

# Volunteer Application



# PRESCHOOL ADVANTAGE

Funding early education for local children

## Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

## Availability

During which hours are you available for volunteer assignments? Please note work hours are from 9 to 5 pm and no weekends unless during event times.

- Weekday mornings      Timeframe:  
 Weekday afternoons      Timeframe:

## Interests

Tell us in which areas you are interested in volunteering

- Microsoft Office 2010 (Word, Excel, Powerpoint, Publisher)  
 Events  
 Fundraising  
 Website (if familiar with snap pages)  
 Facebook postings  
 Research  
 Office Administration

## Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

### Previous Volunteer Experience

Summarize your previous volunteer experience.

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### Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

### 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.

Name (printed)	
Signature	
Date	

### 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 completing this application form and for your interest in volunteering with us.



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## Volunteer Confidentiality Agreement

This Volunteer Confidentiality Agreement, (“Agreement”) applies to all volunteers associated with and/or involved in the activities or affairs of Preschool Advantage, Inc. (“Preschool Advantage”).

As a volunteer of Preschool Advantage I understand that I may have access to a variety of materials containing information regarding Preschool Advantage. All non-public materials and information that I may have access to or learn about as a Preschool Advantage volunteer are privileged and confidential.

I agree not to release non-public materials or share non-public information with third parties without the express written consent of Preschool Advantage Executive Director. In the event I have any doubt as to whether materials or information I intend to disclose is non-public, I will not disclose such materials or information, but will first seek the determination of Preschool Advantage.

I understand that the confidentiality extends to all forms and formats in which information may be contained including, but not limited to, printed and handwritten materials, conversations, faxes, e-mails, text and phone messages, and all other forms of electronic communication.

I understand that the information protected by this Confidentiality Agreement includes but is not limited to: names, phone numbers, e-mail and physical addresses, salary and wage, employer, references, family of applicants, child care, tax payment, housing, immigration and medical circumstances and disabilities of applicants, clients, volunteers, and Preschool Advantage employees and board members. Protected information also includes information regarding Preschool Advantage’s policies and procedures, contact lists (electronic or fax), e-mail lists, forms, designs, documents, printed materials, operations and activities, all of which are the sole property of Preschool Advantage.

I understand that it is critical to Preschool Advantage’s success that information regarding applicants and clients, including all file information, is not to be disclosed to any third party, under any circumstances, without the prior written consent of the Preschool Advantage Executive Director.

Any disclosure, misuse, copying or transmitting of any material, data or information, whether intentional or unintentional, will subject you to disciplinary action and/or prosecution, according to the procedures set by Preschool Advantage, Inc. and any applicable laws.

**My signature signifies I have read, understand and agree to adhere to the above terms.**

\_\_\_\_\_  
Sign and Print Name

\_\_\_\_\_  
Date



# PRESCHOOL ADVANTAGE

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Preschool Advantage, Inc.

## Media Release Form

Date:

I hereby consent and agree that Preschool Advantage, Inc., its directors, employees, or agents have the right to take photographs, digital images, or video/film of me and to use them for educational and promotional materials. I further consent that my name may be revealed therein or by descriptive text or commentary.

I hereby release to Preschool Advantage, Inc., all rights to exhibit this work publicly or privately, including postings to program web pages and to market and sell copies. I waive any rights, claims or interests I may have to control the use of my identity or likeness in the photographs, digital images, video or film and agree that any uses described herein may be made without compensation.

Parent or guardian signature is required for those under age 18.

Releasing Person

Authorized signor

Adult 1: \_\_\_\_\_  
(please print)

Adult 1 Signature: \_\_\_\_\_

Adult 2: \_\_\_\_\_  
(please print)

Adult 2 Signature: \_\_\_\_\_

Child 1: \_\_\_\_\_  
(please print)

Parent/Guardian  
Signature: \_\_\_\_\_

Child 2: \_\_\_\_\_  
(please print)

Parent/Guardian  
Signature: \_\_\_\_\_

Child 3: \_\_\_\_\_  
(please print)

Parent/Guardian  
Signature: \_\_\_\_\_

**PRESCHOOL ADVANTAGE, INC.**  
**EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-HARASSMENT**  
**POLICY**

**Coverage**

This policy applies to and protects all Trustees, employees and volunteers of Preschool Advantage. It applies when the conduct engaged in is by any Trustee, employee or volunteer and when the conduct is by someone not employed by Preschool Advantage, e.g., a vendor or client. It covers conduct both in the workplace and in work-related settings outside the workplace, such as meetings that take place outside the office, business trips, or business-related social events.

**Policy**

Preschool Advantage does not discriminate against trustees, employees, job applicants or volunteers based on race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, genetic information, pregnancy, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait, service in the Armed Forces, or other characteristics protected by law. As a part of this policy, Preschool Advantage is committed to maintaining a harassment-free work environment.

Preschool Advantage will not tolerate harassment of its trustees, employees or volunteers based on race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, genetic information, pregnancy, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait, service in the Armed Forces, or other protected group status.

**Definition of Harassment**

Harassment directed at an individual because of factors of race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, genetic information, pregnancy, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait, service in the Armed Forces, or other protected group status is illegal. People may make jokes or comments without intending or realizing such conduct is offensive to another, but these actions can be unwanted. Preventing harassment in its various forms requires awareness by everyone at Preschool Advantage of the impact these actions may have on others.

Accordingly, this policy prohibits inappropriate, unprofessional or offensive behavior based on race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, genetic information, pregnancy, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait, service in the Armed Forces, or other protected characteristics.

