

Adult Volunteer Packet

THE SALVATION ARMY CALIFORNIA SOUTH DIVISION

1. Volunteer fills out all fields on this page
2. Volunteer browses document to find additional unfilled fields (such as job history, etc)
3. TSA staff or applicant prints the entire document
4. Volunteer reviews and completes all remaining questions (including signatures)
5. Using cover sheet checklist, TSA staff reviews document to ensure all necessary fields are complete

FIELDS TO BE COMPLETED (USE THE TAB KEY TO MOVE TO NEXT FIELD)

Question	Response
Today's Date	
Corps	
Position Applied For	
First Name	
Middle Initial	
Last Name	
Street Address	
City	
State	
ZIP Code	
Home Area Code	
Home Phone	
Mobile Area Code	
Mobile Phone	
Email address	



THE SALVATION Army
CALIFORNIA SOUTH DIVISION
VOLUNTEER APPLICATION

DATE: _____ REFERRED BY: _____

NAME: _____ AGE: _____ GENDER F ☐ M ☐

Please Print first and last name

STREET ADDRESS: _____

CITY: _____

STATE: **CALIFORNIA**

ZIPCODE: _____

PHONE: _____ EMAIL: _____

CURRENT OCCUPATION: _____

EMERGENCY CONTACT NAME: _____ PHONE: _____

WILL YOU BE WORKING WITH CHILDREN AND OR VULNERABLE ADULTS? YES ☐ NO ☐

(A VULNERABLE ADULT IS SOMEONE 18-64 WITH DISABILITY AND ALSO SOMEONE OVER 65)

WILL YOU BE DRIVING FOR OR ON BEHALF OF TSA EITHER FREQUENTLY OR OCCASIONALLY YES ☐ NO ☐

(IF YES PLEASE PROVIDE A CLEAR COPY OF CURRENT DRIVER LICENSE)

VOLUNTEER STATEMENT

I understand that The Salvation Army, a religious and charitable organization requires the assistance of volunteers in the conduct of its various spiritual and social programs.

It is my desire to further the work of The Salvation Army by performing services as a volunteer, specifically as a volunteer in/at (corps/unit) _____

I undertake to perform such services as a volunteer without compensation and that in performing such services, I acknowledge that I am NOT acting as an employee of the Salvation Army.

Signature: _____

Department Head/Supervisor _____

7/8/2021

PROTECTING THE MISSION

CULTURE BRIEF: ELECTRONIC AND OUTSIDE CONTACT WITH PROGRAM PARTICIPANTS

ELECTRONIC INFORMATION

Salvation Army personnel* will apply the guidelines and principles of Protecting the Mission to ALL communications with program participants, whether electronic, digital or in person: understanding it is a sacred responsibility, as the Salvation Army representative, to find ways to build that transparency and accountability in ALL interactions with minors.

As such, any electronic communication with program participants, including the use of social networking websites (like Facebook.com), instant messaging, texting, and blogging or leaving comments on blogs, is discouraged.

Social Networking:

All personal social networking profiles and blogs of personnel must be secured in such a way that personal information is inaccessible to program participants. Personnel with personal profiles on social networking sites may not request to be friends with youths or approve friend requests from youths. If a youth requests to be a friend, it is best to direct that child to Salvation Army "pages," which are public.

Email:

All personnel are prohibited from emailing youths using personal email accounts. All email communications with youths should occur on company email accounts, and be copied and/or forwarded to supervisory personnel and/or parents and guardians.

Texting/Cell Phone use:

If communicating program information by text, it is best to do so with the use of "groups" rather than texting individual youths. Better still is to use software that allows tracking of such texts to protect staff. Don't forget to include parents and your supervisor in your communication.

Evolving Technology:

This policy cannot cover the increasingly rapid development of new technology and communication devices. Should new technologies develop, they may be addressed in future edits. In the meantime, Salvation Army personnel should be guided by the principles of Protecting the Mission. Namely, that there should be transparent (not private) communications and reporting of suspicious activities or proclamations by youth to the proper reporting agencies.

OUTSIDE CONTACT

Salvation Army personnel are to be governed by PTM guidelines regarding outside contact with program participants. The policy states:

"Any contact between Salvation Army personnel and minors which takes place outside the context of scheduled activities or job description (phone calls, letters or face-to-face conversations) and is unrelated to Salvation Army program, will be permitted only with the express approval of the child's parents. Parents must be advised to the nature of the contact, and such is not part of Salvation Army activity."

Further, Salvation Army personnel will tell their supervisor of any outside contact with minors and keep a record of communications for review.

