



anthem

community council

Volunteer Handbook

anthem

community council

Volunteer Program Contact Sheet

Volunteer Coordinator

Dana Morgan
623-742-4024
dmorgan@anthemcouncil.com

Volunteer Supervisors

Sports Manager:
Paul Rangel
623-742-6021
prangel@anthemcouncil.com

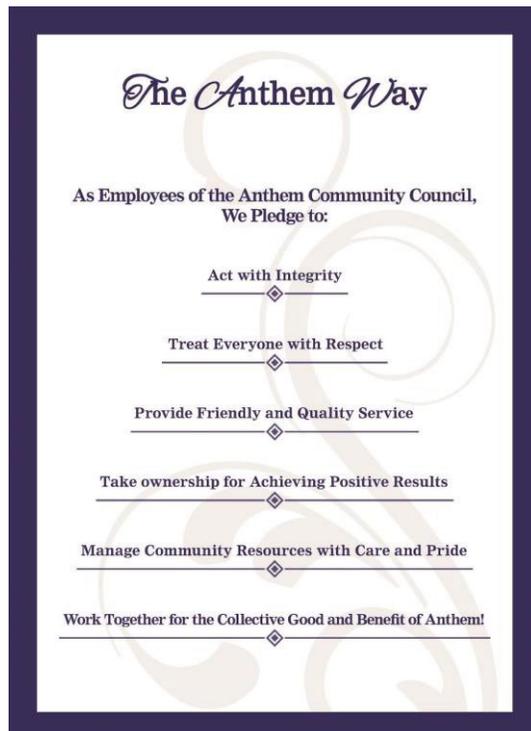
Welcome Center & Civic Building:
Courtney Wick
623-742-6020
cwick@anthemcouncil.com

Aquatics Supervisor:
Liam
Maurisak
623-879-3027
lmaurisak@anthemcouncil.com

Special Events:
Briah Kelly
623-742-6064
bkelly@anthemcouncil.com

Community Center and Park Monitors:
Paul Rangel
623-742-6021
prangel@anthemcouncil.com

Committees/Board of Directors:
Aaron Baker
623-742-6050
abaker@anthemcouncil.com



Volunteer Policy

In keeping with the mission statement of the Anthem Community Council (ACC), the goal of the volunteer program is to assist staff and the organization in providing the best possible customer service for ACC patrons. Volunteerism is encouraged and supported. Volunteers make valuable contributions to ACC programs and staff support. The volunteer's role is an important one. For the purpose of this policy, volunteers are defined as people who donate time to ACC facilities or programs on a regular, recurring and/or occasional basis.

Volunteers are not paid and are not employees of ACC. Volunteers will not receive any economic benefit from ACC for serving as a volunteer.

The purpose of this policy is to guide the selection, training, utilization and supporting of volunteers.

Volunteer Recruitment and Selection

Anyone who cares about the community and the mission of the ACC is a potential volunteer. Prior volunteer experience is not necessary. Anyone who has satisfactorily completed the necessary application, screening, interview, background check and public records search, and training may be eligible to volunteer. Qualities of a great volunteer include:

- Dependable
- Good moral character
- Willing to accept supervision and responsibility
- Have talents that enrich ACC programs and services
- Understand and support the work of the ACC Board and staff

Policy Applicability and Volunteer Descriptions

1. Volunteer Coach: Acts as head coach and/or assistant coach in ACC's athletic programs and communicates with parents via phone calls and/or emails about practice schedules, game schedules, and any other details.

2. Anthem Civic Building Welcome Center Volunteer: Prepares bulletin boards and displays, files, researches information, answers questions, assists visitors, accepts reservation applications, makes coffee and completes other support work.

3. Community Center Volunteer: Assists Community Center in various activities.

4. Anthem Ambassador: Assists ACC in various capacities.

5. ACC committee volunteer: Covered under Part 4 of the Board Policy Manual (can be found online at: http://www.onlineatanthem.com/document_center/ACC%20Board%20Policy%20Manual.pdf) and are subject only to the following sections of Part 8: 8.2.4, 8.2.5, 8.2.7, and 8.2.9.

