



**Family  
Promise®  
of Lower Bucks**

578 Main Street  
Tullytown, PA 19007  
(215) 943-0402

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## Confidentiality Agreement

I, \_\_\_\_\_, acknowledge that during my work with Family Promise of Lower Bucks I will have access to and learn facts about individuals that stay in the program. All information pertaining to a guest, including but not limited to name, SSN, race, monetary status, marital status, and all information pertaining to any children in the program, must be kept highly confidential. This includes any information about a family that the family themselves may share with me directly. By signing this agreement, I understand and agree not to discuss or disclose any information pertaining to persons staying within the care of Family Promise of Lower Bucks now or in the future.

I hereby agree and recognize my responsibility to hold all guest information in confidence.

\_\_\_\_\_  
Volunteer/Intern/Staff Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer/Intern/Staff Signature

\_\_\_\_\_  
Executive Director Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature



A Community Response for Homeless Families

## Volunteer Agreement

### **Family Promise (FP) Agrees To:**

1. Provide a copy of the Volunteer Guide Book.
2. Provide volunteer support to assist with resources, and problem solving.
3. Offer quality volunteer training.
4. Inform volunteers about FP events, policies, and procedures.
5. Recognize volunteers for outstanding work.

### **Volunteer Agrees To:**

1. Complete the volunteer application process.
2. Fulfill volunteer duties as agreed upon.
3. Participate in training.
4. Be willing to meet with staff and/or core volunteers (such as Volunteer Coordinators) as needed.
5. Follow policies and procedures set forth in the Volunteer Guide Book, and by staff.

### **I specifically acknowledge and agree to honor the following policies:**

- ✓ All donations to guests (monetary and/or goods) must be coordinated through the Executive Director and must be anonymous. Guests are not permitted to request or accept donations of any kind without prior approval of the Director, and could be removed from the program if they violate this rule.
- ✓ As a matter of safety and privacy, volunteers are not to share private or personal information such as home address, telephone numbers or email addresses with guests. Guests are not permitted to visit volunteers in their homes.
- ✓ For the safety of both volunteers and guests, volunteers are not to accept responsibility for children in the program. They must remain under the supervision of their parents at all times.
- ✓ By submitting this application, I affirm that the facts set forth are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Volunteer Signature

Date

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**Thank you for completing this application form and for your interest in volunteering with us.** It is the policy of Family Promise to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.



A Community Response for Homeless Families

# Volunteer Application

## Contact/Personal Information

Name	Church Affiliation	
Address	City/ST/Zip	
Home Phone #	Work #	Cell #
E-Mail Address	Occupation/Place of Employment	
*Social Security #	(last 4 digits only)	Date of Birth:
Have you ever been convicted of a felony?	A conviction will not necessarily disqualify you as a volunteer. Yes__ No__ If yes, please explain.	

\*This information allows us to run a free background check via the internet. Information collected in a background check may be shared with Family Promise Staff. It will not be shared with guests or general volunteers.

## Availability During which hours are you available for volunteer assignments?

<input type="checkbox"/> Weekday mornings	<input type="checkbox"/> Weekend mornings	<input type="checkbox"/> Weekday overnight
<input type="checkbox"/> Weekday afternoons	<input type="checkbox"/> Weekend afternoon	<input type="checkbox"/> Weekend overnight
<input type="checkbox"/> Weekday evenings	<input type="checkbox"/> Weekend evenings	<input type="checkbox"/> Other (Please Specify)

## Interests

- Board Member
- Events
- Fundraising
- Pick up donations
- Newsletter production
- Office Angel
- Other (tell us!)
- Mentor

### General Volunteer Opportunities

We are looking for dedicated people with a heart for children. The Family Promise Board is a working board.

Assist in planning and carrying out events for volunteers and/or the general public.

Assist in planning and carrying out specific or general fundraising activities.

On an as-needed basis, pick up donated items for delivery to former guest families or for storage.

Write articles, submit photographs, and/or help distribute occasional newsletters.

Work in the Day Center performing general office duties as assigned by the Executive Director.

Work with guests while in the program and after graduation with basic everyday issues in an mentor relationship.

### Volunteer Assignments Specific to Hosting Families

- Volunteer Coordinator: Manage the volunteer team at your congregation to ensure a successful hosting week.
- Meal Preparation: Plan, purchase, prepare and deliver a well-balanced meal for guests.
- Evening Host: Welcome guests, have dinner, assist with activities and guests' needs.
- Overnight Host: Spend night at facility, handle emergencies and help wake guests at 6:00 a.m.
- Driver: Assist in transporting guests between churches and day center.
- Activities: Plan and organize special activities and events for guests. I.e.; Arts & crafts, holiday themed activities.
- Laundry: Each host week, a few volunteers wash bedding & towels.
- Setup and Takedown: Help set up accommodations on Sunday afternoon, take down/move beds on the following Sunday.

**Special Skills or Qualifications** – Include skills acquired through volunteering, work and recreation.

## Previous Volunteer Experience

## Emergency Contact Name:

Address	City/St/Zip	
Home Phone#	Work#	Cell#