



Chinese –American Planning Council
Volunteer Application
 150 Elizabeth Street, New York, NY 10012
 Tel: (212) 941-0920 Fax: (212) 966-8581
www.cpc-nyc.org
volunteer@cpc-nyc.org

Name: _____
 Last First Middle

Address: _____
 Number, Street, & Apt #

 City State Zip Code

Primary Phone #: (____) _____-____ **Other Contact #:** (____) _____-____

E-mail: _____ **Date of Birth:** ____/____/19____ **Gender:** F M O

Why do you wish to volunteer at CPC? What do you hope to gain from this volunteer experience?

How many hours per week do you wish to volunteer? _____

When are you available? Please be specific. Start Date _____ - End Date _____

Write the times you will be available each day (for example: 12-3pm). Please be specific.

Monday	Tuesday	Wednesday	Thursday	Friday

What language(s) do you speak fluently? ____ Chinese (Cantonese) ____ Chinese (Mandarin)
 ____ Chinese (Fujianese) ____ English ____ Spanish ____ Others _____

What types of skills do you have? (MS Office, artistic skills, etc.) _____

Do you have any special needs? NO YES (If yes, please explain conditions using additional paper)

Education Level: Please list your most recent education background.

Name of School & Location (City, State)	Major	Last Grade Completed	Degree (if any)

Previous Work/Volunteer Experience: *Attach additional paper if necessary.*

Name of Organization & Location (City, State)	Job Title	Date of Service	Brief Description of Duties

References: *Please provide the names and contact information for two non-relative references.*

Name	Address (Street, City, State)	Phone Number/Email	Relation

How did you hear about us?

Newspaper
 Radio
 Flyer
 Website
 School
 Friend (Name: _____)
 Other (Please specify : _____)

Have you ever committed a crime? NO YES *(If yes, please explain using additional paper)*

Additional Comments/Questions: _____

Certification

I certify that the information provided on this application is true and accurate. I understand that the withholding of any information sought by this application or the giving of false information may result in my disqualification from consideration for volunteer service for CPC or, if discovered after I have begun volunteering at CPC, my termination as a volunteer at CPC.

I certify that I have read the CPC Code of Conduct. I understand that **if** I am offered and accept a volunteer position with CPC, I am responsible for abiding by the CPC Volunteer Code of Conduct I understand that failure to abide by the afore mentioned standards is grounds for immediate dismissal without compensation.

I HAVE READ THE ABOVE PRIOR TO SIGNING THIS APPLICATION.

Signature: _____

Date: _____

Signature: _____

Date: _____

Parent signature required if under 18



The Chinese-American Planning Council, Inc Volunteer Code of Conduct

Please Keep for Your Records!

PART 1

Purpose of Volunteer Code of Conduct: This document provides direction to staff and volunteers engaged in volunteer and volunteer management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual agreement. CPC reserves the right to change any of these policies at any time. Changes to or exceptions from these policies may only be granted by the Volunteer Program Coordinator, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Volunteer Program Coordinator.

Definition of "Volunteer": A "volunteer" is anyone who, without expectation of compensation beyond reimbursement, performs a task under the direct guidance of the agency. Unless specifically stated, volunteers shall not be considered "employees" of the agency.

PART 2

Service at the Discretion of the Agency: CPC accepts volunteer service at the sole discretion of the agency. Volunteers agree that CPC may at any time, for whatever reason, terminate the volunteer's relationship with the agency.

The volunteer may at any time, for whatever reason, sever the volunteer's relationship with the agency. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisors.

Representation of Agency: Volunteers are asked to NOT contact organizations, individuals or to respond to inquires regarding Agency unless they are given express directions to do so by the agency. Prior to any action or statement which might affect or obligate the agency, volunteers must seek prior approval from appropriate staff. Actions requiring prior approval of CPC staff may include, but are not limited to, public statements to the press, lobbying efforts, or agreements involving contractual financial obligations. Volunteers are authorized to act as representatives of the agency as specifically indicated and only to the extent of such written specifications.

Volunteers will maintain the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a staff member, volunteer, client, or other person or involves overall agency business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the agency or other corrective action.

Screening/Reference Checks: As a precursor to being selected as a volunteer and/or for specific tasks, volunteers may be required to submit professional references and/or samples of work.

Copyright/Ownership Issues: Material produced by volunteers including graphics materials, narratives, research, compilations, etc. becomes the property of the Agency upon submission.

Attendance and Punctuality: Volunteers should be conscientious of attendance and punctuality. As part of a team, timeliness and availability are essential in meeting the needs of clients. Volunteers should make every effort to maintain all scheduled appointments and/or meetings.

In this case of illness or unexpected circumstances, please contact your supervisor as soon as practically possible. Be sure to convey the reason for your absence and when you expect to return. Please advise of any anticipated absences, such as vacation, personal business, in advance. In the event you cannot fulfill your responsibilities to the agency due to excessive absences, the agency reserves the right to terminate the volunteer relationship.

Technology Related Policy: Computers, computer files, the e-mail system, and software furnished to volunteers are CPC property and intended for business use only. Volunteers must receive authorization before using equipment and/or accessing information authorization.

The agency prohibits the use of computers and the e-mail system in ways that are disruptive, offensive, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, etc., is strictly prohibited. Other misuse includes, but is not limited to, ethnic slurs, racial comments, or anything that may be construed as harassment or discrimination.