***Personnel refer to Salvation Army officers, employees, volunteers and independent contractors.**

I have read and will adhere to these policies and procedures:

Signature: _____

Date: _____

Corps or Unit: _____

THE SALVATION ARMY GENERAL SAFETY RULES FOR VOLUNTEERS

1. All volunteers shall report personal injury accidents and vehicle accidents to their immediate supervisor as soon as is reasonably possible.
2. Report immediately any condition or practice you think might cause bodily injury or property damage. Each volunteer is responsible for reporting any and all unsafe conditions, unsafe practices or defective equipment, to their supervisor.
3. Obey all safety rules, signs, markings and instructions. Be familiar with those that apply directly to you. If you don't know, please ASK!
4. If you are given instructions which you do not understand, ask questions rather than proceeding.
5. "Horseplay" as it is commonly referred to, is absolutely forbidden.
6. Drinking alcoholic beverages or using illegal drugs, whether it be on the premises or in a vehicle, is grounds for automatic dismissal from your job.
7. Clothing which is suitable for the work situation is mandatory. Loose or baggy garments which can be caught in moving machinery are prohibited.
8. When you find oil, water, or any other liquid on the floor, it should be cleaned up immediately. The cause of the spill should be identified and repairs completed immediately. If it is beyond your control, notify your supervisor.
9. All volunteers have a responsibility to participate in keeping the work area clean and free of accident hazards. Broken glass, pieces of wood, discarded pallets and other unsafe debris should be properly discarded by all volunteers.
10. All volunteers shall keep aisles clear, refrain from stacking things on stairways and keep the areas in front of electrical panels free of materials at all times.
11. Do not store temporarily place any materials so that they block fire extinguisher, automatic sprinkler valves, sprinkler heads, emergency exits or other areas of important access.
12. Do not operate any equipment which is not in a safe condition.
13. Safety and personal equipment should be used when required and maintained in condition.
14. Ladders should always be used to reach high places. Do not stand on the top rung of any ladder. Do not climb on machinery or other materials. Do not stand on furniture, boxes or other unsafe items when attempting a task which is too high for your height. USE THE PROPER LADDER ONLY.

I, _____, have read and I understand the above General Safety Rules of The Salvation Army on this date.
(Volunteer Name – Please Print)

Volunteer Signature

Date: _____

Signature of Supervisor or Officer in Charge

Date: _____

Location Code: _____

Social Media and Digital Communications Policy

Social media is a powerful tool for sharing our lives, beliefs, and values with the world. This policy will guide you as you communicate online in a way that enhances the mission of The Salvation Army.

As a Christ-centered, donor-supported organization that serves the public, it's important to have a policy that recognizes the potential impact our content has on those in the church, those outside the church, the donors who support our work, and the people who rely on us for their basic needs.

An important aspect of social media and digital communication is that it's social, not private. What we share does not necessarily remain in a closed circle of our trusted contacts. It is each person's responsibility to consider what they say and how it might be interpreted, regardless of the position or title they hold with The Salvation Army.

The Salvation Army message is compassionate, positive, humble, and uplifting. Communications by The Salvation Army and anyone associated with The Salvation Army should be consistent with those values.

POLICIES FOR OFFICIAL USE

Official Salvation Army channels include any public-facing digital communication where content is managed by a designated representative of The Salvation Army. These channels must be guided by the following:

1. Any social media and digital communication funded by The Salvation Army is considered official.
2. All official Salvation Army channels must be approved by the Command Headquarters for corps and other ministry units. Command Headquarters accounts must be approved by the Territorial Headquarters. Each Territory is responsible to establish tracking methods.
3. Any pictures, videos, music, and literature posted must have the appropriate releases or copyright permission on file.
4. Content may not contain protected or confidential information.
5. A minimum of two administrators must have access to each account necessary to maintain the channel.
6. All content must be compassionate, positive, humble, and uplifting and consistent with The Salvation Army's core values and mission statement.
7. When possible, you must include the following statement: "The views, comments, statements and opinions expressed on this Web site do not necessarily represent the official position of The Salvation Army."

You should also become familiar and comply with The Salvation Army's Policies & Procedures, including 'Use of Salvation Army Names and Marks, Social Media and Other Electronic Communication with Minors - Guidelines for Use, and any other policies that may be published from time to time.

