



Administrative Office:
 3413 10th Street, Lubbock, Texas 79415 Phone: 806-744-8877 Fax: 806-744-3652
 Permian Basin:
 500 W. 4th Street, Odessa, Texas 79761 Phone: 432-640-3090 Fax: 432-640-3075

DATE: _____

COURT-ORDERED COMMUNITY SERVICE APPLICATION

Personal Information

Name	Last	First	Date of Birth		
			/	/	
Current Address		Apt #	City	State	Zip
Home Phone:			Work Phone:		
E-mail Address:			Cell Phone:		
Emergency Contact:			Phone ()		

Work and/or Volunteer Experience

Present or Past Employer	Job Title	Dates

Name of previous Volunteer Organization(s)	Assignments	Dates

More Information

Post High School Education/Training	# Yrs. Completed	Where
Do you speak a foreign language? _____ Do you have sign language skills? _____		
If so, which language(s)? _____		

COURT-ORDERED COMMUNITY SERVICE (continued)

Have you ever pleaded or been found guilty of a felony or a misdemeanor? Yes No

If yes, please explain when, where and describe your conduct: _____

Do you have any health problems that we should be aware of in case of an emergency?

If yes, please identify _____

List any medication(s) that you are taking that we need to be aware of?

I certify that the information in this application is correct to the best of my knowledge and belief. I authorize agents of Ronald McDonald House Charities of the Southwest, Inc. (RMHC) to check with the appropriate public authorities regarding my background and history. I understand that should I be offered a Community Service position, any misrepresentation by me may lead to termination. I also understand that my community service can be terminated with or without cause and/or notice, at any time by RMHC. If accepted, I will abide by the rules and regulations of RMHC. I understand that completing the application process does not guarantee acceptance as a volunteer / community service.

Signature

Date

Parent or Guardian Signature required (if under 18)

Date

Please note: An adult must supervise volunteers under the age of 15, unless affiliated with a school or other organization for class requirement.

I AGREE TO UPHOLD AND ABIDE BY THE POLICIES AND PROCEDURES OF RONALD McDONALD HOUSE CHARITIES OF LUBBOCK, INC.

Signature

Date

Name: _____ Offense: _____

Total Hours Needed: _____ Due by: _____

Court-Ordered Community Service Volunteers

- Court Ordered Community Service Volunteers must present written documentation by the court regarding the offense prior to serving as a volunteer.
- Volunteers must complete a volunteer application, watch the RMHC video, and receive a tour of the House prior to beginning duties.
- Volunteers must schedule shifts in advance on the volunteer calendar.
- A responsible adult must accompany community service volunteers under 15 years of age.
- Volunteers are required to wear nametags at all times, and must return nametags before leaving.
- Volunteers must sign in and sign-out in the office, obtain initials from a staff member, and check out with a RMH representative.
- The volunteers are expected to perform any reasonable task necessary to the House. These tasks will primarily be housekeeping and outdoor cleaning/upkeep.
- If a Community Service Volunteer fails to check-in and check-out, no credit will be given for the hours worked. Summary of hours will be provided after all necessary hours are completed.
- No smoking or use of any tobacco product is permitted anywhere in the Ronald McDonald House property. Abusive or obscene language or gestures will not be tolerated.
- All volunteers should dress in a neat and clean manner. No clothing that is lewd, offensive, vulgar, or obscene will be permitted. Clothing should be free from advertisements of alcoholic beverages, tobacco products, or drugs; and should not make reference to satanic, cult, or gang activities. Shorts may be worn; however, no cutoffs. Shirts should cover the midriff and have a neck line no lower than the area of a second button on a collard shirt.

Volunteering at the House is a privilege and not a right. All volunteers are expected to abide by the rules of the Ronald McDonald House and to act responsibly and respectfully. Failure to do so may result in being required to immediately vacate the House based on the discretion of management.

I have read and understand the Court Ordered Community Service Volunteers Rules and agree to abide by them. Failure to abide by the Court Ordered Community Service Volunteer Rules can result in the immediate forfeiture of my privilege of volunteering at the Ronald McDonald House.

Court-Ordered Community
Service Volunteer's Signature: _____ Date: _____

Ronald McDonald House
Representative Signature: _____ Date: _____



Background Check Authorization Form Consent for Criminal Background History Check Authorization/Waiver/Indemnity

Each staff member or volunteer to be screened must sign an authorization/waiver/indemnity form, giving approval for Ronald McDonald House Charities of the Southwest, Inc. to perform a criminal background check.

I hereby give my permission to Ronald McDonald House Charities of the Southwest, Inc. to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by Ronald McDonald House Charities of the Southwest, Inc. and a procedure is available for clarification if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I hereby affirm that my answers to the foregoing questions are true and correct and that I have not knowingly withheld any fact or circumstances that would, if disclosed, affect my application unfavorably. I understand that any false information submitted in this application may result in my discharge.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify the Ronald McDonald House Charities of the Southwest, Inc. and each of their officers, directors, employees and agents and hold them harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever (including claims for negligence, gross negligence, and/or strict liability of the Ronald McDonald House Charities of the Southwest, Inc.) and any and all related attorneys' fees, court costs and other expenses resulting from the investigation of my background in connection with my application to become a volunteer/staff member.

Applicant's Signature

Date

Applicant's Printed Name (last, first)

List maiden name or any other name used

Gender (male/female)

Date of Birth (month/day/year)

Parent or Guardian Signature (if applicant is under 18 years)

Date

***Volunteers are required to pay for the Criminal Background Check.**

OFFICE USE ONLY:

Please indicate how payment was made. Check: ____ Check #: _____ Cash: _____

Background check search completed by: _____ on _____
staff signature date

Sex Offender search completed by: _____ on _____
staff signature date



Confidentiality Agreement

Employees and volunteers of Ronald McDonald House Charities of the Southwest, Inc. (RMHC Southwest, Inc.) learn about information relating to the families who stay at the House, Family Rooms, visitors, and RMHC donors whether such information be medical, financial, or otherwise. For obvious reasons, it is important that all such information remain confidential.

Accordingly, I agree that I shall maintain the confidentiality of all information relating to the families, visitors, and donors. By entering into this agreement, I agree to not disclose any such information to third parties other than is necessary to perform the job as an employee or volunteer of the House, and not personally retain any documents that reflect this information. I understand that if I violate this agreement, I will be subject to immediate termination.

Employee/Volunteer Signature: _____

Printed Name: _____

Date: _____

Your recognition of the sensitivity of family, visitors and or donor information, by and through your execution of this agreement, is greatly appreciated.

Community Service Checklist

- Completed Application (5 pages)
- Court-Ordered Documentation Stating Your Charge & Number of Hours Required
- \$5 (Cash or Check Made Payable to RMHC) to Cover Fee for Background Check

***This information must be provided to Ronald McDonald House Charities in order to be considered for Community Service. Once this information has been provided and the Volunteer Coordinator has processed the application and approved the volunteer, the Community Service Volunteer may be placed on the volunteer schedule.**