations may be grounds for denial of this application to provide volunteer services, and that refusal to inform SR of the contents of a sealed criminal record will result in the automatic denial of the application and opportunity to serve as a volunteer.

I authorize SR to contact all individuals, organizations and references listed on this **Application Form** to verify the information I have provided. I agree to release from liability any person or organization that provides information related to me, including those persons I have listed as references, as well as contact persons from my previous volunteer work or employment with children/teens.

I agree to complete random drug test screens upon request (paid by SR).

By signing this form, I certify and affirm that the information I have given on this form is true, complete and correct in all respects. I understand that any misrepresentation or omission is cause for dismissal from any program involvement.

As a volunteer, I agree to abide by the policies, procedures and mission of SR organization. I understand that I will be volunteering at my own risk and that the organization, its employees and affiliates, cannot assume any responsibility for any liability for any accident, injury or health problem which may arise from any volunteer work I perform for the organization.

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



### Permission to Obtain a Background Check

*(This form authorizes Solid Rock to obtain background information and must be completed by the applicant. Solid Rock must keep this completed form on file for at least five years after requesting a background check.)*

In the interest of safety and security I, the undersigned applicant, authorize Solid Rock through its independent contractor, to procure background information about me, prior to, and at any time during, my service to the organization. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a copy of the background information report from the company of which I am the subject upon my request to Solid Rock, if such is made within a 30 day period from the date it was produced.

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

#### Identifying Information for Background Information Agency

Print Name:

\_\_\_\_\_

First

Middle

Last

Other Names Used (alias, maiden, nickname): \_\_\_\_\_

Current Address:

\_\_\_\_\_

Street /P. O. Box

City

State

Zip Code

County

Dates

Former Address:

\_\_\_\_\_

Street /P. O. Box

City

State

Zip Code

County

Dates

SS Number: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_  
(photo copy of Driver's license needed)

Date of Birth: \_\_\_\_\_ Gender \_\_\_\_\_

Our cost for the background check is \$10.00. Would you consider making a tax-deductible donation to cover our costs? Make checks payable to Solid Rock and note, "Background Check." You can also pay online under, "Donate" and write "Background Check under "Notes." If you would like a scholarship, please let us know below:

\_\_\_\_ I paid with cash (enclosed) \_\_\_\_ I paid with a check (enclosed) \_\_\_\_ I would like a scholarship

\_\_\_\_ I am paying online: <http://www.alicecoopersolidrock.com/donate/>

\*Solid Rock Teen Centers is a registered 501(c) (3) non-profit organization. All contributions are tax deductible.



## **Solid Rock Teen Centers Policies and Procedures**

### ***Employee/Volunteer—Student Relations Policy***

- A. No adult employee, independent contractor, or volunteer shall be alone with a teen in a room or area that is not accessible (i.e. viewable by window or video camera) by the public and/or other staff and co-workers at all times.
- B. Private conversations between employee, independent contractor, or volunteer and a teen should be done between male/male and female/female whenever possible, but if a situation presents itself where it is imperative that a student needs to talk/share something of a private matter and there are no same sex employees, independent contractors, or volunteers available then make every effort to bring another co-worker into the conversation, if appropriate and approved by student who is sharing an issue, or make sure that said conversation is done in a viewable location by open space, viewable window and/or video camera.
- C. Interaction between employee, independent contractor, or volunteer should be kept at the work place and not outside of regular program activities. Correspondence should be professional, and work related. There may be times when an employee, independent contractor, or volunteer is invited to an outside event (by the parents or guardian or even teen with parents or guardian permission) due to the relationship in the teen's life as a positive role model, etc. In such cases it would be acceptable to attend such an event in support of the teen so long as it is not on a regular on-going occurrence/basis.
- D. Driving a teen anywhere is frowned upon; however, there are situations that come up where it must be done for the safety of the teen or where there could be a group event in which we choose to coordinate transportation.

Example: A teen is waiting for a parent to pick them up and they don't show. This could happen for many reasons: an automobile breakdown, illness, emergency, etc. It would be dangerous or unwise at best for a 12-year-old girl to walk home in the dark unattended.
- E. Under no circumstance shall an opposite sex employee, independent contractor, or volunteer drive a teen anywhere alone. In all circumstances there must be a same sex adult in the vehicle. If there is not a same sex employee available then the employee, independent contractor, or volunteer must 1) call the Executive Director, 2) call the parent(s) and notify them of the situation and together a determination will be made that is best and safest for the teen.
- F. Massages between an employee, independent contractor, or volunteer and a teen whether the adult is giving a teen a massage, or the teen is giving the adult a massage is inappropriate and not allowed under any circumstances.
- G. Side hugs, fist bumps, high fives and handshakes are appropriate types of physical contact between an employee, independent contractor, or volunteer and teen; most other types of physical contact would be considered inappropriate and not allowed.



