



Tulsa Girls' Home *Volunteer Application*

First Name _____ Middle Name _____ Last Name _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Number: _____ Email: _____

Please Indicate Your Area of Interest

- | | | |
|-----------------------|-------------------------------|---------------------------|
| Mentorship | Budgeting Mentor | Fundraising/Event Support |
| Bible Study | Teaching to Drive | Arts & Crafts |
| Life-skills Education | Facilities Support | Cooking Education |
| GED Tutoring | Assisting with Transportation | Organizing Donations |
| Meal Preparation | Organizing Donations | Other: _____ |

How did you hear about Tulsa Girls' Home?

What led you to want to volunteer with us?

Please describe briefly how you came to know the Lord & your testimony of faith:

Where do you currently attend church: _____

Please provide a pastoral reference:

Name	Church	Phone Number
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Please provide two professional and/or personal references:

Name	Phone Number	Email Address
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Name	Phone Number	Email Address
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If you are interested in driving a resident to appointments or anticipate providing transportation, please provide the following information:

Car: _____ License Plate: _____
Color, Make, Model include state

Driver's License Number (include state): _____

Car Insurance Company: _____ Policy Number: _____

Do you agree to not make phone calls or text while transporting TGH residents? Yes / No

If you are unable to provide this information for any reason, you will not be able to transport TGH residents.

By signing below, I agree that the above references may be contacted by Tulsa Girls' Home. I also understand that a background check must be completed and passed before I am permitted to volunteer.

Signature

Date

Tulsa Girls' Home

Staff & Volunteer Confidentiality Statement and Agreement

All TGH staff and volunteers who have access to personal information have responsibility by which they are bound to the resident, Tulsa Girls' Home and all its agencies, the community and themselves. The agency's clients act in good faith, expecting that all their circumstances and personal matters will remain confidential. Thus, we are obligated both by law and by ethics to honor this trust.

Though not all inclusive, the following is presented to provide some guidelines concerning the matter of confidentiality. The "Agency" refers to Tulsa Girls' Home and all of its agencies. The "resident" is any person who is served Tulsa Girls' Home or any of its Agencies.

1. No identifying information about the Agency's clients (*names, addresses, social security numbers, physical disabilities, medical information, etc*) should be revealed to anyone outside the agency and only to those in the Agency to whom the information is necessary for the welfare of the resident.
2. Discussing personal circumstances concerning a resident, even though names, addresses or social security numbers are not revealed, is also considered a breach of confidentiality. That is, a volunteer might possibly describe in detail personal circumstances and information concerning a client for whom they have provided services, and even though the name and address is not revealed, this descriptive material may jeopardize the resident's right to privacy. Thus, the discussion or description of a resident's personal information or circumstances is considered detrimental to the resident's right to confidentiality.
3. The fact that a case has been made public through the news media does not alter the fact that the individual still has confidentiality privileges within Tulsa Girls' Home and all of its agencies. Thus, in these situations, confidentiality should still be maintained.

The named participant below (volunteer and/or staff) agrees to defend, indemnify, and hold harmless Tulsa Girls' Home for any demands, claims, lawsuits arising out of or due to the disclosure of confidential information gathered during the course of service for Tulsa Girls' Home.

THIS INDEMNITY OBLIGATION INCLUDES INDEMNITY FOR THE NEGLIGENCE, STRICT LIABILITY, AND/OR FAULT OF TULSA GIRLS' HOME.

According to the guidelines outlined above, I _____ agree to respect and maintain the confidentiality of all information obtained during my employment or volunteer period with Tulsa Girls' Home.

Participant Signature

Date

Please scan a completed and signed version of this and any accompanying material and email to info@tulsagirlshome.org

Tulsa Girls' Home
7315 S. Lewis Ave.
Tulsa, OK 74136



CONFIDENTIAL INFORMATION

Background Check Authorization

Full Name: _____
(First) (Middle) (Last)

Former Name(s) and Dates Used: _____

Current Address Since: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Date of Birth: _____ **Telephone Number:** _____

Social Security Number: _____ **Driver's License Number/State:** _____

The information contained in this application is correct to the best of my knowledge. I hereby authorize **Project Orphans Inc., DBA Tulsa Girls' Home** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to **Project Orphans Inc., DBA Tulsa Girls' Home** or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

**** Project Orphans Inc., DBA Tulsa Girls' Home** and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Signature: _____ **Date:** _____

NOTICE TO ALL OKLAHOMA RESIDENTS:

Please check the box below if you wish to receive a copy of a consumer report that is requested.

I wish to receive a copy of any Background Check Report on me that is requested.



Tulsa Girls' Home *Volunteer Driving Agreement*

I, _____ (volunteer) have provided Tulsa Girls' Home with a copy of my driver's license and current insurance.

While I am transporting Tulsa Girls' Home resident(s), I agree to:

- Refrain from using my cell phone for phone calls or texting
- Ensure that all passengers in my car are properly buckled in their seats
- Report if any serious incident which occurs while transporting a Tulsa Girls' Home resident to Tulsa Girls' Home staff immediately

Participant Signature

Date

TGH Executive Director Signature

Date

For office use only.

- Background Check Release
- Background Check run and clean
- Driver's License
- Current Insurance
- Recorded date to get updated insurance information
- Confidentiality Policy
- Volunteer Application
- Driving Agreement (*signed*)

Volunteer approved to drive clients? Yes / No

If no, why not? _____



Tulsa Girls' Home

Volunteer Gift Giving Policy & Agreement

We appreciate and cherish each and everything you do for Tulsa Girls' Home and the young women we serve. Your time, care, energy, and efforts mean so much to our team and residents.

As a volunteer you are under no obligation from Tulsa Girls' Home, the residents, or staff, to spend any of your personal finances or resources in supporting Tulsa Girls' Home. However, Tulsa Girls' Home will reimburse you for gas mileage, at the current IRS volunteer rate, while transporting a resident(s) for TGH business or appointments.

Although purchasing gifts and treating residents is always appreciated, we do ask that you discuss this with the Executive Director prior to mentioning any gifts or in-kind support to the resident(s), to ensure the continued effectiveness of this program and its reward structure. Volunteers are asked to not meet individuals' needs and to only give to the TGH girls as an entire group. Feel free to see the Executive Director with any questions or to request more information.

Participant Signature

Date

TGH Executive Director Signature

Date