## **Sexual Harassment**

Sexual harassment deserves special mention to ensure that everyone understands what type of behavior is prohibited. Sexual harassment may include a range of offensive or unwanted behavior directed at a person because of his or her gender. It may involve persons of the same or different gender. It includes offering employment benefits or favored treatment in exchange for sexual favors, and retaliating against or getting back at someone who turns down sexual advances.

It also includes other forms of conduct, such as:

- Physical conduct: unwelcoming touching, ranging from sexual assault to patting, brushing, hugging, kissing, massaging or pinching; sabotaging an employee's work because of the employee's gender;
- Verbal conduct: sexually explicit or offensive language or jokes; sexual advances or innuendos; repeated and unwanted requests for a date; graphic comments about an individual's body; inquiries about a person's sexual activities; sexually suggestive or insulting sounds, like whistling or catcalls; abusive language directed at an employee because of the employee's gender; use of "babe," "honey," "hunk," "stud," etc.; and,
- Visual conduct: sexual gestures; displaying sexually suggestive objects or pictures, cartoons, magazines or posters; looking a person up and down.

These forms of conduct are not meant to be an exhaustive list, but are meant to be a list of examples only.

## **Other Forms of Harassment**

Verbal or physical conduct that denigrates or shows hostility toward an individual because of his or her race, color, religion, national origin, age, disability or other protected status also is prohibited. Such conduct may include a range of behaviors, such as:

- Offensive jokes, slurs, stories or comments concerning a racial, ethnic or other legally protected group;
- Derogatory posters, notices, bulletins, cartoons or drawings;
- Negative stereotyping.

These forms of conduct are not meant to be an exhaustive list, but are meant to be a list of examples only.

## **Reporting Discrimination or Harassment**

Anyone who feels that he or she has been subjected to discrimination or harassment should report the harassment or discrimination, either in writing or orally, to a Trustee or the Executive Director.

## **Investigation and Remedial Action**

Preschool Advantage will promptly investigate complaints of discrimination or harassment, and will protect confidentiality to the extent reasonably consistent with the investigation. Preschool Advantage will respond to any violation of this policy through appropriate prompt remedial action. An employee, volunteer or Trustee found to have engaged in harassment or discrimination violating this policy will be subject to disciplinary action, up to and including discharge or separation from the Board. Preschool Advantage will, if appropriate, advise the complaining party of the results of the investigation.

## **No Retaliation**

Preschool Advantage prohibits retaliation against anyone because he or she files a good faith complaint of discrimination or harassment or otherwise opposes employment practices he or she reasonably believes are discriminatory. Preschool Advantage also prohibits retaliation against anyone because he or she cooperates or participates in an investigation by Preschool Advantage regarding an alleged violation of this policy. If any party feels he or she has been retaliated against for his or her involvement in a discrimination or harassment complaint, the employee should inform the Director or any Trustee. Any employee found to have engaged in prohibited retaliation will be subject to disciplinary action, up to and including discharge.

## **Approved by the Board**

**Date: March 10, 2016**

*Important: Each volunteer must sign the “Release and Waiver Liability” before volunteering at a Preschool Advantage event. Read this waiver very carefully before you sign.*

## **Waiver of Liability for Volunteers**

This release and Waiver of Liability (the “Release”) executed on the date set forth below by the volunteer \_\_\_\_\_ in favor of PRESCHOOL ADVANTAGE INC., a nonprofit corporation, and its directors, officers, employees, and agents (collectively, “Preschool Advantage”).

\_\_\_\_\_, (the “Volunteer”) desires to work for Preschool Advantage and engage in the activities related to being a volunteer at the Preschool Advantage office and / or at one or more off site events that are either held by Preschool Advantage, or in which Preschool Advantage participates. \_\_\_\_\_, the Volunteer hereby freely and voluntarily execute this Release under the following terms:

1. **Waiver and Release.** The volunteer releases and forever discharges and holds harmless Preschool Advantage and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from the Volunteer’s work at Preschool Advantage. The Volunteer understands and acknowledges that this Release discharges Preschool Advantage from any liability or claim that the Volunteer may have against Preschool Advantage with respect of bodily injury, personal injury, illness, death, or property damage that may result from participation on the Preschool Advantage worksite. It is also understood that Preschool Advantage does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance in the event of injury, illness, death or property damage.
2. **Insurance.** The Volunteer understands that we expressly waive any such claim for compensation or liability on the part of Preschool Advantage beyond what may be offered freely by the representative of Preschool Advantage in the event of such injury or medical expense.
3. **Medical Treatment.** The Volunteer hereby releases and forever discharges Preschool Advantage from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an injury to the Volunteer while the Volunteer is working with Preschool Advantage.
4. **Assumption of Risk.** The Volunteer’s time with Preschool Advantage may include activities that may be hazardous. The Volunteer expressly assumes the risk of injury or harm in these activities and releases Preschool Advantage from all liability for injury, illness, death or property damage resulting from the activities of the Volunteer’s time at Preschool Advantage.
5. **Photographic Release.** The Volunteer grants and conveys unto Preschool Advantage all right, title, and interest in all photographic images and video or audio recordings made by Preschool Advantage during the Volunteer’s work with Preschool Advantage.



6. **Other.** As the Volunteer I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of New Jersey in the United States of America, and that this Release shall be governed by and interpreted in accordance with the laws of the State of New Jersey. I agree that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall no otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

*To express my understanding of this Release, I sign here.*

Name of Volunteer \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_ Cell Phone / E-Mail \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Cell Phone / E-Mail \_\_\_\_\_