



WHERE CRISIS BECOMES

Opportunity



VOLUNTEER APPLICATION

Volunteering with Northwest Compass is a great way for you to help your friends and neighbors in and around the Northwest suburbs of Chicago. In order that your time and talents may be best utilized, please complete this application:

On your laptop or desktop computer:

Complete this application using **Acrobat Reader**. You should see a **purple message bar** indicating the presence of **fillable fields**. (Note: you may need to download this form to your computer.)

Clicking this bar shows **where fillable fields exist**. If necessary, right-click the document, and select either the Hand Tool or the Select Tool from the pop-up menu.

The pointer changes to a different icon as you move it over a field. For example, the Hand tool changes to an I-beam when you can type text into the form field. Some text fields are dynamic, meaning that they automatically resize to accommodate the amount of data you enter and can span across pages.

Optional:

To make form fields easier to identify, **click the Highlight Existing Fields button** on the document message bar. Form fields appear with a colored background (light blue by default), and all required form fields are outlined in another color (red by default).

Click to select options, such as radio buttons, or inside a text field to type. **Press Tab** to move forward or **Shift+Tab** to move backward. When finished, click the **share or submit button to create an e-mail** to send the application to GivingBack@NorthwestCompass.org. The share/submit button can appear in the purple message bar at the top of the form or in the form content.

For troubleshooting tips on completing forms, see [Troubleshooting forms](#).

On your mobile device (phone or tablet):

Use Adobe Reader Mobile to complete the application and e-mail to GivingBack@NorthwestCompass.org.

Write-In and Mail:

Alternately, you may print this application out and mail to:

Northwest Compass
ATTN: Giving Back
1300 W. Northwest Highway
Mount Prospect, IL 60056

CONTACT INFORMATION

Name _____
Street Address _____
City/State/Zip _____
Day Phone _____ Evening Phone _____
eMail Address _____
Preferred Contact _____ Birthday (Month/Day) _____

AVAILABILITY

Please tell us when you are available for volunteer assignments:

- Mornings** M/Tu/W/Th/F – 8:30am to 12:00pm
- Afternoons** M/Tu/Th – 1:00pm to 4:00pm
- Afternoons** W 1:00pm to 7:00pm

INTERESTS

Please tell us about your interests:

- Administrative**
- Events/Fundraising**
- Case Management/Mentoring (*Skills-Based Only*)**
- Technology (Data Entry)**
- Food Pantry**
- Social Media**

Note: Community-service volunteers welcomed.

PREVIOUS EMPLOYMENT AND/OR VOLUNTEER EXPERIENCE

Summarize your previous employment and/or volunteer experience.

SUBMISSION

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.

Name _____
Signature _____
Date _____

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NORTHWEST COMPASS, INC.

POLICIES FOR VOLUNTEERS

Statement of Purpose

It is the mission of Northwest Compass to enhance our community by providing emergency services, education, and empowerment programs which foster personal responsibility for those who are vulnerable or in crisis. Our Vision is that our volunteers will use their passion, skills, and knowledge to be a seamless extension of our portfolio of services and will become our best advocates and ambassadors of our Brand and Mission. The goals of the Volunteer Program are to extend the resources utilized by Northwest Compass in fulfilling its mission, while providing the volunteers with a fulfilling and enriching experience.

Definition of a Volunteer

A "volunteer" is anyone who performs a service for Northwest Compass but receives no compensation of any form.

Purpose of Volunteer Policies

The purpose of these policies is to provide overall guidance, structure and direction to staff and volunteers throughout the volunteer experience. While "volunteers" are not considered "employees" of Northwest Compass, they are expected to comply with Northwest Compass policies and to reflect positive customer service attitudes to staff and participants. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. Northwest Compass reserves the right to change these policies at any time.

Confidentiality

It is the obligation of Northwest Compass to provide policies and procedures to ensure the confidentiality of information provided by its employees, volunteers and participants. Files for employees and volunteers are to be maintained in secure locations, and are only accessible by those persons with authorization to do so. Participants' files are not to be examined by anyone other than the appropriate staff member(s). Employees and volunteers must also be certain that conversations about participants and their concerns and needs are restricted to locations where they cannot be overheard by unauthorized persons.

