



ELGT Adult Volunteer Group Packet (PLEASE PRINT CLEARLY)

P.O. Box 386
East Liverpool, Ohio 43920
(330) 932-0490
eastliverpoolsgottalent.com

Thank you for your interest in participating in the ELGT Adult Volunteer Group!

This program is designed to connect local adults with various volunteer opportunities. As an ELGT Adult Volunteer, you will have the opportunity to give back to your community.

As an ELGT Adult Volunteer, you will often be working directly with junior participants and assist our ELGT committee members in facilitation activities. This direct interaction with other members and the community makes the volunteer process exciting, dynamic, and most importantly, rewarding and meaningful.

In order to volunteer at East Liverpool's Got Talent, please complete the following:

- Complete the attached ELGT Adult Volunteer Group Packet:
 - ELGT Adult Volunteer Membership Application
 - ELGT Adult Volunteer Rules and Regulations
 - ELGT Adult Volunteer Behavior Management Policy
- Mail the completed ELGT Adult Volunteer Group Packet to East Liverpool's Got Talent, P.O. Box 386, East Liverpool, OH 43920 or email signed forms to amy@eastliverpoolsgottalent.com.
- Attend a mandatory ELGT Adult Volunteer Group Orientation Meeting
 - The ELGT Group Coordinator will contact you to inform you of the date and time of the next available orientation.

Once the packet is complete and turned in, volunteers will be placed in the next available Orientation Meeting and placed at an appropriate site thereafter. All questions, concerns and completed application packets should be addressed to:

East Liverpool's Got Talent
Amy Hissom-Daugherty, Executive Director
330-932-0490



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ELGT Adult Volunteer Membership Application (PLEASE PRINT CLEARLY)

Contact Information

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

Availability

During which hours are you available for volunteer assignments?

- Weekday mornings Weekend mornings
 Weekday afternoons Weekend afternoons
 Weekday evenings Weekend evenings

Interests

Tell us in which areas you are interested in volunteering

- Administration
 Events
 Field work
 Fundraising
 Deliveries
 Phone bank
 Newsletter production
 Volunteer coordination

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.

I understand that all the information on this form is voluntarily supplied and may be used and disclosed for volunteer purposes only. I also agree to release and hold harmless the staff, the volunteers, and the board of directors of East Liverpool's Got Talent from any and all liability for disclosing this information to agencies and their agents who request volunteer assistance or injury incurred while on volunteer assignment. I hereby volunteer my services and understand that I am not a paid employee of any agency or group to which I may accept assignment, nor am I an employee of East Liverpool's Got Talent. By becoming a volunteer, I understand that I will have the opportunity to participate in many individual and group volunteer projects. By signing this application, I grant permission for participation in events without requiring additional permission forms. I also grant East Liverpool's Got Talent permission to use photographs taken of me at volunteer activities for publication to promote volunteerism.

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.

For Coordinator Use Only:		
Schedule: Monday _____	Start Date: _____	Orientation Date _____
Tuesday _____	End Date: _____	Date Contacted: _____
Wednesday _____	Total Hours: _____	Site Placed: _____
Thursday _____		
Friday _____		
Saturday _____		
Sunday _____		



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ELGT Adult Volunteer Group Rules & Regulations (PLEASE PRINT CLEARLY)

In order to provide a positive environment for all members of the ELGT Adult Volunteer Group, there will be no inappropriate dress. This includes, but is not limited to, clothing that advertises the use of drugs or alcohol, sexually suggestive or revealing clothing, Do-Rags, Bandanas, hats or any clothing that suggests "Gang" affiliation, ripped or torn clothing.

