



Humble Area Assistance Ministries
A Mission of Help and Hope

Student/Youth Volunteer Information Sheet

Student First Name: _____ Last Name: _____

Parent/Guardian _____ Relationship: _____

Address: _____

City/State/Zip: _____

Phone Number: (_____) _____ Cell Number: (_____) _____

Student/Youth Volunteer Acknowledgement

HAAM Student/Youth Volunteer Information Sheet - My signature below confirms that I have received a copy of the Code of Conduct, Daily Activities, Client Privacy and Event of Fire Instruction and have read and understood them.

Confidentiality Statement - All information obtained during interviews or observed at Humble Area Assistance Ministries should not be shared with anyone outside of HAAM. There is a good chance that you will know someone - a neighbor, friend, or fellow employee - that has received assistance or is currently in need of help. We ask that you respect all families' privacy and do not share this information with anyone.

Agreement and Signature - By submitting this application, I affirm that the facts set forth in it 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.

Student/Youth Printed Name

Student/Youth Signature

Parent/Legal Guardian Printed Name Signature

Parent or Legal Guardian Signature

Consent to Use of Name and Photograph

I, _____, give my permission and accept full responsibility for my child, _____, who is volunteering his/her services at Humble Area Assistance Ministries. I accept full responsibility for my child while he/she is volunteering at HAAM and hereby release HAAM from any liability on behalf of my child.

I recognize that on occasion, it may be in the interest of the organization to use names, portraits, photographs, or likenesses (hereinafter collectively and severally referred to as a "photograph") in marketing brochures, annual reports, annual reviews to staff, and/ or other print, digital or broadcast publications. Furthermore, I recognize the high expense publicity and advertising, and the difficulties involved in reprinting publications every time a volunteer leaves HAAM.

I do do not (*check one*)

hereby consent and authorized HAAM, its advertising agents, publishers, and the like to use my name and photograph for any purpose whatsoever related to the business, actual or projected, for a reasonable period of time, and also for a period of time of not less than one year after my relationship ceases or any revocation hereof by me, and agree that any revocation hereof must be in writing.

Student/Youth Printed Name

Parent or Legal Guardian Signature

Student/Youth Volunteer Information

CODE OF CONDUCT

Each student/youth volunteer will act appropriately at all times. Failure to comply with the rules can result in being sent home. The following are some specific rules to follow:

- Students/youth volunteers will not have illegal drugs, tobacco products, or alcoholic substances at any time. HAAM requires strict adherence to a policy that prohibits the possession or use of drugs or alcohol, or the use of smoking materials on the premises.
- Absolutely no weapons, this includes pocketknives and Boy Scout knives
- Students/youth volunteers are expected to act professionally. The use of profanity or derogatory signs is prohibited.
- Harassment of any kind such as racial, ethnic, religious, or sexual is strictly prohibited.
- All volunteers are expected to treat everyone with respect and courtesy.
- No inappropriate displays of affection; no sexual activities.
- Become familiar with the posted Safety Procedures. Be ready to assist in the event of any emergency or dealing with safety hazards.
- Theft of items belonging to HAAM is prohibited.
- Student/youth volunteers must follow the directions and instruction of HAAM staff or HAAM leaders adult leaders at all times.

DAILY ACTIVITIES

- ALL Student/youth volunteers **must** complete a student/youth volunteer information sheet and **sign the acknowledgement section before they are able to volunteer.**
- **Student/youth volunteers must check in upon arrival and check out when leaving.** Leaving without notifying a HAAM staff member or HAAM leader will cause **HAAM not to be able to verify or confirm volunteer hours.**
- A HAAM staff member or HAAM Volunteer **must sign off on your hours each day you volunteer.**
- The dress code depends on your activity, but it generally includes casual dress that is neat, clean, and free of any slogans which may be perceived as offensive.
- Please advise your department supervisor of any planned absences. Please call in if you are sick or unable to meet your scheduled work times. **The number is 281-446-3663.**
- A kitchen and seating area in the back of the building is available for staff and volunteers to use on breaks and lunch.

CLIENT PRIVACY

- Keep all client data confined to the files. Shred any documents that are no longer needed. Do not discuss client information outside of HAAM.

IN THE EVENT OF A FIRE

In order of action Priority by individual discovering fire.

1. Call 911
 - Give name: Humble Area Assistance Ministries
 - Give address: 1204 First Street or 1302 First Street (next to Post Office)
 - Give location of fire in building.
 - Give call back number 281-446-3663
 - Give any additional information requested by operator
2. Make announcement on Public Address system. Dial 68 Social Services. Dial 69 Store.
 - Give location of fire.
 - Fire Department has been notified.
 - Everyone Should evacuate the building.
 - Advise people to move their cars.
 - Call other building.
3. Start evacuation procedures from your area by notifying your fire warden.

Never try to fight any fire by yourself that is larger than the size of a waste basket and then only if fire fighting equipment is immediately available. Fires can quickly and suddenly flare up and go out of control. Unless a fire is very small in nature and fire suppression equipment is immediately available, close the door to the area in which the fire is located and immediately summon assistance.

Volunteer Information

SAFETY INSTRUCTIONS

Personal Safety is of the highest priority for clients, volunteers, visitors, staff, and any other personnel at HAAM facilities in Humble. As a brief guide this instruction sets forth the basic safety issues at this facility. A copy of this instruction will be posted in the client waiting area.

1. **Traffic Safety** - Due to the combination of the high volume of vehicular traffic and pedestrian traffic (including small children), everyone must exercise extreme caution while driving or walking in the HAAM parking areas. Any person operating a motor vehicle while conducting HAAM business must be properly licensed to operate such a vehicle.
2. **Fire Safety** - Please refer to HAAM Fire Safety Check list in the Policy and Procedures Manual for specific instruction regarding fire safety. In the event of a fire at the facility everyone should proceed to the nearest exit and leave the buildings.
3. **Chemicals** - Chemicals are not normally stored or used at the HAAM facilities. If chemicals are brought into the facility for any reason they should be handled only by authorized personnel who will be guided by applicable MSDS instructions.
4. **Severe Weather** - In the event that severe weather threatens the HAAM facilities all personnel should take cover, or take other actions, as directed by the HAAM staff member in charge.
5. **Personal Hazards** - There is a high volume of food products and retail store items that move through the HAAM facilities everyday. These items should be handled only by staff or volunteer personnel who are properly trained in handling this material safely. Be aware of sharp or heavy objects contained in donation packages. HAAM personnel should be aware of accumulation of these items that block passageways, or that may present falling hazards. Passageways must be kept clear at all times.
6. **Motorized Equipment** - Any motorized or electric powered equipment should only be operated by volunteers or staff who have been trained in the proper and safe operation thereof. Any such equipment that is unattended must be locked or disabled so that it cannot be operated or played with by clients or unauthorized personnel.
7. **Ladders** - Any activity requiring the use of ladders should be conducted by authorized personnel only. Ladders must be used according to any safety instructions posted on the ladders, they must be properly secured to prevent falling or slippage and they must be clear of any electrical device or wiring.
8. **Safety Barriers** - Any time a safety barrier is placed to indicate a safety hazard, all personnel must observe the warning and not bypass it.
9. **Other Safety Hazards** - All personnel are advised to proceed with caution through the HAAM facilities to avoid any safety hazard which may be encountered and to advise HAAM personnel in order to take appropriate action.