



**ASIAN COMMUNITY RESOURCES CENTER 華人耆英服務中心**  
**A Service Center Dedicated to Seniors and Youths 服務宗旨：敬老扶幼 ◆ 服務社區**

(A 501(c)(3) Non-Profit Organization 本中心為聯邦政府註冊非牟利團體)  
 16320 NW 48 Avenue, Miami Gardens, FL 33014

<b>Volunteer Application</b>						Page 1 of 3	<b>Date</b>	
<b>Name</b> (English)		<b>Name</b> (Other)		<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Birth</b> <b>Date</b>		
<b>Address</b>								
<b>Phone</b>		<b>Email</b>						
<b>Mode of Transportation</b>	<input type="checkbox"/> Car <input type="checkbox"/> Public Transportation <input type="checkbox"/> Other							
<b>Language(s) You Speak</b>	<input type="checkbox"/> English <input type="checkbox"/> Cantonese <input type="checkbox"/> Mandarin <input type="checkbox"/> Spanish <input type="checkbox"/> Other					<b>Origin Country</b>		
<b>Language(s) You Write</b>	<input type="checkbox"/> English <input type="checkbox"/> Chinese <input type="checkbox"/> Spanish <input type="checkbox"/> Other							
<b>Occupation:</b>								
<b>Educational Background</b>	<input type="checkbox"/> High School <input type="checkbox"/> College <input type="checkbox"/> Other							
<b>Additional Experience / Skills / Training / Interests</b>								
<b>Volunteer Information</b>								
Please describe any physical or mental limitations or legal restrictions which might influence your volunteer responsibilities.								
Please describe your personal goals as a volunteer at ACRC. What would you like to accomplish / what kind of experience would you like to gain as a volunteer here?								
What is the projected duration of your volunteer commitment at ACRC?				<b>From</b>	_____ / 20__	<b>To:</b>	_____ / 20__	
<b>Availability</b>			<b>Total Hours per week:</b>					
<b>Available Time</b>			<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Sat/Sun</b>
Please write the time you would like to volunteer								
<b>Activities and Tasks of Interest</b>				<b>Interested</b>	<b>Experienced</b>	<b>Want to be trained</b>		
Art or Special Classes								
Cleaning and Organization								
Data Entry								
Decoration								
Filing Paperwork								
Food Services								
Interpreting (Legal and Other Issue)								
Interpreting (Medical Only)								
Letter Reading								
Other Office Tasks								
Photography								
Presentation/ Leading Group Activities								
Socializing with Seniors								
Other:								
<b>How did you learn about Asian Community Resources Center?</b>				<input type="checkbox"/> Newspaper	<input type="checkbox"/> Friends	<input type="checkbox"/> Website	<input type="checkbox"/> Other	



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<b>Volunteer Application</b>	Page 2 of 3	<b>Date</b>	
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**Please List 3 References We May Contact**

Name	Relationship	Phone	Email	Address

**Please List 3 Emergency Contact**

Name	Relationship	Phone

In filling out this application form, I understand that Asian Community Resources Center (ACRC) is not obligated to provide me with a volunteer opportunity. My signature below certifies that all information on this application is correct and complete to the best of my knowledge. I hereby release any of my former employers, their agents, references, educational institutions, law enforcement agencies history, and I understand ACRC will not be held responsible for any loss of my application or other any damage whatsoever in responding this application. My signature signifies that I agree to abide by the rules and regulations of ACRC, and I understand that my volunteer duty can be terminated with or without cause, at any time, at the discretion of ACRC or myself.

<b>Volunteer Name</b>	<b>Volunteer Signature</b>	<b>Date</b>	
<b>Guardian Name</b>	<b>Guardian Signature</b>	<b>Date</b>	

(If volunteer is under 18 years old, Guardian's Signature is Required.)

**VOLUNTEER SERVICE POLICIES & RESPONSIBILITIES**

**I. Process of the Acceptance for a Volunteer:**

1. Application: Please answer **every question** in application form **clearly** by providing your accurate information, work and volunteer history, references, and work goals. If questions are not applicable write N/A or None, and do not leave it blank.
2. Screening interview: The supervisor of volunteer services will conduct an interview to introduce our program to the applicant and assess the appropriateness for work with the agency.
3. Acceptance: If an agreement has been made between the ACRC and the applicant, a volunteer job agreement needs to be established prior to the start the services.

