



The Arc *of San Antonio*

Serving People With Developmental Disabilities

Thank you for your interest in volunteering with The Arc of San Antonio!

Please complete this application and return it to the location nearest you. If you are applying to volunteer working directly with our participants, please bring your identification card and social security card. A copy will be made for background checking purposes.

You may drop off your application at either of our locations:

13430 West Avenue, San Antonio, Texas 78216

or

6530 Wurzbach Road, San Antonio, Texas 78240

If you have any questions regarding this application or about volunteering with The Arc of San Antonio contact

Jolyn Bragg
(210) 490-4300 ext. 104
jbragg@arc-sa.org

***The Arc of San Antonio's mission is to enhance the lives of people
with intellectual and/or developmental disabilities***

www.arc-sa.org



The Arc
of San Antonio

Serving People With Developmental Disabilities

Volunteer Application

Date: _____

Your Information

Full Legal Name: _____ Male Female

First

Middle

Last

Email Address: _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Emergency Contact Name: _____ Phone Number: _____

Do you speak Spanish? Yes No Do you know Sign Language? Yes No

Volunteer/Work Experience

How did you hear about volunteering for The Arc of San Antonio? _____

At which location would you like to volunteer? 13430 West Ave. 78216 6530 Wurzbach 78240 Both

Have you ever worked with individuals with disabilities? Yes No

If yes, briefly describe your experience: _____

In what areas are you interested in volunteering? Clerical Direct Care Fundraising/Marketing

Special Events Other: _____

Educational background: _____

Current job (if applicable): _____

Hobbies/Special Skills/Interests: _____

Why are you interested in volunteering at The Arc of San Antonio? _____

Time Commitment

How long do you anticipate volunteering with The Arc?

One-time commitment Ongoing as requested Other: _____

What days of the week are you available? _____

What hours of the day? _____

Are you part of a group that is interested in volunteering? Yes No

For Student Volunteers Only

Are you volunteering for class credit? _____ Hours needed: _____ Course: _____

School: _____ Are there specific requirements? _____

Minors

If you are under 18 years old, parent/guardian information with signature is required.

Parent/Guardian Name

Parent/Guardian Phone Number

Parent/Guardian Email

Parent/Guardian Signature

Volunteer Duties and Expectations Signature Page

- Individuals interested in serving as a volunteer must be 16 years old or older and must fully complete and submit an application.
- All applicants who wish to volunteer directly with The Arc's participants must agree to a criminal history background check. Upon application submission, applicant must allow The Arc to make copies of their identification card and social security card for this purpose. The background check will include the Texas Criminal background check, the Employee Misconduct Registry, The Nurse's Aid Registry and Fingerprinting (for childcare programs only).
- Applicants interested in serving as a volunteer in the Child Care Program must be at least 18 years old at the time of applying. Child care volunteers will be required to be fingerprinted and drug tested.
- Volunteers will be assigned based on their age, interests, and educational requirements at the discretion of the Program Director.
- Volunteers are expected to serve as appropriate role models by their dress, language and interactions with The Arc participants and employees.
- Volunteers are expected to demonstrate good judgment and maturity.
- Volunteers shall consider all participant information (including but not limited to: programming, social, psychological, medical and personal) to be confidential; not to be shared or discussed with parties outside of The Arc's programs.
- Volunteers are expected to follow all facility safety procedures.
- Volunteers must sign in and out each day they volunteer.
- Volunteers must notify the appropriate Program Director if they will be late or unable to attend a scheduled volunteer opportunity.
- Volunteers will be supervised by an appropriate staff member at all times and follow the instructions and directions of the staff member.
- Volunteers will respect all clients as individuals and will not at any time address them or refer to them in a degrading manner.
- Volunteers will not drive participants in their own personal vehicles.
- Volunteers will not correspond/communicate with a participant in a manner designed for dating, sexual or other inappropriate social contact. Dating between volunteers and participants is prohibited.
- Volunteers are not to intervene with staff or participants during a behavioral incident or medical emergency. Trained staff is to work with or assist participants who are acting out in a physical manner or have a medical emergency. Volunteers may assist in removing the other participants from the area.
- Volunteers will not assist in feeding or changing a participant.
- Volunteers will not be left alone in a classroom with the participants.
- Volunteers will not use cell phones while working with participants.
- Volunteers grant The Arc permission to use their name, likeness, written and spoken comments in informational, promotional and other materials that promote The Arc's programs, mission and goals.

Your signature serves as confirmation of your understanding and approval of the policies outlined above.

Printed Name

Signature

Today's Date