

For Office Use Only

_____ Mail (M) Walk-in (W)
_____ Interview/Tour
_____ CORI Req. _____ Approval
_____ DonorSnap
_____ Constant Contact
_____ Approval letter



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VOLUNTEER APPLICATION

DATE: _____

NAME _____ MALE (M)/ FEMALE (F) _____

MAILING ADDRESS _____

CITY/TOWN _____ STATE _____ ZIP _____

E-MAIL _____ BIRTH DATE _____

PHONE(S) (Home) _____ (Work) _____ (Cell) _____

Best time of day to contact you: _____ Preferred method: _____

Are you part of a school service project (Yes / No)

- Name of school _____ Name of Supervisor _____ Phone _____

Are you part of a group? (Yes?No)

- Name of Group _____ Name of Leader _____ Phone _____

EMPLOYMENT / VOLUNTEER INFORMATION: Current Occupation _____

Current Employer Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Contact Person _____ Dates of Service from _____ to _____

Job Title _____ Describe Duties or service _____

Prior Employer Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Contact Person _____ Dates of Service from _____ to _____

Job Title _____ Describe Duties or service _____

Prior Volunteer Experience: Employer Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Contact Person _____ Dates of Service from _____ to _____

Job Title _____ Describe Duties or service _____

May we contact the above employers? ____ Yes ____ No If no, please explain: _____

Personal/ Professional References: (Not related, 18 years old or more):

Name: _____ Address _____ Phone _____

Name: _____ Address _____ Phone _____

HOW DID YOU HEAR ABOUT Why Me & Sherry's House? _____

Do you have physical limitations we should be aware of? _____

Emergency Contact Information:

Primary Contact: Name _____ Relationship _____ Employer _____

- Home Address _____
- Home phone _____ Cell _____ Work _____

Secondary Contact: Name _____ Relationship _____ Employer _____

- Home Address _____
- Home phone _____ Cell _____ Work _____

PLEASE CHECK ALL AREAS IN WHICH YOU WOULD LIKE TO PARTICIPATE:

VOLUNTEER OPPORTUNITIES

- | | |
|--|---|
| <input type="checkbox"/> Patient Transportation (Local Only) | <input type="checkbox"/> Tutoring: List Subject(s) _____ |
| <input type="checkbox"/> Fundraising Events | <input type="checkbox"/> House Tasks/ Housekeeping |
| <input type="checkbox"/> Family Fun Events | <input type="checkbox"/> Meal Assistance (Casseroles and/or Baking) |
| <input type="checkbox"/> Donation Solicitation | <input type="checkbox"/> Errand Runner _____ |
| <input type="checkbox"/> Childcare Assistance | |

Hours Preference: Day (s) _____ Time (s): _____

Do you speak any additional languages? Please list _____

Please list any special skills, Hobbies or interests: _____

Have you had any personal experience dealing with children who have life-threatening illnesses? ___ Yes ___ No

If Yes, Please Explain: _____

Feel free to tell us anything else you would like us to know:



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WHY ME AND SHERRY'S HOUSE Volunteer - Respect and Privacy Agreement

In accordance with the values of Why Me & Sherry's House, we respect the privacy and dignity of patients, survivors, donors, advocates, volunteers, staff and other constituents. Confidential information is imparted in a relationship of confidence. Volunteers will exercise a particularly high standard of care with regard to all confidential information.

I understand and agree that I am bound to protect the confidentiality of Why Me & Sherry's House information at all times including, but not limited to, the examples cited below. I agree to:

- Keep confidential information in my possession from review by any unauthorized person;
- Not copy, reproduce, use, disclose or discuss confidential information unless it is necessary to carry out my volunteer function; this includes but is not limited to electronic and / or social media sources (email, voice mail and paging, facsimile, Facebook, Twitter, Foursquare, etc.);
- Not discuss confidential information in open areas where conversations may be overheard;
- Not retain any copies or notes of confidential information upon completion of volunteer assignments.
- Refrain from taking photos of the children and families unless expressly requested to do so by a Why Me staff member. Why Me secures photo releases from families to use photo or video images and must ensure the privacy of families in general and those families that do not grant permission.

I understand that any volunteer who discloses confidential information in violation of this pledge will be subject to disciplinary action up to, and including, termination of volunteer participation. Should such a termination occur, I understand that my obligation to protect the confidentiality of Why Me Families and the organizational information will continue after my termination of my relationship with Why Me Inc.

I understand that this is an application for, and not a commitment or promise of, volunteer opportunity. I certify that I have and will provide information throughout the selection process, including on this application and in interviews with Why Me staff, that is true, correct and complete to the best of my knowledge.

I certify that I have and will answer any question that would unfavorably affect my application for a volunteer position. I understand that information contained on my application may be verified by Why Me Inc. I understand that misrepresentation or omissions may be cause for my immediate rejection as an applicant for a volunteer position with Why Me or my termination as a volunteer.

I agree to hold Why Me staff, directors, guests and volunteers harmless in the event of an accident in the event of an accident or injury sustained by me while performing my volunteer service.

I agree to authorize a national background criminal and child abuse check with the cost to be paid by Why Me Inc.

If accepted as a volunteer, I agree that I am making a commitment to serve and will contact Why Me / Sherry's House at once if I discover that I cannot keep a scheduled time commitment.