6. Special Events Volunteer: Assists with ACC-sponsored events under the supervision of the Special Events Director. Might include set-up, tear-down, booth representation, etc. Special events volunteers are subject to the Board Policy Manual (link shown above in #5) sections Part 8: 8.2.3, 8.2.4, 8.2.5, 8.2.6, 8.2.7, 8.2.8, 8.2.9, and 8.2.10.

7. Guest Speakers or those who assist with a single event are not subject to these guidelines, unless otherwise determined by the ACC.

Recruitment, Selection and Training of Volunteers

1. Recruitment and Application

Several opportunities and methods are used as recruitment tools. There are many resources for recruiting volunteers, including family members, former volunteers, retirees, community partners, etc. The ACC also calls for volunteers through the Resource Guide, eNews, direct invitation, social media, flyers, Anthem Civic Building LED sign, at community events, etc. Interested persons should complete a Volunteer Interest Form and submit it

to the ACC Volunteer Coordinator or complete an online Volunteer Interest Form online at http://www.onlineatanthem.com/residents/get_involved/volunteer_form.php

2. Selection

- a.** ACC staff will review the application to determine fitness for the volunteer position requested.
- b.** The applicant may be interviewed to further determine fitness for the volunteer position.
- c.** A background check and public records search may be required as outlined in section 3, below.

3. Background Checks

For legal and insurance liability reasons, applicants for certain volunteer positions will be subject to passing a background check and a public records search in order to serve as a volunteer. Throughout this document, the wording of “Background Checks” will include any and all applicable public records searches. To ensure the safety of community residents, children and staff, and in accordance with state law, guidelines for background checks have been developed as follows:

- a.** Background checks will be required for persons who apply to volunteer for select positions with the ACC, including but not limited to:
 - Volunteer coaches and other persons working closely with children
 - Persons assisting in areas where guests may be vulnerable, such as in close proximity to dressing rooms, etc.
 - Others as determined by the sole discretion of ACC
- b.** The extent of the background check may vary based on the position. It can include criminal, civil, professional and/or licensing checks. It can also include searches of public records databases. ACC staff shall adhere to established procedures for processing background checks, including ensuring the confidentiality of the results.
- c.** Background check results may impact a person’s ability to serve as a volunteer. ACC staff shall have sole discretion in determining whether a person qualifies to serve as a volunteer. The ACC recognizes there is a level of subjectivity when determining eligibility of a potential volunteer to serve based on what is in the background check. Staff will treat each review with the utmost sensitivity confidentiality and reasonableness. To that end, and to ensure consistency, final determination as to eligibility to serve will rest with the Human Resources (HR) Manager and the CEO.
- d.** Volunteer Supervisors will submit forms for the necessary background checks. Allow 1-2 weeks for processing. Financial responsibility for completing background checks falls upon the ACC; volunteers will not be charged. Background checks will be required, at a minimum, once every two years for each individual volunteer. Annual disclosure statements may be required. The ACC reserves the right to change the status of a volunteer, including suspension and/or discontinuation of the volunteer’s services, if new information becomes available about the volunteer at any time which would, in the sole discretion of the ACC, dictate a re-evaluation of that volunteer’s status. Volunteers should recognize that the principal responsibility of the ACC is the safety and protection of the residents, both adult and children, who participate in programs involving the ACC. The ACC will employ the most conservative standards possible to exercise its responsibilities.
- e.** Background checks will be run through a reputable company and will include a Social Security number check, research into any criminal or civil court proceedings and verification of the information. Additional background search efforts can be performed by representatives of the ACC.