POLICIES FOR PERSONAL USE

1. Salvation Army staff members are free to create and maintain personal social media and digital communication accounts during non-work hours, using their privately-owned equipment.
2. Your contributions to social media and digital communications accounts are individual interactions and are not corporate communications. You are personally responsible for the content that you post online
3. Remember that your content and your conduct reflect upon The Salvation Army. Avoid anything likely to injure or reflect unfavorably upon the integrity and purpose of The Salvation Army.
4. Any personal websites that identify you as a Salvation Army staff member should not undermine The Salvation Army's mission or brand.
5. If you are posting content about Salvation Army-related business on a personal social media or digital marketing account, make it clear you are only speaking for yourself and not on behalf of The Salvation Army.
6. Postings on social media that violate The Salvation Army's child and vulnerable adult safety policies (Protecting the Mission, Safe From Harm, KeepSAfe) will result in disciplinary action, up to and including termination.
7. Inappropriate postings that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.
8. Always be fair and courteous to fellow employees, clients, partners, and donors.

I acknowledge receipt of the attached policy on Social Media and Digital Communications and will comply with this policy. I understand that if I have questions regarding this policy, I will confer with my immediate supervisor or with my Command Human Resources Department.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

Harassment Policy

A. POLICY

The Salvation Army is committed to providing a civil and productive work environment for all employees. Harassment of the employees of The Salvation Army is inconsistent with our values and will not be tolerated.

Sexual Harassment

Sexual harassment is a form of discrimination based on sex or gender and is strictly prohibited. Unwelcome sexual advances, requests for sexual favors, inappropriate or derogatory comments about a person's sex or of a sexual nature, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The harasser can be a manager or supervisor, a co-worker, or someone who is not an employee, such as a client or customer. Harassment can occur whenever and wherever employees are fulfilling their work obligations. This includes in the office, at employer-sponsored events, and on business trips.

Other Harassment

Any harassing or offensive conduct directed at individuals because of their age, race, color, sex, national origin, marital status, disability, citizenship, sexual orientation, gender identity, gender expression, or other characteristic protected by law is prohibited and will be subject to the reporting, investigation and disciplinary action described in this Policy.

Examples of harassing behaviors include, but are not limited to:

1. Abusing the dignity of an employee through intimidating, insulting or degrading remarks or conduct; whether sexual or on the basis of any other protected characteristic under law;
2. Threats, demands, or suggestions that an employee's work status is contingent upon the employee's toleration of or acquiescence to sexual advances;
3. Physical touching, groping, kissing, encroaching on personal space;
4. The display in the workplace or the transmission by e-mail, text, or other means of offensive, intimidating, insulting, or degrading objects, pictures, cartoons, or photographs, even if intended to be humorous;
5. Offensive or suggestive jokes, innuendos, comments, or gestures.

It is the impact that the behavior has on the work environment, and not the intent, which will be considered in determining whether a violation of this Policy has occurred. Additionally, conduct need not rise to the level of violating the law to be a violation of this Policy.

Reporting and Non-Retaliation

Any employee who believes they have experienced harassment, or who learns of potential harassment, is urged to report their concerns immediately so that The Salvation Army can take prompt appropriate and corrective action. Complaints should be made to the employee's supervisor, or to the department head or human resources manager, if the complaint involves the supervisor or the employee is otherwise uncomfortable reporting to their supervisor. No employee will be retaliated against for complaining in good faith about harassment, assisting in an investigation, or participating in a lawsuit.

Publication

The attached "Policy Against Harassment" will be included in all employee handbooks and personnel manuals.

B. IMMEDIATE RESPONSE

1. Each supervisor has an affirmative duty to maintain a workplace free of sexual or other harassment and intimidation. Every supervisor is required to take action if they learn of potential harassment, even if the aggrieved employee does not wish to file a complaint. Any knowledge of harassment or complaints received from employees concerning sexual or other harassment must be reported immediately to the next level of command as set forth in the following paragraph.
2. When a complaint is received, or concerns of harassment are otherwise discovered or suspected, the supervisor must prepare and sign a plainly worded statement of the alleged harassment in order that the allegations may be investigated. A copy of this and any other statements should be sent under private and confidential cover to (1) the Divisional Commander (for corps and institutions), (2) the Secretary for Personnel (for Divisional Headquarters and College for Officer Training personnel), and (3) the Adult Rehabilitation Centers Commander (for Adult Rehabilitation Centers personnel).

C. GUIDELINES FOR INVESTIGATION OF HARASSMENT

It is extremely important that all complaints or other evidence of sexual or other harassment be promptly and thoroughly investigated, and that appropriate action be taken to prevent further occurrences. Investigations will be conducted under the direction of the individuals identified in B.2. above. In the event that one of the individuals identified in B.2 above is the subject of the complaint, they will recuse themselves from the investigation, and fully cooperate.

