



Volunteer Information Packet

Name: _____

Phone Number: _____

Please check which area of volunteering you are interested in:

Hospital Sitting*
Provide support to Foster Families through Belong
Providers
Help with Belong Events: Donation Drive, Holidays,
etc.

*Will require fingerprint background check.

PLEASE include a **COLOR** copy of your Driver's License and Social Security card
when submitting this packet.

Please mail or e-mail to:
Belong
1400 Ridge Creek Lane Bulverde, TX 78163
Phone: 210.876.6958
Email/Scan: belong@sjrctexas.org

*Thank you so much for your time and dedication. You are
making a difference in the life of a child!*



Volunteer Areas:

HospitalSitting-Hospital sitting is where a child in care with complex medical needs requires 24-hour supervision in the hospital setting. This can include helping a Belong Provider with extra supervision or a child that has been newly removed without a placement.

FosterFamily Support- Provider support to foster families in our Belong Provider Network through babysitting, respite, hospital sitting or donations.

Belong Events- Be a part of helping with hosting/planning donation drives for the Providers in the Belong Network.

Do you have a special skill or hobby you believe would benefit Belong?

Do you have any questions or specific areas of volunteer interest?



Policy on Dangerous Weapons

Belong prohibits all persons from possession or use of dangerous weapons while representing Belong, acting in the course of employment with Belong, while on Organization property, while operating vehicles that are Organization property, or at Organization-sponsored functions regardless of whether the person is licensed to carry the weapon or not. This also includes concealed weapons. A license to carry a dangerous weapon does not supersede company policy. Organization property is defined as vehicles or property that is owned, leased or controlled by Belong. This includes buildings, sidewalks/walkways, driveways and parking lots.

Belong reserves the right to conduct searches of any person, vehicle or object that is on or enters onto Organization property any time Belong has reasonable suspicion that this policy has been violated and such inspection is reasonably necessary in the investigation of such violation(s). Pursuant to this provision, the Organization reserves the right to search lockers, desks, purses, briefcases, baggage, toolboxes, lunch sacks, clothing, vehicles parked on Organization property, and/or any other item in which a weapon may be hidden. Visitors who fail or refuse a search will be asked immediately to leave Organization property or function.

I have read and understand the above policies and agree to follow them.

Volunteer's Signature

Date

Parent/Guardian or Responsible Party
(If Applicable)

Date



CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

The trade secrets, proprietary information, client and Undersigned information and other internal information, data and materials (the "Confidential Information") of Belong are valuable assets. Protection of this information plays a vital role in Belong's continued growth and in its ability to compete. Therefore, in consideration of employment of the undersigned as either a paid or unpaid representative of our organization to include Employees, Volunteers, Consultants and Board Members ("Undersigned"), the undersigned agrees to the following:

1. **Non-Disclosure Acknowledgment** – Undersigned acknowledges that the Confidential Information to which Undersigned shall have access as a result of employment with or election as board member to the Ranch is confidential, unique and valuable and was developed by or for Belong at substantial cost and over a period of time. Undersigned acknowledges that disclosure of such Confidential Information to anyone other than persons authorized by Belong would cause our organization irreparable injury.
2. **Confidential Information Agreement** - Undersigned agrees that in order to appropriately safeguard this Confidential Information:
 - a. Undersigned will not directly or indirectly disclose to any other person other than the officers, board members, or other persons, including Undersigned authorized by Belong, or use or otherwise exploit for the Undersigned's own benefit or for the benefit of anyone other than Belong, any Confidential Information whether such material is developed before or after the date of this Agreement or Undersigned's employment or term with Belong;
 - b. Undersigned shall use his or her best efforts to cause all persons or entities to whom any Confidential Information shall be disclosed by him or her hereunder to observe the terms and conditions set forth herein as though each such person or entity were bound hereby;
 - c. Undersigned shall not remove any Confidential Information from Belong's premises except in the course of performing his or her duties on behalf of Belong;
 - d. Undersigned shall have no obligation hereunder to keep confidential any Confidential information if and to the extent disclosure of any such information is specifically required by law or if the information has been released to the public by Belong; provided that in the event disclosure is required by applicable law, Undersigned shall provide Belong with prompt notice of such requirement, prior to making any disclosure, so that Belong may seek an appropriate protective order.
3. **Information, Data and Materials Constituting Confidential Information.** Confidential Information includes, but is not limited to, such items as:
 - a. Any patent, patent application, copyright, trademark, trade name, service mark, service name, "know-how" or trade secrets;
 - b. Individuals we serve and information relating to any such individual or any party related thereto to include protected health information and data;
 - c. Customer and Donor lists and information relating to any of Belong's entities or any party related thereto;
 - d. Suppliers lists, pricing policies, consulting contracts and competitive bid information;
 - e. Company records, operational methods and company policies and procedures, including manuals and forms;
 - f. Marketing data, plans and strategies;
 - g. Business acquisition, development, expansion or capital investment plan or activities;
 - h. Software and any other confidential technical programs to include methods, formulae, composition, system techniques, inventions, machines, computer programs, and research projects;
 - i. Personnel Information, employee payroll, medical information and benefits data;
 - j. Accounts receivable and accounts payable;
 - k. Other financial information, including financial statements, budgets, projections, earnings and any unpublished financial information;
 - l. Company correspondence and communications with outside parties;
 - m. Information, data and materials developed by Undersigned on behalf of Belong.