## ***Policy Regarding Bullying***

Verbal, physical or emotional bullying will not be tolerated.

It should be made clear to all teens that verbal; physical or emotional harassment of any kind will not be tolerated. At the first sign of verbal or other attacks, act decisively. There is no “harmless putdown” when dealing with teens.

- A. First warning requires that you pull the offending teen from the group or activities and discuss the inappropriateness of bullying behavior.
  - 1. Set some clear parameters and behavioral goals for them to achieve. However, let them know that the next step could be expulsion from the center for a period of time. Give a general reminder to the group that this kind of interaction is inappropriate.
  - 2. Make sure that any teen who is the brunt of bullying attacks is handling the situation well. Have a private dialogue with him/her to assess the situation. **DO NOT SINGLE STUDENTS OUT IN FRONT OF THE GROUP OR TEENS.** Be discreet and protect their dignity.
- B. Second instance results in a call to parents and a vacation from the center for a period of time.

## ***Harassment and Sexual Harassment Policy***

### **Purpose/Expected Outcome:**

- A. Solid Rock Teen Centers (SR) is committed to maintaining an environment free of sexual harassment and all forms of sexual intimidation and exploitation. In its goal to create an environment for all teens, employees, volunteers and visitors which is fair and free of coercion, SR has adopted a harassment policy that maintains employee equality, dignity, and respect. In keeping with this commitment, SR strictly prohibits unlawful discriminatory practices, including, but not limited to, Harassment, Sexual Harassment and Retaliation. Harassment, Sexual Harassment and Retaliation, whether verbal, physical or environmental, are unacceptable and will not be tolerated.
- B. Specifically, this policy is intended to:
  - 1. Promote zero tolerance for Harassment, Sexual Harassment and Retaliation in the workplace.
  - 2. Assist SR in compliance with federal and state laws and regulations, including, but not limited to, Title VII of the Civil Rights Act of 1964.

### **Definitions:**

- A. Solid Rock Management (“Management”): A SR employee with responsibilities for supervision of employees or teens.
- B. Harassment: means (i) unwelcome Offensive Conduct based on race, creed, color, religion, sex, sexual orientation, age, national origin, disability or veteran status, or other statutorily protected criteria; (ii) enduring the Offensive Conduct is a condition of continued employment, and (iii) the Offensive Conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.



- C. Offensive Conduct: may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, or interference with work performance.
- D. Retaliation: termination, demotion, Harassment or other bonafide “retaliation” against an individual for filing a charge of discrimination, participating in a discrimination proceeding, or otherwise opposing discrimination.
- E. Sexual Harassment: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct (i) explicitly or implicitly affects an individual’s employment, (ii) unreasonably interferes with an individual’s work performance, or (iii) creates an intimidating, hostile, or offensive work environment.

## Policy

- A. Sexual harassment is unwanted and unwelcomed behavior from students, staff members or volunteers that is sexual and causes problems for you in the workplace or Teen Center. The unwelcomed behavior may be verbal, visual, or physical. Sexual harassment is against the law and should not be ignored. Some examples are:
  - 1. Comments, notes or invitations of a sexual nature
  - 2. Derogatory comments or jokes that are sexual
  - 3. Touching or gestures that are sexual
  - 4. Blocking or cornering in a sexual way
  - 5. Pulling clothing or grabbing that is sexual
- Other behaviors include:
  - 1. Showing sexual interest in someone when the interest is not wanted
  - 2. Any expression of sexual interest between adults and students
- B. SR is committed to maintaining a work environment that is free from Harassment, Sexual Harassment and Retaliation.
- C. SR does not tolerate acts of Harassment, Sexual Harassment or Retaliation by anyone, including, but not limited to, Management, co-workers, or third parties.
- D. Management is responsible for creating an atmosphere free of Harassment, Sexual Harassment and Retaliation.
- E. It is the responsibility of all individuals present in the workplace, whether or not employed by SR, to comply with this policy; i.e., employees, volunteers, vendors and Board Members.
- F. Employees/Volunteers are strongly encouraged to report all incidents of Harassment, Sexual Harassment and Retaliation.
- G. All credible complaints and reports of Harassment, Sexual Harassment and Retaliation will be investigated by the SR Executive Director (ED), Chairman of the Board (COB) and/or its designee.
- H. Retaliation against an employee who reports or cooperates with an investigation of Harassment, Sexual Harassment or Retaliation will not be tolerated at SR.
- I. In the event an employee commits an act of Harassment, Sexual Harassment or Retaliation, he or she may be subject to the Corrective Action Process and/or immediate termination.