Volunteer Procedures

To begin serving as a volunteer with Northwest Compass, the following must occur:

- 1) Volunteer fills out application, provides resume, fills out release of liability, consent for background check and signs off on policy form. Due to the confidential information which is a part of many of the activities with which volunteers will be involved, Northwest Compass requires a consent for a background check on all volunteers.
- 2) Above-mentioned forms are reviewed and volunteer is interviewed by a Northwest Compass Staff member to discuss opportunities.
- 3) Upon receipt of management approvals, Northwest Compass personnel will make arrangements for orientation, training and scheduling.

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POLICIES FOR VOLUNTEERS (CONT'D.)

Once a volunteer is ready to start with their services, the following procedures need to be followed:

Notification of Absence. Please contact your volunteer supervisor as soon as possible if you are not able to fulfill your scheduled volunteer service for any reason; including but not limited to Illness, Scheduling Conflict or Other.

Arrival. At every arrival you must sign in at the volunteer office and put on a volunteer badge.

Valuables. Please try to avoid bringing valuables with you as Northwest Compass cannot be responsible for any damage or loss.

Accidents. You are important to us and we strive to keep all environments safe for everyone. However, if there is an accident involving participants, staff or yourself; report all information to your supervisor immediately!

Reporting. If you suspect that there are any concerns of law that need to be followed to protect the organization or our participant, report them to your supervisor immediately; including but not limited to Fraud, Elder Abuse, Child Abuse, Danger to Self or Others, etc.

Gift Acceptance Policy. Volunteers are prohibited from the solicitation, acceptance of gifts or favors in money, in-kind service or gratuities which are made in expectation of preferred service, or as payment for services rendered.

General

- Volunteers are responsible for updating personal data, such as a change of address or telephone number, with their supervisor.
- Dress according to what is appropriate and comfortable for your volunteer position. Please ask your supervisor if you have any questions regarding what is appropriate dress.
- References are always gladly provided for volunteers, upon request. Position descriptions, evaluations and sign-in sheets serve as tools for preparing references.

Ending Time of Service. At such time as you determine you are no longer available to serve, please notify your supervisor of that decision and the effective date. Volunteers agree that Northwest Compass may at any time, for whatever reason, decide to terminate the volunteer's relationship with Northwest Compass, or to make changes in the nature of their volunteer assignment. Volunteers who fail to meet the requirements of the job descriptions, violate Northwest Compass' policies, or violate city, local, state or federal law while working at Northwest Compass are subject to dismissal.

Prohibited Activities

Northwest Compass equipment and supplies are for its use only, and may not be used for personal business. Use of alcohol or illegal drugs in the workplace is prohibited, as is the abuse of any drug or alcohol, or reporting for work under the influence of drugs or alcohol. All volunteers, employees, supervisors and members of management—both male and female—are strictly prohibited from sexually harassing or making improper advances towards other volunteers, participants or employees. Sexual harassment includes unwelcome or unsolicited verbal, physical or sexual conduct that is made a term of condition of service or employment, is used as the basis of employment or advancement decision or has the purpose or effect of unreasonably interfering with work or creating an intimidating, hostile or offensive environment. Any concern about, or experience of, sexual harassment needs to be reported immediately to the volunteer's supervisor or the volunteer coordinator.

By signing this form, you are acknowledging that you have read and understand the information.

Name _____

Signature _____

Date _____

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NORTHWEST COMPASS, INC.

RELEASE FROM LIABILITY

Without limiting the generality of the following, I hereby waive and release all rights, actions, or causes of action against Northwest Compass, Inc., 1300 W. Northwest Highway, Mt. Prospect, IL 60056 ("Northwest Compass") resulting from personal injury or death to me, or damage to my property, sustained in connection with my participation in any volunteer project sponsored or associated with Northwest Compass. I, my assignees, heirs, guardians, and legal representatives, will not make any claim against Northwest Compass, or any of its affiliated organizations, officers or directors, collectively or individual.

Further, I consent to the unrestricted use by Northwest Compass, and/or person(s) authorized by them, of any photographs of me when performing volunteer services for Northwest Compass.

Signed this _____ in Mount Prospect, IL 60056.
mm/dd/yyyy

Volunteer

Signature _____

Print Name _____

Street Address _____

City/State/Zip _____

Day Phone _____ eMail Address _____

EMERGENCY CONTACT

Name _____

Relationship to Volunteer _____

eMail _____

Contact Phone _____

NOTE: IF VOLUNTEER IS UNDER 18 YEARS OF AGE, PARENT OR GUARDIAN MUST SIGN BELOW:

Signature _____

Name _____

Relationship to Volunteer _____

OUR POLICY

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

Thank you for your interest in volunteering with us and for completing this application. You will hear from us shortly.