- 4. Assignment of Intellectual Property Rights to Belong.** Undersigned agrees to assign and transfer to Belong his or her entire right, title and interest in and to any and all improvements, new ideas or concepts or other innovations made or developed for Belong by Undersigned (the "Innovations") either solely or jointly with others during the course of employment or term with Belong. Undersigned agrees to make and maintain adequate and current written records of all such innovations in the form of notes or reports related thereto; which records shall be and remain the property of and be available to Belong at all times. Undersigned agrees to promptly disclose to Belong all such innovations and shall not claim any additional or special payment for such assignment.
- 5. Return of Confidential Information upon Termination.** Upon termination of employment or volunteer services for whatever reason, Undersigned agrees to return immediately to Belong's senior officer(s) any and all Confidential Information, including copies, extracts or other reproductions, in Undersigned's possession or control.
- 6. Agreement Does Not Constitute Contract of Employment.** Undersigned acknowledges that this Agreement addresses only the treatment of Confidential Information and does not constitute a contract of employment nor does it guarantee any continued employment of Undersigned by Belong.
- 7. Employment or membership Termination.** The termination of Undersigned's employment, board membership or volunteer services, for whatever reason, shall not extinguish any obligations of Undersigned hereunder.
- 8. Enforcement of Agreement.** Belong shall be entitled to specific performance and injunctive or other equitable relief for any breach of this Agreement.

EMPLOYEES AND VOLUNTEERS SIGNATURE

I have read and understand and agree to follow policy 4.37, IN WITNESS WHEREOF, Undersigned has signed this Agreement as of the date written below.

_____	_____	_____
Name (Print)	Undersigned Signature	Date
_____	_____	_____
(Print)	Witness Name Signature	Date

BOARD MEMBERS SIGNATURE

IN WITNESS WHEREOF, Undersigned has signed this Agreement as of the date written below.

_____	_____	_____
Board Member Name (Print)	Board Member Signature	Date
_____	_____	_____
Board Chairman Name (Print)	Board Member Signature	Date



AUTHORIZATION TO REQUEST RECORDS

Name _____

Last First Middle

Other Names Used (Maiden, etc.) _____ Date of Birth ____/____/____ Social Security

Number ____ - ____ - ____ Gender _____ Phone Number _____

Email _____ Driver's License Number _____ State Issued ____

Ethnicity: Hispanic ____ Not Hispanic ____ Unable to Determine ____

Race:

[Note: Sex, Race, and Age are not a criteria in any employment decision. It is used for identification purposes only]

Current Address City/State/Zip County Dates (from – to)

LIST ALL OTHER CITIES **IN TEXAS** WHERE YOU HAVE BEEN A RESIDENT:

LIST ALL OTHER ADDRESSES **OUTSIDE OF TEXAS** WHERE YOU HAVE BEEN A RESIDENT IN THE LAST 5 YEARS

STREET ADDRESS	CITY	STATE	ZIP	COUNTY	START DATE	END DATE

LIST ALL CRIMINAL CONVICTIONS AND TRAFFIC OFFENSES

YEAR	OFFENSE	CITY	STATE	COUNTY

Belong will not knowingly employ or retain any person who has been criminally convicted of one or more of the following offenses, including, but not limited to: murder, homicide, manslaughter, or concealment of a homicidal death; kidnapping, child abduction, criminal child enticement, or contributing to the delinquency of a minor; unlawful restraint or forcible detention; felonious or aggravated assault, menacing, battery, or infliction of great bodily harm; sexual assault/battery or sexual abuse; unlawful sexual behavior; abuse or criminal neglect of a child; theft, financial exploitation, robbery, or burglary; criminal trespass; arson; unlawful possession or use of weapons or aggravated discharge of a firearm; manufacture, delivery, or trafficking of controlled substances; felony conviction of possession of controlled substance(s); DUI/DWI. Continued employment by Belong is conditioned upon a finding of no criminal convictions of these offenses unless mitigating circumstances (if any), which will be taken into consideration.

I authorize the release to Belong (and/or any of its licensed agents) any information held by any parties regarding my previous employment, criminal history record and/or record of convictions in state and local files for violations of any federal, state, local statutes or ordinances, any violations of state or federal regulation protecting children, military records, credit history, driving records and scholastic records and hereby release said persons, schools, companies, government agencies, court and law enforcement authorities from any damage whatsoever for releasing this information. I further authorize Belong to utilize any of the information I have listed above, including my name, address, social security number and driver's license number to obtain any information referenced in this paragraph.

I certify that all the information I have provided on this authorization is true and accurate. I understand that misstatements, omissions or false or misleading statements which I have provided on any application, authorization, on my resume and/or in interviews shall constitute grounds for refusal to hire or immediate discharge from employment. In consideration of employment with Belong, I agree to comply with the Code of Conduct, policies, procedures, and requirements of Belong. I understand this application and/or any Belong policy, manual, handbook or other written document describing such items do not constitute a written contract at this time or in the future. I understand my employment would be at-will and that my employment could be terminated at any time by either party, with or without cause and with or without notice. Any modification of the at-will employment relationship can only be accomplished by a written document signed by Belong's Chairman or CEO.

I have read and understand the above.

Signature: _____ Date: _____



Acknowledgement of Mandatory Reporting

This is to verify that _____ has
(volunteer print/sign)

been told of the need to report suspected child abuse to the administrator/ designees and to the Child Abuse Hotline at 800-252-5400. The Designee would be the person in charge in the absence of the administrator.

This, also, documents the above named person has been informed of problem management protocol at Belong to coincide with Belong Policies and Procedures specific to standards requirements. This person is also not allowed to have primary care of children for at least 40 hours unless care of emotionally disturbed persons has occurred in the past. The person has received orientation as noted on the orientation checklist. This person has been informed that at all times it is imperative that the Belong Policy and Procedure Manual and the Texas Department of Protective and Regulatory Services Minimum Standards be followed. This includes emergency procedures as well.

Person Certifying to the Above _____