4. Orientation and Training

- a.** Training and orientation is required for all volunteers and will be provided by the ACC. Volunteering is a scheduled, pre-arranged activity. When a volunteer expresses interest in working with the ACC and wants to assist with the type of jobs for which help is needed, ACC guidelines must be followed for safety and legal reasons before a volunteer begins to work. Those will be explained through training. Items covered might include:
 - Program purpose
 - Volunteer's responsibility and requirements

- Critical procedures and practices
- Safety and first aid information
- Volunteer paperwork
- Mandatory reporting training
- Other information necessary for volunteer role

b. The intent of this orientation is to familiarize the volunteer with ACC procedures, have a question/answer period and allow volunteers to become more comfortable with the process. Individual facilities will include any necessary site-specific training.

c. Follow-up training will be offered based on the needs of the ACC and/or the volunteer. The training may be tailored to small groups dealing with frequently handled issues.

Policies and Procedures

Volunteers will be required to comply with the following policies and procedures, depending on the position. Individual volunteer position requirements will be kept on file at the ACC with copies provided to the volunteer.

All volunteers must:

- Attend mandatory coaches meeting once per year
- Follow all ACC rules, policies and procedures

Some volunteer positions, as designated, will require the volunteer to:

- Sign in when on ACC property and sign out when leaving
- Wear identification provided by the ACC

Insurance Coverage

Volunteers are covered by the ACC's liability insurance policy while on ACC property working under the direct supervision of the professional staff; however, volunteers must be registered as a volunteer for the ACC. Those with questions about this coverage should check with the ACC HR Manager. The ACC does not carry health insurance or workers' compensation coverage for volunteers. Any injuries that occur while volunteering must be reported immediately to the volunteer's ACC Volunteer Supervisor. Volunteers are included as additional insureds on the ACC's liability insurance but only when they are acting within the course and scope of their assigned volunteer duties. This coverage does not replace the need for all volunteers to carry their own personal liability insurance under a homeowner's policy or related coverage. Volunteers should confer with their personal insurance agent or broker to advise them of volunteer activities and review personal insurance coverage in connection with that activity.

Supervision of Volunteers

ACC volunteers generally work under the supervision of the professional staff at each ACC facility. Volunteering is a scheduled, pre-arranged activity. The ACC is responsible for the safety and well-being of each resident and guest. Understandably, for these reasons, the ACC at its sole discretion may dismiss any volunteer whose actions are deemed to not be in the best interest of the ACC or community.

Confidentiality

1. As volunteers work with staff, residents and guests, information of a confidential manner might be shared. The problems, abilities, relationships and confidences of staff, residents and guests, should **NEVER** be discussed with anyone who does not have the professional right or the need to know.
2. Volunteers are bound by a code of ethics (see Volunteer Service Agreement) to keep confidential matters within the ACC. Staff, residents and guests need to know they can trust volunteers.
3. Occasionally, a child might confide in a volunteer about family matters or personal problems. Keep this confidential. If it is vital for the ACC to have this information in order to help the child or address a serious situation, discuss the child's conversation, in private, with the ACC HR Manager.

4. ACC volunteers are considered mandatory reporters of suspected child neglect and abuse. If a child discloses that he/she is in a dangerous situation or if there is reason to suspect neglect/abuse, please report this immediately and privately to the ACC HR Manager or, in their absence, the CEO, COO, CFO or Department Director, who will assist with further reporting to a peace officer and/or Child Protective Services.

Discipline

The ACC has a detailed discipline policy, and the responsibility of discipline rests with the professional staff. Volunteers may not discipline staff, residents or guests. Volunteers should report any disciplinary issues to the Volunteer Supervisor at the time of the incident. Under no circumstances should a volunteer strike, use physical force, physically or verbally intimidate or bully another resident, child or adult.

Interaction with Children

Volunteers may never release a minor from ACC property. Minors who must leave ACC property early for any reason must receive permission from ACC management and sign out before leaving. Under no circumstances may a volunteer take a minor off ACC property. Volunteers may not walk or drive minors to or from their homes.