- J. To the extent possible, SR will maintain the confidentiality of individuals involved in reporting Harassment, Sexual Harassment or Retaliation.
- K. SR may provide training and education regarding Harassment, Sexual Harassment and Retaliation to SR employees, as determined necessary by SR.

**Procedure/Interventions:**

- A. Don't ignore the behavior. You don't have to put up with it. Even though it is hard to do, you should tell your harasser to stop. And you should report what's going on to any adult staff member with whom you feel comfortable talking. If you wish, you can bring someone to help you make your report. You have the right to speak to someone of your same sex.
- B. All employees, volunteers and vendors will report incidents of Harassment, Sexual Harassment and Retaliation immediately to the ED or its designee.
- C. The individual receiving the report of an incident of Harassment, Sexual Harassment and Retaliation will immediately provide it to the ED or COB.
- D. The ED and/or COB will promptly and thoroughly investigate the reported incident at the direction of the SR Legal Counsel and determine whether the police need to be immediately notified.

**References:**

- A. Title VII of the Civil Rights Act of 1964
- B. Title I and V of the American Disabilities Act of 1990
- C. Age Discrimination in Employment Act of 1967
- D. Equal Pay Act of 1963

I have read, understand, agree with and confirm receipt of and warrant that I will comply with the SR Harassment Policy.

\_\_\_\_\_  
Name of Employee/Volunteer/Vendor/Student

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Code of Conduct

I understand The Rock Teen Center was made possible through the love and generous support and gifts of many people over the years. As such, I agree to uphold the Code of Conduct\* in order to keep it a safe and nice place for everyone to enjoy.

"This community cannot afford to go backwards; we need to be moving ahead and moving together regardless of the color of one's skin." *Alice Cooper*

- **We are all created equal, regardless of race, religion, gender, or social class. Treat others as you would like to be treated - with respect.**

"Attitude is a little thing that makes a big difference." *Winston Churchill*

- **Come with a good attitude. This is a place to have fun, be creative, and make new friends.**

"Never look down on anybody, unless you're helping him or her up." *Jesse Jackson*

- **Be sensitive to the feelings of others. Offer a helping hand if you see someone who needs a friend.**

"I'm not concerned with your liking or disliking me... All I ask is that you respect me as a human being." *Jackie Robinson*

- **Respect yourself. Respect each other. Respect the staff and volunteers. We are a community family.**

"Truth is like the sun. You can shut it out for a time, but it ain't goin' away." *Elvis Presley*

- **Always be honest. If you need help or advice with a situation, please speak with a staff member or volunteer. We are here to help.**

"The time is always right to do what is right." *Martin Luther King, Jr.*

- **Treat the furniture, equipment and facility with care and respect. Be sensitive to others in the building by keeping noise minimal and by walking, not running, in the common areas.**

"You are responsible for you." *English Proverb*

- **Please clean up after yourself.**

"Say what you mean, mean what you say, but don't say it mean." *Author Unknown*

- **Please use appropriate language at all times when you are anywhere in the Community Center. Speak to your friends, staff, volunteers, and guests with respect.**

"Knowledge speaks but wisdom listens." *Jimi Hendrix*



- The staff and volunteers are here to make your time with us as enjoyable as possible. Please follow their instructions and respect the Code of Conduct to guarantee a positive experience for everyone.

“Character is power.” *Booker T. Washington, American educator*

- Set a good example for everyone you come in contact with by how you speak, act, react, and follow the Code of Conduct for The Rock Teen Center. Good behavior is contagious.

*In order to live in community, we love one another...*

*Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonor others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. 1 Corinthians 13:4-7*

I understand that I may lose the privilege to enjoy time at The Rock Teen Center either temporarily or permanently by not adhering to this Code of Conduct. I intend to behave in a manner consistent with this Code of Conduct as stated in this document.

Agreed and Accepted by:

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Name Date

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Parent/Guardian Date

*\*Please note the Code of Conduct is subject to change; all parties will be updated on a timely basis.*

Application checked and reviewed by \_\_\_\_\_ Date: \_\_\_\_\_

Sent to JM Investigations and Security Consulting on \_\_\_\_\_