



## **VOLUNTEER PROCEDURE**

The purpose of the Volunteer Procedure for the Housing Authority of the City of Colorado Springs is to ensure collaboration between the community and the organizations programs that rely upon volunteers to function at the highest possible level. In an attempt to ensure that programs remain safe and effective, the Housing Authority requires a consistent process to screen volunteer candidates. Individuals with criminal backgrounds will not be automatically denied the opportunity to volunteer; however, the Housing Authority reserves the right to deny volunteer opportunities to person(s) with background issues that present potential threats to program participants. To maintain the safest environment possible, the Housing Authority will not accept volunteers that reside in “Com-Cor”, or similar housing programs, and will not accept individuals on parole or probation.

The following Volunteer Procedure becomes effective as of May 01, 2011:

1. All volunteer candidates, no matter where the individual originates from, will be required to complete a volunteer application. Whether volunteering for one hour, or one hundred, the application is required and cannot be bypassed.
2. Applications are expected to be completed, and signed. Unfinished applications will not be considered for volunteer opportunities.
3. Falsification of any information on the volunteer application is grounds for immediate dismissal from volunteer responsibilities and the individual will not be used for future volunteer opportunities with the Housing Authority.
4. Applications are sent to the Human Resource department for screening purposes.
5. Once individuals are screened and cleared, Human Resources will notify the department of the outcome, departments are then able to place individuals at needed locations.
6. A listing of exact locations and how much time is volunteered will be sent to the Human Resource department on a monthly basis.
7. Candidates expressing an interest in long term volunteer opportunities, specifically a year or more, will be subject to a background check and a drug screen.
8. Volunteers are subject to following the same organizational policies and procedures, and must adhere to the ethical standards of the Housing Authority.
9. Volunteers must contact the department in which they are working if they are unable to meet their obligation for any reason, at least 24 hours in advance when possible.
10. No shows may result in termination of volunteer services; however, circumstances may be taken into consideration and a decision to retain the volunteer is at the discretion of the Housing Authority.

I have read, understand, and agree to adhere to the Volunteer Procedures set forth by The Housing Authority of the City of Colorado Springs. I understand that volunteer duties are unpaid activities and that there is no implied contract or guarantee to volunteer with the organization and I may be asked to terminate my activities at the discretion of the Housing Authority. I understand that willful misuse, abuse, or neglect of Housing Authority property, equipment, or program participants may result in immediate dismissal from volunteer duties. I understand that if I am dismissed from volunteer duties with the organization, I am not able to return to the organization in a volunteer or employment capacity.

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Volunteer Print Name

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Print Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date