Behavior and Dress

1. Volunteers are expected to demonstrate good character and ethical behavior. A volunteer may not engage in any behavior or activity that might cause harm to themselves or others. In addition, physical contact is discouraged and should be limited to brief behaviors, such as a hand shake.
2. Volunteers are expected to dress appropriately for the job they are doing. Casual clothing is acceptable; however, appearance must be neat and professional. Dress code may vary depending on the facility/activity.
3. Civic Building and Community Center administrative volunteers might be provided with a standard-issue ACC polo shirt to wear while on shift. Chino pants, capris and skirts are acceptable. No jeans, shorts, sweatpants, athletic attire or flip-flops are permitted. Accessories, makeup and cologne should be minimal and professional.
4. Shorts and athletic attire are permitted for sports volunteers. Attire should be conservative in nature and appropriate for the activity.

Commitment

Carefully consider the commitment before agreeing to volunteer. The work volunteers do is important. Do not promise to volunteer more time than you are reasonably able to complete. It is better to start out with a few hours per week and gradually build up to more if additional time becomes available.

Dependability

Volunteering is a scheduled, pre-arranged activity. Volunteers should be prompt and consistent. The volunteer should let the Volunteer Supervisor know as far in advance as possible if they cannot volunteer. Volunteer coaches should be available to practice once per week and should not miss more than 1 game per season. If a coach is going to miss a game, they should communicate this with the Sports Manager so a substitute coach can be scheduled.

ACC Rules

1. This Volunteer Handbook and the Board Policy Manual, found at http://www.onlineatathem.com/document_center/ACC%20Board%20Policy%20Manual.pdf outlines ACC rules, policies and procedures. Volunteers should refer to the handbook and policy manual if any questions come up. If a situation arises and there appears to be no policy in place to resolve it, consult with the Volunteer Supervisor immediately.
2. While representing the ACC, volunteers should not express personal opinions/suggestions to patrons and should only provide ACC-approved information.

3. ACC will have a policy/procedure for reporting incidents that might involve bodily injury, personal injury and/or property damage. The procedure will outline how such incidents are reported, to whom, etc.
4. Possession of tobacco products, alcohol, prescription or illegal drugs or drug paraphernalia on ACC property and at off-site ACC-sponsored events is not permitted, except in the case of medical necessity as approved by ACC staff or medical emergency.
5. Volunteers may not drive ACC vehicles at any time, nor shall they transport children, residents, or guests in their personal vehicles while volunteering.
6. Volunteers may not bring children or guests along while volunteering on ACC property or at an ACC-sponsored event without prior notice and approval from the ACC.

Allergies

The needs of guests, staff and volunteers vary when it comes to allergies. For that reason, volunteers should consult their Volunteer Supervisor about procedures and practices to be followed. It is critical those procedures be followed exactly. Volunteers should share any special needs they may have with staff.

Cellphones

Cellphones are to remain completely silent when volunteering, unless otherwise approved by the Volunteer Supervisor. Volunteers are encouraged to limit cellphone use for personal reasons while volunteering.

Volunteer Hours and Scheduling

ACC volunteers normally help during regular ACC hours. If volunteering is requested after regular ACC hours, ACC personnel should be present to oversee the activity. The Volunteer Supervisor will provide volunteers with a schedule based on availability.

Anti-Harassment Policy

ACC prohibits harassment in the workplace, at its facilities and during any ACC event or activity, per the ACC Harassment Policy. Harassment is any form of verbal, physical or visual conduct relating to a person's gender, race, ethnicity, religion, disability or any other characteristic that, in the opinion of the person to whom such conduct is directed, impairs his or her ability to do his or her job. This policy extends to each and every level of our operation, whether the conduct occurs by a fellow volunteer, an employee, manager or ACC Board member.

1. Any volunteer who believes he or she has been subject to any form of harassment should immediately report such incidents to his/her Volunteer Supervisor. If the problem is with the Volunteer Supervisor, contact the ACC HR Manager, COO or CEO, in that order.
2. Volunteer or Board members may report complaints of harassment or discrimination without fear of reprisal or retaliation of any kind. ACC will make every reasonable effort to conduct an investigation of alleged acts of harassment or retaliation in a timely manner and take action as appropriate.
3. Volunteers found to have engaged in harassment or retaliation will be subject to appropriate discipline, up to and including immediate termination from their volunteer service.