E-mail may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

The agency may purchase and license various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the agency does not have the right to reproduce such software for use on more than one computer. Volunteers may only use software on local area networks or on multiple machines according to the software license agreement. The agency prohibits the illegal duplication of software and its related documentation.

CPC Inc Property: CPC may sometimes need access to materials, documents and information in the possession of volunteers, including times when a volunteer is not present. Such items must be available to the Chinese-American Planning Council, Inc at all times. The agency's facilities (including, for example, computer-related items such as diskettes and e-mail, desks, and file cabinets) are the Chinese-American Planning Council, Inc property and are not intended for personal use. The agency reserves the right to enter and review the contents of all of its facilities and property. Personal items should not be stored in the agency's facilities or property.

All information entered, inputted, transmitted, or otherwise used with CPC computers or any agency computer system including (without limitation) e-mail, are the agency's property. In addition, all computer data and e-mail messages remain stored on our computer systems. Even that which is erased or deleted by a user are subject to interception, monitoring, and review by the agency at any time.

Volunteer Files: The Chinese-American Planning Council, Inc maintains a file on each volunteer which includes such information as the volunteer application, reference checks, records of training, etc. These files are the property of the agency and access to the information they contain is restricted

No information contained in volunteer files will be distributed without the volunteer's written permission, legal processes requiring access, or an approved response to a request for verification of a volunteer's status. Generally, only CPC supervisors/management personnel with will review volunteer files. With reasonable advance notice, volunteers may review their own files at CPC's discretion.

Volunteers must promptly notify the Chinese-American Planning Council, Inc of any changes in personal data such as, mailing addresses, telephone numbers, and emergency contacts.

The Chinese-American Planning Council, Inc reserves the right to check the references of all applications.

Expenses: The Chinese-American Planning Council, Inc will reimburse volunteers for reasonable business expenses incurred while performing services for the agency based on prior discussion and agreement. Expenses reports, with original receipts, should be submitted at the end of the business day to appropriate supervisor.

Dismissal of a Volunteer: Volunteers who do not adhere to the rules and procedures of the agency or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. Possible grounds for dismissal may include, but are not limited to, the following: misconduct or insubordination, theft of property or misuse of agency materials, abuse or mistreatment of clients, staff or other volunteers, failure to abide by agency policies and procedures, and failure to satisfactorily perform assigned duties.

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Chinese –American Planning Council

Volunteer Program

150 Elizabeth Street, New York, NY 10012
Tel: (212) 400-2090 Fax: (212) 966-8581

www.cpc-nyc.org
volunteer@cpc-nyc.org

Volunteer Agreement Form

We are pleased for your interest in volunteering at Chinese-American Planning Council.

Please affirm your acceptance of the terms of this agreement, stated below, with your signature (and your parent/guardian if you're under 18 years old).

- 1) I have reviewed the volunteer job description and agree to carry out these responsibilities without monetary or other compensation.
- 2) I understand that the provisions of this application do not constitute a contract (either expressed or implied) of employment between CPC and me.
- 3) I will endeavor to make my work of the highest quality. I will take any problems, criticisms, or suggestions to my direct supervisor and/or the Volunteer Coordinator.
- 4) I agree that any material produced during the course of volunteering, including graphics materials, web page designs, narratives, research, compilations, instructional texts, etc. becomes the property of CPC upon submission.
- 5) I agree to maintain confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer.
- 6) I understand the importance and the possible safety issues regarding to certain type of work in CPC. Thus, I hereby grant permission to any person or organization to release to CPC or its representatives any and all information regarding my past experiences and my background. I waive any and all claims I might have with respect to the providing of such information.
- 7) CPC reserves the right to determine and change its policies and procedures applicable to volunteers at any time for any reason.
- 8) CPC agrees to provide the orientation, training, supervision and support necessary for my successful fulfillment of responsibilities.

Please return to CPC Volunteer Department

- 9) CPC will cover me as a volunteer under CPC commercial general liability policy to protect me against any covered claims for injury to persons or damage property arising out of my activities as a volunteer. In exchange for this insurance protection I, on behalf of myself, my heirs and my representatives do hereby release CPC, its officers, directors, employees and other volunteers from an liability whatsoever for any injury to myself, including death, or damage to my property that arises out of or is in any way related to my volunteer activities unless my injury is the result of the sole negligence of CPC. I understand that the liability insurance coverage only applies when I am on duty and act in accordance with CPC guidelines for my volunteer assignment, and all other preconditions for insurance coverage are met.
- 10) I further understand and agree that if I am offered and accept a volunteer position at CPC, either I or CPC may terminate the volunteer relationship at any time for any reason or no particular reason or cause.
- 11) Furthermore, I am committed to dedicated to volunteering _____ (hours) per day/week/month for _____ (months) to CPC.

Volunteer Name (Print)	Volunteer Signature	Date
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I, _____ (*Print name of parent/guardian*), have read and went over with my child the terms and condition of this agreement. I hereby permit my child, _____ (*Print child's name*), to work as a volunteer with the Chinese-American Planning Council.

Parent/Guardian Name (Print)	Parent/Guardian Signature	Date
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CPC Volunteer Coordinator (Print)	CPC Volunteer Coordinator Signature	Date
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