



VOLUNTEER APPLICATION

(Please Print)

Date: ____/____/____

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Date of Birth (optional): _____

Day Phone: (_____) _____ Evening Phone: (_____) _____

Employer: _____ Position: _____

Emergency Contact: _____ Phone: _____

Relationship: _____ Gender: Male Female

I am volunteering as an: Individual Group Are you over 18? Yes No

Group Name: _____

Coordinator Name: _____ Coordinator Phone Number: (_____) _____

Are you currently a student? Yes No

If so, where: _____

Are you volunteering with REST to fulfill a course requirement (i.e. service learning, etc.)?

Yes No If so, what are those requirements (how many hours need to be completed by what date)? _____

How did you hear of REST? _____

Why are you interested in volunteering with REST? _____

Please list any special skills that might be of assistance to REST: _____

Please check all the activities you would be interested in volunteering:

- | | | |
|---|--|---|
| <input type="checkbox"/> Shelter Assistant | <input type="checkbox"/> Residential Space | <input type="checkbox"/> Sorting/Organizing |
| <input type="checkbox"/> Meal Provider | <input type="checkbox"/> Office Support | <input type="checkbox"/> Donations |
| <input type="checkbox"/> Professional Volunteer | <input type="checkbox"/> RESTCare Clinic | <input type="checkbox"/> Other: _____ |

In which program are you most interested to volunteer?

- | | | |
|---|--|---|
| <input type="checkbox"/> Women's Shelter (8pm-10pm) | <input type="checkbox"/> Daytime Residential | <input type="checkbox"/> Administrative Offices |
| <input type="checkbox"/> Men's Shelter (8pm-10pm) | <input type="checkbox"/> Evening Residential | <input type="checkbox"/> Other |

I have read and agree to abide by REST's Volunteer Code of Ethics:

Signed: _____ Date: _____

Please return the first page of this form to:

REST Volunteer Coordinator, P.O. Box 408307, Chicago, IL 60640 or

Fax to: (773) 784-1087 or Email to: volunteer@restweb.org



REST Volunteer Code of Ethics

Volunteers are an integral part of REST's provision of services to homeless adults. REST volunteers are held to a high ethical standard in the performance of their activities related to REST. The summary below is meant to serve as an outline of the principles REST volunteers are expected to follow.

1. Affirming REST's mission statement, volunteers will **urge changes in the lives of clients** only in clients' interest of acquiring permanent housing and recovery from addiction or a self-destructive activity or lifestyle. Volunteers will not press REST clients to adopt beliefs or behaviors reflecting their own value system rather than that of the clients.
2. Volunteers will **recognize the worth, dignity and uniqueness of all persons**, and will at all times treat REST clients, staff, and fellow volunteers with respect. They will deliver humane care to all clients, regardless of race, creed, age, sexual orientation, or social background.
3. Volunteers will **communicate with the staff** supervising them about matters that may affect clients adversely, such as problems with REST facilities, direct or indirect threats made, the presence of weapons, alcohol, etc. To the best of their abilities, volunteers will complete their agreed-upon term of service, communicating with the Volunteer Coordinator if there will be any problem doing so.
4. Volunteers will **place the safety of clients above all other concerns**. They will not deliberately do harm to a client, either physically or psychologically. They will not verbally assault, ridicule, provoke or attempt to subjugate or endanger a client, nor will they allow other clients, staff, or volunteers to do so. Weapons are not allowed at REST sites.
 - a. **Personal Relationships:** A risk of sexual exploitation or undue personal pressure exists when a volunteer socializes with or dates a client. Therefore, developing personal relationships and making social engagements with clients are not allowed. Examples of inappropriate behavior include a volunteer becoming a sponsor of a recovering client or bringing a client to his/her home for any reason.
 - b. **Sexual Exploitation or Harassment:** Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature. No volunteer shall threaten or insinuate, either explicitly or implicitly, that a client's refusal to submit to sexual advances will adversely affect that person's case. They shall not promise, imply, or grant any preferential treatment in connection with a client engaging in sexual conduct. Sexual harassment also includes unwelcome flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.
 - c. **Financial Exploitation:** Examples of personal financial involvement or dealings which are unacceptable include: giving money to, or borrowing money from, a client, lending money or personal belongings to a client, selling merchandise to a client, or purchasing personal services from a client.
 - d. **Volunteers will not promote client dependence** on volunteers or staff, but instead will encourage clients' self-empowerment. They will not knowingly interfere with therapeutic relationships established between clients and staff except to report to supervising staff any ethical problems they are aware of in

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that relationship. They will defend clients' rights when these rights are threatened by bringing the matter to the attention of their supervising staff.

5. **Volunteer Confidentiality Policy:** REST believes that all persons deserve to be treated with respect for their basic human dignity. In this spirit, REST volunteers will not disclose or pass on to any other person at any time either during or subsequent to the time being a REST volunteer, any confidential information of which they become aware of during their assigned term, except as required for performing their assigned duties, or as mandated by law. This applies to personal information collected directly from clients or obtained through REST's records.
 - a. **Policy:** REST volunteers will not give out clients' names to the public or to other agencies without the client's written permission, nor give out any information about clients who are currently in alcohol or drug treatment programs without the client's written permission. REST volunteers will also keep information about a client's HIV status strictly confidential. Such information will not be kept in the REST client's file, but in a separate, locked file. This information will not be available to the public or even other volunteers or staff without the client's written permission, except on a need-to-know basis.
 - b. **Procedures:** It is REST's policy to require its employees, volunteers and researchers to read, sign and date a Confidentiality Statement when hired or beginning a term of service. Violation of confidentiality policies and procedures may result in disciplinary action, termination of volunteer status, and possible litigation.
6. Volunteers will **refrain from the use of alcohol or mood-altering drugs** while on duty at REST, and refrain from reporting to work while under the influence of alcohol or mood-altering substances.
7. Volunteers will **express responsible concern for the well-being of their colleagues** by confronting manifestations of disruptive or unethical conduct in staff or fellow volunteers, and by bringing such matter to the attention of supervision staff.
8. Volunteers will **represent REST in a professional manner at all times**. They will not represent REST to clients or the public, or be interviewed regarding REST by the media at any time, without the express permission of the Executive Director.