Investigations will be conducted with consideration of the specific facts and circumstances of the allegations. The following are general guidelines which may be taken into account in conducting the investigation, at the discretion of The Salvation Army based on the nature of the complaint and consistent with conducting an impartial and fulsome investigation:

1. Tell the complainant that the matter will be treated with discretion, but do not promise absolute confidentiality. Assure the complainant that information will only be shared on a need-to-know basis, consistent with conducting a full and fair investigation.
2. Listen patiently to the complainant. Ask the complainant to be specific, while recognizing that it may be difficult to share the details. Never put words into the mouth of the person who is complaining of an incident. Where feasible, have the complainant reduce the allegations to writing in their own words and sign the document.
3. Ask about the frequency of the conduct in question. How long has it been going on? What steps, if any, have been taken by the complainant to convey that the behavior should stop? NEVER ask the complainant why he or she failed to act sooner.
4. Ask for witnesses' names. When interviewing third parties, be objective and stress the sensitivity of the matter. Ask for their discretion out of respect for all parties involved and to preserve the integrity of the investigation. Review any documentary or other relevant evidence (e.g., emails, texts, video footage).
5. Determine whether any interim measures should be taken during the pendency of the investigation. Be sure that any interim measures are not retaliatory.
6. Ask the complainant how he or she would like the situation to be resolved, without making any promises. Assure the complainant that no one will be allowed to retaliate against them because of the complaint, and ask them to immediately report any perceived retaliation.
7. Promptly interview the person accused. When talking to the accused individual, talk in private and convey the allegations directly and objectively. Maintain objectivity and give the accused a chance to tell their side of the story. Listen, and then explain the steps in the investigation. Remember, the complainant AND the accused are each entitled to a fair investigation.

D. POST-INVESTIGATION ACTION

1. If an investigation discloses that there are no grounds for finding a violation of this Policy, the complainant, the person accused and those persons already familiar with the investigation should be informed that the investigation is closed, and appropriate action has been taken.
2. When the investigation reveals that a violation of this Policy did take place, appropriate disciplinary action must be taken, up to and including termination of employment. When warranted, discipline may also include other less severe measures, such as training, counseling, written warning, and/or suspension. The severity of the discipline should include an assessment of the nature of the conduct and the accused's previous work history and performance record.
3. Records of each investigation and the resolution thereof should be retained in confidential files by Human Resources.

E. RESPONSIBILITY OF SECRETARY FOR PERSONNEL

If harassment concerns are not resolved at the department head level of local/divisional/command/territorial/national headquarters, written contact may be made in confidence with the office of the Secretary for Personnel. Such written contact should detail all aspects of the situation and should include any documentation gathered to that point. The Secretary for Personnel shall assess each situation by conducting a fact-finding investigation obtaining statements and taking other appropriate action. The Secretary for Personnel shall report their findings down the chain of command and make recommendations concerning the disposition of each case.

POLICY AGAINST HARASSMENT

We promote a civil and productive work environment and we do not tolerate any form of conduct that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile work environment. All forms of harassment, including sexual harassment, are prohibited, and will not be tolerated.

Sexual Harassment: Sexual harassment in the workplace, as defined by the Equal Employment Opportunity Commission, includes unwelcome sexual advances, inappropriate or derogatory comments about a person's sex or of a sexual nature, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be by a manager or supervisor, a co-worker, or someone who is not an employee, such as a client or customer. Sexual harassment may include, but is not limited to, physical contact, sexually related comments, jokes or graphics, references to personal appearance, offensive remarks about a person's sex, unwelcome sexual advances or suggestions or requests for sexual favors. In addition, remarks and conduct of a sexual nature that are inappropriate, but do not necessarily rise to the level of sexual harassment are also prohibited. Conduct need not violate the law to violate this Policy. Often remarks and conduct of this nature which seem innocuous to one person are offensive, embarrassing, and unacceptable to another. Employees are expected to conduct themselves in a civil, professional, and respectful manner at all times. Harassment can occur whenever and wherever employees are fulfilling their work obligations. This includes in the office, at employer-sponsored events, and on business trips.

Anyone in a supervisory capacity who has or suggests an affair with a subordinate should realize that the nature of the relationship raises questions about the voluntary nature of the subordinate's conduct, notwithstanding appearances. A supervisor/subordinate affair is susceptible to charges of sexual harassment or of inappropriate behavior. The parties in such cases endanger the reputation of the employer and place their careers in jeopardy.

Other Harassment: Any offensive conduct directed at individuals because of their age, race, color, national origin, marital status, disability, citizenship, sexual orientation, gender identity, gender expression or other characteristic protected by law is prohibited, and will be subject to the reporting, investigation and disciplinary action described in this Policy.