Drug-Free Workplace

ACC will maintain a drug-free workplace and will not condone the use of controlled substances or alcohol on ACC property or while on ACC business. No volunteer of ACC should be under the influence of alcohol or a controlled substance while working.

Use of ACC Letterhead and Equipment

Letters must be approved by the CEO or a Department Director to whom they pertain before being printed or copied on ACC stationery. The appropriate ACC liaison may authorize solicitation letters and other routine correspondence. ACC equipment is for ACC business only and is not for personal use.

Computer and Communication Systems

All users of ACC computers, phones, copy machines and other communications equipment are obligated to use these resources responsibly, professionally, ethically and lawfully. All computers used on ACC property are the property of ACC. Volunteers are to avoid use of office computers for personal purposes. A volunteer should not have any expectation of privacy for anything created, stored, sent, received or printed on the ACC machines. ACC will not copy software in violation of a license agreement or copyright. Volunteers will not knowingly violate any state, federal or international law using company equipment.

Press and Publicity

No press releases or statements to the media are to be issued without the knowledge and permission of the Communications Director. All media inquiries are to be referred to the Communications Director or their designee, per the ACC Media Policy.

Communication Guidelines

The President of the Board of Directors and CEO are the official spokespersons for the ACC. In their absence, the CEO or President of the Board of Directors will designate a spokesperson for the organization. All statements, whether written or verbal, on behalf of ACC in a public meeting or to the media are to be made by the official spokespeople.

All collateral material representing the ACC, presented in the form of news releases, posters, newsletters, printed reports, invitations and any other printed materials must be approved by the Communications Director and/or CEO before printing and distribution.

Conflicts of Interest

The ACC Board of Directors and volunteers will avoid real or perceived conflicts of interest by identifying situations in which:

- The volunteer might have an interest or appearance of an interest separate from that of ACC, and/or
- There might be the perception that a volunteer is utilizing inside information for his/her own interest, and/or
- There is perception that a volunteer is receiving favorable treatment as a result of his/her relationship with ACC.

Working Effectively with Staff

Staff appreciates volunteers' willingness to be part of the team. Here are some tips for working effectively with the staff:

- 1. Getting Acquainted:** Let the staff know about special skills and what types of jobs are of interest. They will use that information to place volunteers in different positions.
- 2. Enjoying the Experience:** First-time ACC volunteers will find there are many new and exciting things to learn about the job. Please be aware that some staff members have never had an opportunity to work with volunteers before. This will be a new experience for them, too, as they learn how to utilize the services of a volunteer.
- 3. Communicating:** The staff will welcome questions and comments. If volunteers do not understand something, always ask. Volunteering should be an enjoyable and rewarding job. Those who might be unhappy or concerned about something should discuss the situation with their Volunteer Supervisor.
- 4. Doing Things Differently:** When assigned a task, make certain exactly how the job should be done. Ask for clear directions, and, if necessary, ask staff to provide samples or demonstrate how tasks are to be performed.
- 5. Being Prompt and Dependable:** Arrive at agreed upon times. Give plenty of notice when unavailable for scheduled times.

6. Trying Something New: The opportunity to learn new skills is one of the benefits of being a volunteer. Be willing to try new tasks, as assigned, but accept only as much responsibility as personally comfortable with.

7. When Working with Residents/Guests: Follow these guidelines.

- a. Be a good listener but be careful not to give advice or personal opinions or to make promises unable to be fulfilled.
- b. Be honest about not knowing an answer or what to do. Feel free to ask the staff for assistance, when necessary.
- c. Do not provide food, medicine or medical treatment to any resident/guest. Contact staff immediately if such requests are made.