**II. Responsibilities of Volunteer:**

1. Maintain a volunteer hour log form and **sign-in & out at the front desk**.
2. Work reliably and punctually according to the volunteer job agreement. Report to volunteer supervisor in advanced if you cannot come for services.
3. Attend volunteer training and meetings.
4. Report promptly any major changes in behavior, problems or emergencies relating to a member.
5. Don't give your personal identifying information such as your address or telephone number to any member.
6. Don't become involved in services beyond your volunteer job agreement, such as counseling for members.
7. Protecting confidential information:
  - a) By signing and keeping a copy of the Volunteer Waiver and Confidentiality Agreement
  - b) By discussing member information with **ONLY** ACRC personnel.
  - c) By not releasing or divulging the identity of any member.

**III. Benefits of Volunteers:**

1. May receive reimbursement for personal travel relating to volunteer work at ACRC.
2. Receive recognition through a Certificate of Accomplishment.



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**Volunteer Waiver and Confidentiality Agreement**

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Date

The Asian Community Resources Center (ACRC) is a nonprofit, 501(c)(3) organization that has started to serve the South Florida area in 2015. The ACRC provides an array of high-quality and culturally and linguistically relevant care to Asians and others for senior programming and services.

I, \_\_\_\_\_, have requested that Asian Community Resources Center (ACRC) allow me to volunteer my time to assist the organization. I acknowledge that this volunteer relationship is primarily for the benefit of ACRC and I enter into it because I derive satisfaction out of donating my time. I am committed to providing assistance on a volunteer basis and do not expect to be paid for my time.

Specifically, I agree that:

- Confidentiality.** I understand and acknowledge that during my volunteer service with ACRC, I will have access to Confidential Information not generally known to the public. I agree that during my volunteer service with ACRC and at all times thereafter, I will hold ACRC's Confidential Information in strict confidence, and will not disclose or use such information outside the scope of my volunteer service with ACRC. For purposes of this Agreement, "Confidential Information" includes, but is not limited to, all data, materials, knowledge and information generated through, originating from, or having to with ACRC or persons associated with ACRC's activities. This also includes, but is not limited to, any information of, or relating to, ACRC's staff, members, volunteers, projects, operations and activities. Member information, including all file information, is not to be disclosed to any third party without ACRC's prior authorization.  
 I further agree and understand that I will immediately return all ACRC Confidential Information at the end of volunteer service, or whenever requested by ACRC.
- No Employment Relationship.** I acknowledge that I have no employment relationship with ACRC and do not expect to receive any offer of employment as a result of my volunteer activities; and
- No Entitlement to Compensation.** I understand that I am not entitled to any compensation or benefits in exchange for the time that I donate to ACRC, and I have no desire to receive compensation or benefits from ACRC; and
- Waiver of Liability.** I agree that it is my responsibility to act in such a manner as to be responsible for my own safety while volunteering. Related functions shall include, but is not limited to ACRC activities.

I have full knowledge, understanding and appreciation of the extent of risks and dangers of accidental harm which are involved in participating as a volunteer for ACRC activities or related functions, either in the planning and organizational stages, and I voluntarily assume these risks.

I waive and abandon my rights to any cause of action I may have, either now or in the future, against any of ACRC, its Board, Advisory Board, employees, agents, volunteers, independent contractors, instructors, organizers, sponsors, or other Volunteers for any injury to persons or damage to property which I may suffer or incur, whether or not ACRC or any of said persons may be negligent or at fault. This waiver shall apply to any ACRC activities or any of the related functions that I participate in.

The ACRC is not responsible for any personal injury or loss that I might suffer. I hereby release the ACRC and all other persons involved in the activities from all actions and claims whatsoever which I may have arising out of any activities related thereto.

- Media Image Release and Waiver.** I agree and grant to the ACRC, exclusive right to use, publish or reproduce, or authorize such, any photographs, drawings, writings or any copyrightable material produced of me or by me as a volunteer, including specifically any photos of me and use or publication of my name in all forms, media and manners, without restriction as to changes or alterations, for advertising, trade, promotion, exhibition, or any other lawful purposes.

I waive any right to inspect or approve the photographs or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photographs.

**My signature signifies I agree to these terms and will abide by all of the above.**

<b>Volunteer Name</b>		<b>Volunteer Signature</b>		<b>Date</b>	
<b>Guardian Name</b>		<b>Guardian Signature</b>		<b>Date</b>	

(If volunteer is under 18 years old, Guardian's Signature is Required.)