Anyone who believes he or she has been the subject of any harassment, or who learns of potential harassment, is urged to report the occurrence immediately so that The Salvation Army employer can take prompt appropriate action. Complaints should be made

to the employee's supervisor, or to the department head or human resources manager if the complaint involves the supervisor, or if the employee is otherwise uncomfortable reporting to his or her supervisor. Supervisors and managers are required to report any potential harassment through established protocol within their command to human resources.

Reported incidents will be investigated promptly and handled in a manner that respects the confidentiality of the individuals involved whenever reasonably possible, consistent with conducting a full and fair investigation. We will not tolerate retaliation against individuals who in good faith report a suspected violation of this Policy or who assist in the investigation. Retaliation is itself a violation of the Policy. Employees found to have violated this Policy will be subject to disciplinary action, including termination in appropriate cases.

Please contact a member of Human Resources if you have any questions about this policy or require further information on the subject of sexual or other harassment.

I have read and understand the foregoing, and have been given a copy of The Salvation Army's Harassment Policy.

Employee Name (Print)

Employee Signature

Date



Important: All **VOLUNTEER** Salvation Army workers, all of whom must be aged **18 & older**, must have a signed Waiver of Liability on file. Please complete the following form and return this form to your local Salvation Army unit. Please print legibly!
PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT!

This release and Waiver of Liability (the "Release") executed on this _____ day of _____, by _____ (the "Volunteer") in favor of **THE SALVATION ARMY**, a corporation organized and existing under the laws of the State of _____, its members, trustees, directors, officers, employees, volunteers and agents (collectively, "The Salvation Army").

I, The Volunteer, desire to volunteer with The Salvation Army to provide emergency disaster relief or related services and engage in the activities related to offering these services. I understand that the activities may include, but are not limited to, travel to disaster sites in the United States; transportation in commercial and Salvation Army-owned vehicles; moving and lifting heavy objects; cooking and serving food; and working and inhabiting environments where I may be exposed to infectious diseases or that may be without power, sanitation, or are otherwise damaged by a disaster event.

I hereby freely and voluntarily, without duress, execute the Release under the following terms:

- 1. Waiver and Release.** I, the Volunteer, release and forever discharge and hold harmless The Salvation Army from any claim or liability that I, the Volunteer, may have against The Salvation Army with respect to any bodily injury, personal injury, illness, death or property damage that may result from my participation in a disaster relief operation. I also understand that The Salvation Army does not assume any responsibility or obligation to provide financial or other assistance, including, but not limited to medical, health, or disability insurance, in the event of injury, illness, death or property damage (see insurance requirements below).
- 2. Insurance.** The Salvation Army does not carry or maintain, and expressly disclaims responsibility for providing any health, medical, disability, workers' compensation or unemployment insurance coverage for the Volunteer. EACH VOLUNTEER IS EXPECTED AND ENCOURAGED TO CARRY PERSONAL HEALTH INSURANCE AND OTHER PERSONAL INSURANCE COVERAGE PRIOR TO REGISTERING AS A SALVATION ARMY VOLUNTEER.
- 3. Medical Treatment.** Except as otherwise agreed to by The Salvation Army in writing, I hereby release and forever discharge The Salvation Army from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered to me by Salvation Army personnel in connection with an emergency that occurs in performing volunteer services with The Salvation Army.
- 4. Assumption of Risk.** I understand that my time with The Salvation Army may include activities that may be hazardous to me, including, but not limited to, cooking and food preparation activities, loading and unloading of heavy equipment and materials, transportation to and from a disaster site, working in situations where I might be exposed to infectious diseases, including, but not limited to COVID-19 or SARS-CoV-2, and working in locations damaged by the effects of a disaster. I recognize and understand that my time with The Salvation Army may, in some situations, involve inherently dangerous activities. I hereby expressly and specifically assume the risk of injury or harm in these activities and release The Salvation Army from all liability for injury, illness, death or property damage resulting from the activities of my volunteer service with The Salvation Army.
- 5. Photographic Release.** I grant and convey unto The Salvation Army all right, title and interest in any and all photographic images and video or audio recordings made by The Salvation Army during my volunteer service for The Salvation Army, including, but not limited to, any royalties, proceeds or other benefits derived from such photographs or recordings.
- 6. Other.** I understand that it is my desire to further the work of The Salvation Army by performing services as a volunteer, specifically as a volunteer in emergency disaster or related services. I undertake to perform said services as a volunteer without compensation and that, in performing said services, I acknowledge that I am not acting as an employee or independent contractor of The Salvation Army.

To express my understanding of this Release, I sign here with a witness.

Volunteer Name (please print): _____

Signature: _____ **Date:** _____

Witness Name (please print): _____

Signature: _____ **Date:** _____