Make A Difference

The ACC wants to develop a partnership with its volunteers. This commitment means volunteers will:

- Be willing to follow the lead of ACC staff
- Be prompt and dependable
- Sign in and out in the front office
- Wear your name badge
- Respect ACC confidentiality
- Enjoy the experience
- In the event of difficulties, please do not hesitate to contact the administration. Volunteers are valuable members of the team and their suggestions, concerns or questions are very important to the ACC.

Ensure Success

Understand that a new volunteer experience might be a new venture into the unknown. It is very helpful to have a meeting with partner staff to ensure everyone is on the same page. The following discussion topics may help get the most out of the meeting:

- Days and times volunteer will work
- How volunteer will let staff know if he/she is unable to work at assigned time
- How staff will tell volunteer of his/her assignments
- How volunteer will tell staff what he/she has accomplished during the day, with whom he/she have worked, need for materials, etc.
- A place to leave personal belongings
- Location of materials and workspace
- Review ACC rules and policies
- Procedure for advising staff of a problem
- Daily schedule
- Other questions or concerns

Take a tour of the facility, become familiar with locations of restrooms, emergency procedures and closest emergency exit to the room in which volunteers will be working.

Volunteers are Ambassadors

Volunteers not only serve the needs of staff, residents and guests; they also provide a vital link between the ACC and the community. *The community will view them as representatives of the ACC.* They will pay close attention to what volunteers say about staff and programs. The volunteer experience will allow volunteers to share the many positive things that are happening in the community.



anthem community council

Volunteer Service Agreement

I have read, understand and agree to abide by the policies and procedures for volunteers as set forth by the Anthem Community Council (ACC) in the volunteer handbook, including but not limited to following:

SUPERVISION: ACC volunteers always work under the supervision of the professional staff at each ACC facility and only with those staff who have requested the services of the volunteer. The ACC is responsible for the safety and well-being of each resident and guest, and for these reasons, ACC management may dismiss any volunteer whose actions are not in the best interest of the ACC.

CONFIDENTIALITY: As volunteers work with the staff and residents, information of a confidential manner might be shared. The problems, abilities, relationships and confidences of residents, guests and the staff should **NEVER** be discussed with anyone who does not have the professional right or need to know them.

DISCIPLINE: The ACC has detailed discipline plans, and the responsibility of discipline rests with the professional staff. Volunteers may not discipline residents or guests. Management should be made aware of any discipline problem that arises while working with residents or guests.

DRESS CODE: Take the lead from the staff and dress appropriately for the job being done. Casual clothing is fine; however, it must be neat and professional. Administrative volunteers will be provided with a standard issue ACC polo shirt and a "Volunteer Badge" to wear while on shift. Dress code may vary dependent on the facility/activity.

ACC RULES: The Volunteer Handbook outlines ACC rules. Refer to the ACC's Board Policy Manual for any questions regarding ACC policies. Ask a supervisor to explain any policies about which questions exist.

I understand and voluntarily accept the risk and agree that Anthem Community Council, Inc., Anthem Parkside Community Association Inc., Anthem Country Club Community Association Inc., AAM LLC, their subsidiary and affiliated entities and all of their respective directors, officers, partners, members, managers, employees, agents and volunteers will not be liable for any injury, including without limitation, personal, bodily or mental, economic loss or any damage to me, any relative, or guest resulting from negligence, or other acts of anyone using the facilities. If there is any claim by anyone based on any injury, loss or damage described herein, which involves me or my guests, I agree to (1) defend Anthem against such claims and pay Anthem for all expenses relating to claim and (2) indemnify Anthem Community Council for all liabilities to me, my spouse, unborn child, relatives or anyone else resulting from such claims. Further, I represent that I am in good physical condition and have no medical reason or impairment that prevents my intended use of Anthem's facilities and services. I further understand that the safety and well-being of residents and visitors are of the utmost priority. Failure to comply with the standards of service as outlined here and in the Volunteer Handbook will result in termination of service.