Volunteer Name – Please Print

Volunteer Signature

Witness Signature

Date



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CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

Why Me, Inc. is registered under the provisions of M.G.L. c.6, & 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the Criminal Justice Information System (CJIS). I hereby acknowledge and provide permission to Why Me, Inc. to submit a CORI check for my information to the CJIS this authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing Why Me, Inc. with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: Why Me, Inc. may conduct subsequent CORI checks within one year of the date this form was signed by me provided, however, that Why Me, Inc. must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided below is true and accurate.

SIGNATURE _____
DATE

APPLICANT INFORMATION

Last Name _____ First Name _____ Middle Name _____ Suffix

Maiden Name (or other name(s) by which you have been known)

Date of Birth _____ Place of Birth _____ Complete Social Security Number

Sex (M/F): _____ Height: _____ Ft. _____ In. Eye Color: _____ Race: _____

Driver's License Number: _____ State of Issue: _____

Mother's Full Maiden Name _____ Father's Full Name

Current and Former Addresses (Past 5 Years- continue on the back if necessary)

Street Number and Name _____ City/Town _____ State _____ Zip

Street Number and Name _____ City/Town _____ State _____ Zip

List any other states in which you have lived: _____

****THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM(S) OF GOVERNMENT ISSUED IDENTIFICATION****

VERIFIED BY: _____ _____ _____
Print Name Signature Date

VOLUNTARY DISCLOSURE STATEMENT

1. Have you ever been arrested and / or charged with a crime? This includes all arrests and charges whether or not they were dismissed, deemed nolle prosequi (not pursued), deferred adjudication, or found not guilty. Yes No

If yes, please explain and list your FULL address at time of arrest:

2. Have you ever been convicted of any crime relating in any manner to children and / or your conduct with them? Yes No

If yes, please explain and list your FULL address at time of conviction:

3. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of a minor, including but not limited to a domestic order of protection? Yes No

If yes, please explain and list your FULL address at that time:

4. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including but not limited to a domestic order of protection? Yes No

If yes, please explain and list your FULL address at that time:

5. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? Yes No

If yes, please explain and list your FULL address at that time:

I understand that:

- a) Why Me / Sherry's House may deny volunteer opportunities to any person who answers "yes" to any one of the questions 1-5. If accepted and Why Me Inc. later discovers circumstances that would indicate a "yes" answer to any of the questions, volunteer status may be terminated immediately.
- b) The information on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers.
- c) The Why Me / Sherry's House may terminate service of any person if that person is found, regardless of when discovered, to have a history of abuse of a minor



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2016 WHY ME CORI POLICY

This policy is applicable to the criminal history screening of prospective and current employees, subcontractors, volunteers and interns, professional licensing applicants, and applicants for the rental or leasing of housing. Where Criminal Offender Record Information (CORI) and other criminal history checks may be part of a general background check for employment, volunteer work, licensing purposes, or the rental or leasing of housing, the following practices and procedures will be followed.

- I. **CONDUCTING CORI SCREENING:** CORI checks will only be conducted as authorized by the Criminal Justice Information System (CJIS) and MGL c. 6, &.172, and only after a CORI Acknowledgement Form has been completed. With the exception of screening for the rental or leasing of housing, if a new CORI check is to be made on a subject within a year of his/her signing of the CORI Acknowledgement Form, the subject shall be given seventy-two (72) hours notice that a new CORI check will be conducted. If a requestor is screening for the rental or leasing of housing, a CORI Acknowledgement Form shall be completed for each and every subsequent CORI check.
- II. **ACCESS TO CORI:** All CORI obtained from the CJIS is confidential, and access to the information must be limited to those individuals who have a “need to know.” This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. Why Me, Inc. must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the CJIS at any time.
- III. **CORI TRAINING:** An informed review of a criminal record requires training. Accordingly, all personnel authorized to review or access CORI at Why Me, Inc. will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the CJIS. Additionally, if Why Me, Inc. is an agency required by MGL c.6, s. 171A to maintain a CORI Policy, all personnel authorized to conduct criminal history background checks and/or to review CORI information will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the CJIS.
- IV. **USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING:** CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations
- V. **VERIFYING A SUBJECT’S IDENTITY:** If a criminal record is received from the CJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant. If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.
- VI. **INQUIRING ABOUT CRIMINAL HISTORY:** In connection with any decision regarding employment, volunteer opportunities, housing, or professional licensing, the subject shall be provided with a copy of the

criminal history record, whether obtained from the CJIS or from any other source, prior to questioning the subject about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.

- VII. **DETERMINING SUITABILITY:** If a determination is made, based on the information as provided in section V of this policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following:
- A. Relevance of the record to the position sought;
 - B. The nature of the work to be performed;
 - C. Time since the conviction;
 - D. Age of the candidate at the time of the offense;
 - E. Seriousness and specific circumstances of the offense;
 - F. The number of offenses;
 - G. Whether the applicant has pending charges;
 - H. Any relevant evidence of rehabilitation or lack thereof; and
 - I. Any other relevant information, including information submitted by the candidate or requested by the organization.

The applicant is to be notified of the decision and the basis for it in a timely manner.

- VIII. **ADVERSE DECISIONS BASED ON CORI:** If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of CJIS' Information Concerning the Process for Correcting a Criminal Record.
- IX. **SECONDARY DISSEMINATION LOGS:** All CORI obtained from the CJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of CORI outside this organization, including dissemination at the request of the subject.