

Ottawa Volunteer Center

Agency Affiliation Instrument

AGENCY INFORMATION:

Agency Name: _____

Telephone: _____ Fax: _____

Address: _____

Agency Director: _____ E-mail: _____

Volunteer Contact: _____ Title: _____ E-mail: _____

Agency Mission/Description: _____

Geographic Region Your Agency Serves: Ottawa W'burg Princeton/Richmond
 Pomona Wellsville Other (inside Franklin County)

Volunteer Positions Available in: Ottawa W'burg Princeton/Richmond
 Pomona Wellsville Other (inside Franklin County)

Hours of Operation: Open _____ days per week, from _____ to _____.

Is this location accessible to persons with disabilities? yes no

Does your physical facility meet all applicable state, city and county health and safety regulations? yes no

THE VOLUNTEER CENTER AGREES TO:

- Promote volunteerism in Franklin County through local media, public speaking, direct mailings, and other means,
- Provide prospective volunteers with referrals, seeking to match their interests to agency needs,
- Provide specific services to affiliate agencies, including, but not limited to:
 - Review each volunteer job description submitted to the Volunteer Center and maintaining files of current needs for volunteers, as requested by affiliate agencies,
 - Promote agency volunteer opportunities
- Refuse any job request deemed inappropriate for volunteer placement,
- Serve as a source of information on community non-profit agencies, and
- Comply with the provisions of all applicable state, federal and civil rights laws concerning non-discrimination and equal opportunity.

THE VOLUNTEER CENTER DOES NOT:

- Release address and/or telephone number of volunteers without permission from the volunteer,
- Release information for political or profit making purposes,
- Refer a volunteer directly to an individual,
- Refer a volunteer to a position that will displace a paid worker,
- Provide training for specific volunteer positions in agencies, or
- Provide background checks or screen volunteers for suitability for volunteer positions.

THE AGENCY AGREES TO:

- Provide the Volunteer Center with a completed Volunteer Position Description for requested volunteer positions,
- Maintain updated volunteer opportunity postings on 1800volunteer.org,
- Designate a person to function as liaison for volunteers and a person to whom each volunteer is to be responsible,
- Provide safe work environment for volunteers,
- Be responsible for orienting the volunteer to the agency's purpose, programs, staff, and physical facility,
- Be responsible for training and in-service instruction of volunteers as needed for their individual assignments,
- Provide on-the-job supervision and follow-up support,
- Furnish volunteers with all materials needed for the job, unless exceptions are pre-stated,
- Comply with the provisions of all applicable state, federal and civil rights laws concerning non-discrimination, and equal opportunity.

I understand that the volunteers referred to our agency from Ottawa Volunteer Center are referrals only. A referral does not imply a recommendation of specific applicants on the part of the Volunteer Center. The agency accepts the responsibility of evaluating the applicants for appropriate placement. The agency assumes all risks and hereby releases and discharges the Volunteer Center, and the employees and officers thereof, from any claim, liability, or demand of any kind which may arise as a result of the actions of a volunteer referred by the Volunteer Center.

Agency Director or Volunteer Coordinator

Date

Ottawa Volunteer Center authorized representative

Date

Please return form to:

Ottawa Volunteer Center
1320 S. Ash
Ottawa, KS 66067
Phone: 785/242-7450 ext. 7209
Fax: 785/242-3505
Email: lrivers@eckan.org