Area I would like to volunteer: (ex. Sports, basketball, playground monitor, etc.) _____

Name: _____

Date: _____

(Please print clearly)

Signature: _____

anthem community council

3701 W. Anthem Way, Anthem, AZ 85086 • Phone: 623-742-6050 • Fax: 623-742-6170
www.OnlineAtAnthem.com

Photo/Video Release Form

I hereby authorize the Anthem Community Council (ACC) to publish photographs/video taken of myself and/or the minor child(ren) listed below, as well as our names and/or likenesses, for use in ACC's print, online and/or video-based marketing materials, as well as other company publications.

I further acknowledge that participation is voluntary and that neither I, nor the minor child(ren), will receive financial compensation of any type associated with the taking or publication of these photographs/video or participation in ACC marketing materials or other ACC publications. I acknowledge and agree that publication of said photos/video confers no rights of ownership or royalties whatsoever.

I hereby release and hold harmless ACC, its contractors, its employees and any third parties involved in the creation or publication of ACC publications, from liability for any claims by me or any third party in connection with my participation or the participation of the minor child(ren) listed below.

Authorization:

Date: _____

Printed Name: _____ Signature: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Relationship to Child(ren), if applicable:

I attest that I am the parent or legal guardian of the child(ren) listed below:

Names and Ages of Minor Children, if applicable:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____



DISCLOSURE AND AUTHORIZATION FOR CONSUMER REPORTS

In connection with my application for employment (including contract or **volunteer services**) with **ANTHEM COMMUNITY COUNCIL, INC.**, I understand consumer reports will be requested by you ("Company"). These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, reason for termination of employment, work experience, education, accidents, licensure, credit, etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, judgments, bankruptcy proceedings, evictions, criminal records, etc., from federal, state, and other agencies that maintain such records.

In addition, investigative consumer reports (gathered from personal interviews, as applicable, with former employers, past or current neighbors and associates of mine, etc.) to gather information regarding my work, character, general reputation and personal characteristics, and mode of living (lifestyle) may be obtained.

If I am hired, I understand that my employer can use this disclosure and authorization to continue to obtain such consumer reports throughout my employment, contract period or volunteer service.

Authorization

I hereby authorize procurement of consumer report(s) and investigative consumer report(s) by Company. If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for Company to procure such reports at any time during my employment, contract, or volunteer period. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information.

This authorization is conditioned upon the following representations of my rights:

I understand that I have the right to make a request to the consumer reporting agency: **Americhek Incorporated, 27001 La Paz Road, Ste 300-A, Mission Viejo, CA. 92691; 888-624-7412**, upon proper identification, to obtain copies of any reports furnished to Company by the Agency and to request the nature and substance of **all information** in its files on me at the time of my request, including the sources of information, and the Agency, on Company's behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any investigative consumer report(s). The Agency will also disclose the recipients of any such reports on me which the Agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to Company obtaining the above information from the Agency. I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the Agency. I may view the Agency's privacy policy at their website: **www.americhek.com**.

I understand that if the Company is located in California, Minnesota or Oklahoma, that I have the right to request a copy of any report Company receives on me at the time the report is provided to Company. By checking the following box, I request a copy of all such reports be sent to me. **Check here:**

I understand that if I am applying for employment in New York, that I have the right to receive a copy of Article 23-A of the New York Correction Law _____ (initial if this applies).

I understand that if the report is provided to an employer in the State of Washington, that I can contact the following office for more information regarding my rights under Washington state law in regard to these reports:

State of Washington Attorney General, Consumer Protection Division, 800 5th Ave, Ste. 2000, Seattle, Washington 98104-3188, (206) 464-7744.

PLEASE PRINT CLEARLY

Full Legal Name: _____

Maiden / other names used: _____

Social Security Number: _____ Date of Birth: _____

Driver's License No.: _____ State of Issue: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____

Email Address: _____

In connection with my application for employment/volunteering, I direct the following regarding my current employer

Must check one:

Yes, my current employer may be contacted _____

Current employer: _____ Phone #: _____

No, my current employer cannot be contacted _____

I do not have a current employer _____

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the Summary of Rights (the last two pages of this volunteer handbook)

_____ (initials).

Signature: _____ Date: _____