As an ELGT Adult Volunteer, I agree to:

- Conduct myself in an appropriate manner at all times
 - ✓ As an ELGT Adult Volunteer; you will be a role model to the youth you are working with. Keep this in mind when you are interacting with participants and staff.
- Interact with youth in a safe way
 - ✓ Understand that for safety and comfort reasons, you must abide by the "keep your hands to yourself" policy. There should be absolutely no rough housing, lifting youth off of the ground, etc.
- Be on time for all scheduled appointments
- Call a staff member if I am unable to attend a scheduled meeting or shift
- Keep all conversations professional and appropriate
 - ✓ Remember that you are always within ear shot of youth. Please save conversations about topics not directly related to your position as an ELGT Adult Volunteer for "off duty" hours.
- Adhere to all group policies
- Alert appropriate staff members about any problems with youth that may arise
- Dress appropriately for a position working with youth
 - ✓ Shorts should be mid-thigh length
 - ✓ Wear closed toed shoes
 - ✓ Wear clothing that you are able to freely move in
- Keep all contact with club members and staff limited to scheduled volunteer hours.

I understand that I will be removed from my volunteer position if any of these guidelines are not met.

ELGT Adult Volunteer Name *(Please Print)*

ELGT Adult Volunteer Signature

Date



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ELGT Adult Volunteer Group Behavior Management Policy (PLEASE PRINT CLEARLY)

Philosophy

East Liverpool’s Got Talent recognizes that you are adults and we strive to treat you as such. In order for this to happen, we ask that all members take responsibility for their actions and behave in a manner that makes this environment possible. As a member of the ELGT Adult Volunteer Group you understand you are responsible for your behavior and will act in a manner that is respectful to yourself and your environment. We understand that people of all ages make mistakes and mistakes are a part of learning and personal growth. East Liverpool’s Got Talent staff will strive to allow our members to learn from their mistakes by providing you with opportunities to overcome behaviors that are barriers to personal growth. ELGT asks that all members refrain from behavior that can be considered:

- Dangerous - anything that could hurt yourself or someone else.
- Disrespectful – anything that could hurt someone else’s feelings, including talking back to staff.
- Destructive – anything that could break something that belongs to you, another member, or East Liverpool’s Got Talent and its equipment.
- Disruptive – anything that prevents the group from completing its activity.
- Dishonest – anything that involves lying, cheating, or stealing.

Behavior Management Procedures

The following steps will be taken by East Liverpool’s Got Talent in the event of behavior problems:

- Staff will communicate with the individuals involved in an attempt to resolve the situation.
- Staff will immediately respond to further behavior from those involved in negative behavior, and consequences for the continued behavior will be implemented. (These may be loss of privileges, service to the group or suspension from group activities)
- In the event of continued behavior management issues, the parties involved may be asked to remove themselves from ELGT Adult Volunteer Group Activities. In the event the member refuses, East Liverpool Area Police may be contacted and a no-trespass order may be issued.
- In order to provide a positive and safe environment a Suspension, Referral to outside programming, or Loss of Membership may be required for continued negative behavior.

Member Expectations

As a Member you are asked take into consideration East Liverpool’s Got Talent’s expectations and are asked to follow them at all times.

- Respect for self
- Respect for others
- Respect for East Liverpool’s Got Talent and/or event site property.
- Responsibility for your actions

Zero Tolerance Policy

All parties involved should be aware that East Liverpool’s Got Talent has a zero tolerance policy towards violence, weapons, threats, intimidation, harassment, vandalism, and use of any alcohol, tobacco, or drugs during group activities. **Immediate Suspension** and possible loss of membership will occur should any member be involved in any of the above listed behaviors. Members and parents/guardians of members not yet of legal age understand that they will be required to pay all fees/damages incurred from any behavior that violates East Liverpool’s Got Talent policy. If you have any questions regarding these policies, please feel free to contact East Liverpool’s Got Talent at (330) 932-0490 or the Group Coordinator assigned to you.

I, _____, have read and agreed to all policies and procedures listed in the ELGT Adult Volunteer Group Behavior Management Policy. I have directed all questions about these policies to the Group Coordinator. I agree to support the rules and consequences detailed in the ELGT Adult Volunteer Group Behavior Management Policy.

 ELGT Adult Volunteer Member Name

 ELGT Adult Volunteer Member Signature

 Date