



# VOLUNTEER APPLICATION

Mr. Ms. Mrs. Other \_\_\_\_ Name: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Veteran: Yes No Birth date (Year not necessary): \_\_\_\_\_

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

If seasonal resident, out-of-town address \_\_\_\_\_

Months Away from Jupiter. Leave: \_\_\_\_\_ Return: \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

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

Time/day of week availability (ie: Monday & Tuesday afternoons). \_\_\_\_\_

Circle one: I speak Spanish fluently. I speak some Spanish. I do not speak Spanish.

Occupation/work background: \_\_\_\_\_

\_\_\_\_\_

Any relatives volunteering at El Sol? If so, list their name and relationship to you: \_\_\_\_\_

I am/was employed by \_\_\_\_\_ (Corporations such as GE, FPL, PNC, Boeing, etc., offer matching dollars for your service hours.

Circle/Highlight area or areas of interest: ESOL \* Kitchen \* Fundraising/Finance \* Computers/IT

Sewing \* Grant writing \* Special Events \* Arts & Crafts \* Vocational Development \* Case Management Contractor Mentor \* Garden \*

A background security check is required of any volunteers who will be serving our minor clients.

By completing the volunteer application, volunteers agree to allow El Sol to use images of them in promotional materials. If a volunteer does not wish to be potentially included in such promotions, he/she should advise staff before any images of him/her are taken.

**Volunteer Orientation is held at 10:30 a.m. typically on the second and fourth Wednesday of every month. Email [Volunteer@friendsofelsol.org](mailto:Volunteer@friendsofelsol.org) to reserve your spot.**

**BE SURE TO SIGN CODE OF ETHICS (Next Page) BEFORE SUBMITTING APPLICATION to [Volunteer@friendsofelsol.org](mailto:Volunteer@friendsofelsol.org)**

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## Volunteer Coordinator/Volunteer Services Assistant CHECK LIST

Service start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Application filed to online drive: \_\_\_\_

Handbook \_\_\_\_ Completed Orientation: \_\_\_\_/\_\_\_\_/\_\_\_\_ Name Tag: \_\_\_\_



# CODE OF ETHICS

In order for El Sol to preserve its integrity and trustworthiness, members of the board of directors, staff, and volunteers shall abide by the following principles:

**I pledge** to maintain the highest professional standards of behavior, treat all others with respect, honesty, and fairness, and follow all laws, regulations, and policies that apply to me.

**I pledge** to be honest and fair in my dealings with clients, staff, volunteers, and board members.

**I pledge** to disclose situations in which a personal interest conflicts with my El Sol obligations, and to take action to avoid all actual and perceived conflicts of interest.

**I pledge** not to use my position with El Sol to benefit myself financially, and if I am a board member to recuse myself from votes on matters which could give me a financial benefit.

**I pledge** not to disclose any client or other confidential information that I may learn directly or indirectly through my responsibilities at El Sol.

**I pledge** to honor El Sol's status as a not-for-profit, non-sectarian, 501 (c) 3 organization.

**I pledge** to not involve El Sol in any political matter unless El Sol has specifically authorized such involvement.

**I acknowledge** receipt of the "Sexual Harassment Policy" of El Sol and will abide by said policy.

**I have read this code of ethics and agree to abide by it.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date