



raksha^{inc.}
Volunteer Application

Date _____

1. Full Name _____ Date of Birth __/__/__
2. Current Address _____
3. E-mail Address _____
4. Home Phone (____) _____ Cell Phone (____) _____
5. Occupation _____
6. Work Phone (____) _____
7. How did you find out about Raksha? _____

8. Please indicate the days and times most convenient for you to volunteer (check all that apply):

- Daytime, weekdays
- Evening, weekdays
- Daytime, weekends
- Evening, weekends

9. Please rank your area(s) of interest from 1-4.

- Support Services (helping coordinate client related support, answering phones on weekdays, helping with client support initiatives)
- Volunteer Management
- Ek Shaam Fundraiser (Raising funds, event management, logistics,)
- Fundraising (grant writing, organizing unique fundraisers, meeting and identifying potential funders)
- Administrative (assistance with office management, accounting related functions)
- Youth Mentoring/Youth Support Group Skill-based Help—Pro bono Medical, Legal, or Technical services (please indicate what skills you would like to offer Raksha.)
- Outreach and Event Help—tabling, reaching out to community leaders, building relationship with cultural and religious communities, offering volunteer time during Raksha's events
- Other _____

11. Have you volunteered before?

- No
- Yes. Please list organization(s) and provide a brief explanation of your experience:

12. Please list any special skills or resources you have that may be useful to Raksha, Inc.

13. Do you have an affiliation with any community organizations? (Professional, University Affiliated South Asian Organization, Religious, Cultural, Social, Other)

14. What, if any, South Asian languages do you speak? Please indicate fluency:

_____	<input type="checkbox"/> Speaking	<input type="checkbox"/> Reading	<input type="checkbox"/> Writing
_____	<input type="checkbox"/> Speaking	<input type="checkbox"/> Reading	<input type="checkbox"/> Writing
_____	<input type="checkbox"/> Speaking	<input type="checkbox"/> Reading	<input type="checkbox"/> Writing

15. Have you ever been arrested or convicted? If so, please explain and describe the final disposition [include date(s), charge(s), sentence(s)]. **Please note that Raksha will keep this information confidential and that Raksha reserves the right to conduct background checks on its volunteers.**

16. Have you, a family member, a significant other or someone you have lived with ever been a Raksha client? If so, please explain to what extent. If you were not the Raksha client, please explain your relationship to the Raksha client. **Please note that this information will be kept confidential.**

17. Please list 3 professional references (teacher, professor, supervisor, manager, etc.) that you have known for a year or more.

Please inform these individuals that we will be contacting them to avoid delay in the acceptance of your application.

Name _____
Relationship to you: _____
Mailing Address: _____
City _____ State: _____ Zip Code: _____
Phone Number: (Home) () _____ (Work) () _____
How long have you known this person? _____

Name _____
Relationship to you: _____
Mailing Address: _____
City _____ State: _____ Zip Code: _____
Phone Number: (Home) () _____ (Work) () _____
How long have you known this person? _____

Name _____
Relationship to you: _____
Mailing Address: _____
City _____ State: _____ Zip Code: _____
Phone Number: (Home) () _____ (Work) () _____
How long have you known this person? _____

I hereby certify that all the information contained in this application is true and accurate to the best of my knowledge and belief.

Signature

Date



Raksha, Inc. Volunteer Agreement

Volunteering is one of the greatest sources of support you can offer Raksha, Inc. Volunteers contribute the time, resources, skills and ideas necessary to carry out Raksha, Inc. projects and special events. The organization provides a supportive environment in which volunteers can use and develop unique experiences and skills. Volunteering with Raksha, Inc. also entails certain rights and responsibilities. In order to maintain the integrity of the organization, Raksha, Inc. requires that you read the following statements and sign the acknowledgement at the end of this form before volunteering. The organization depends upon the efforts of committed individuals like you, and we sincerely appreciate your supporting Raksha, Inc. with your valuable time.

1. I will support and carry out Raksha, Inc.'s mission and values as outlined in the volunteer manual.
2. I will work to maintain Raksha, Inc.'s supportive, respectful, and fun environment where everyone can share opinions, suggestions and ideas. When I am in my Raksha role I will make every attempt to refrain from racist, sexist, heterosexist, xenophobic or other oppression-based remarks.
3. I will participate as a volunteer in one or more of Raksha, Inc.'s program areas and inform the Volunteer Coordinator/Committee Lead/Program Supervisor if I cannot finish a volunteer task.
4. I agree to attend scheduled volunteer meetings or inform the Volunteer Coordinator if I cannot attend the meeting.
5. I will express any concerns or problems I have by speaking to the Volunteer Coordinator or Raksha, Inc.'s Executive Director. I understand that the full-time staff and Board constitute the decision-making body at Raksha, Inc. I understand that volunteers are encouraged to give input and suggestions regarding Raksha, Inc.'s programs and direction.
6. I hereby acknowledge that I have read the volunteer manual and pledge to carry out my volunteer role to the best of my abilities and adhere to Raksha, Inc.'s volunteer policies.
7. I will not engage in any activities that jeopardize Raksha, Inc.'s integrity, funding, or confidentiality.
8. I understand that I may be terminated by the Grievance Committee (composed of a member of the Board, full-time staff, and a volunteer) for any conduct in violation of Raksha, Inc.'s policies, this agreement, and the mission statement. Should my volunteer status be terminated, I understand that: (A) I can seek to reapply to become a volunteer after one year from the date of termination of volunteer status and (B) This re-application must be approved by both the Executive Director and the Volunteer Coordinator before I can resume volunteering.
9. I agree to disclose any and all of my arrests or criminal convictions (within 5 days of the arrest or conviction) to Raksha, Inc.'s Executive Director or the Volunteer Coordinator, if they are not already listed on my volunteer application. I understand that Raksha, Inc. will keep this information confidential.
10. I agree to disclose to Raksha, Inc.'s Executive Director, if they are not already listed on my volunteer application, if a family member, a significant other, someone I have lived with, or myself has ever been a Raksha, Inc. client.

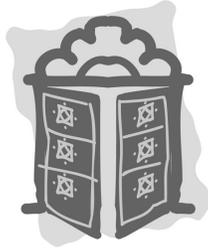
11. I agree to allow Raksha, Inc. to conduct a criminal background check before or after my volunteering with the organization. I understand that Raksha, Inc. will keep this information confidential.
 _____(PLEASE INITIAL)
12. I agree to respect and protect the privacy of all clients of Raksha, Inc. Specifically, I agree to maintain forever the confidentiality of all information given to me about or by clients, and to maintain forever the anonymity of all clients. I understand that I must withhold information about clients and about client identity from all those not affiliated with Raksha, Inc. I understand that this includes refusing to acknowledge or deny that anyone is or is not a Raksha, Inc. client. I also understand that exceptions apply to this agreement and such decisions should, whenever feasible, be made after consultation with the Raksha, Inc. Executive Director. _____(PLEASE INITIAL)
13. I also agree to keep confidential the location of Raksha, Inc. I understand that careless disclosure of the location endangers Raksha, Inc.'s clients, as well as the volunteers and staff. I will emphasize the importance of this confidentiality to all those to whom I do disclose the location, such as clients coming for services or person(s) who transport me. I agree to consult with the Raksha, Inc. Executive Director, should I have any questions regarding the appropriateness of disclosing Raksha, Inc.'s location. _____(PLEASE INITIAL)
- I. I understand that I am responsible for my own well-being and agree to be responsible for my own safety while working with Raksha, Inc. I, hereby release Raksha, Inc. and its Directors/Staff/Volunteers from liability for any accident/injury to me that may occur while serving as a volunteer for Raksha, Inc., or for any accident/injury to me that may result in any way, directly or indirectly, from my activities as a volunteer for Raksha, Inc. I understand and agree that Raksha, Inc. is not responsible for loss, damage, or theft of my personal property or money.
 _____(PLEASE INITIAL)

PRINT NAME

VOLUNTEER SIGNATURE

Date

 Witness' signature and printed name



raksha inc.

Confidentiality Agreement

Due to the sensitive nature of Raksha's work, I understand the need to keep its office location confidential. I recognize that unauthorized release of this confidential location may expose Raksha's clients and staff to safety risks.

Therefore, by signing this agreement, I agree not to reveal its specific location to anyone. Further, I agree to maintain the confidentiality of its location by not storing the address in a form that is easily accessible to others, i.e. website, database, or publicly accessible address book.

Signature _____

Printed Name _____

Date _____

Raksha Staff _____