



Volunteer Intake Form

Date: _____

Name: _____

Address: _____

City: _____

Home Phone: _____

Cell Phone: _____

Birth Date(optional): _____

Emergency Contact: _____

Relationship: _____

Church Affiliation: FUMC ST. KILLIANS

(Check One)

N/A

ST. LUKES

ST. THOMAS

Any Medical Conditions:

Present Medications:

Reference:

Name: _____

Address: _____

Phone: _____

Days Available: (circle days that apply)

M T W T H F

Hours available: (center hours 8am -3pm)



Volunteer Bill of Rights

As a volunteer of Farmingdale Adult Day Care, you have the right to:

1. Be treated with dignity, courtesy, privacy, and respect; regardless of race, religion, national origin, age, gender, sexual orientation, mental condition or handicap.
2. Have your property treated with respect. All volunteers are advised not to bring large sums of money or valuables when they attend the program.
3. Have an environment that reflects an atmosphere of cleanliness, safety and comfort.
4. Be informed of all the rules and regulations of the agency.
5. Know the name and title of agency personnel who are providing service and supervision and to expect that they be properly qualified to provide care.
6. Be informed of the nature, purpose and frequency of care or procedures. Be informed of the potential benefits and burdens, as well as who will perform the procedure.
7. To refuse all or part of the care from the program, including social, religious and community groups. To be told the consequences of the decision to refuse.
8. Make informed decisions regarding your care. Receive information to help you make decisions and to participate in and planning your care. Expect to receive appropriate and quality care.
9. Be able to voice grievances to the Director, and to recommend changes in policies and services to program staff and/or outside representatives. To be protected from reprisals, interference, coercion, or discrimination as a result of what was said.
10. ***Understand Senior care rights under HIPPA.*** (We do not disclosed information about participants or volunteers to others, unless family or volunteer's gives their approval.)

Photo Consent

Periodically, we post photos taken during our program on our Farmingdale Adult Day Care Center social media pages (Facebook, Instagram, Twitter), our website, and/or the local newspaper. Please sign this document to authorize FADC posting photos of you with our members (usually a group picture) participating in an activity.

Name _____

Signature _____

Parent/Guardian Name & Signature _____

If you do **NOT** want any photos and name posted (with your family member in them)—please sign here _____

Rules for Volunteers & Community Service Workers:

1. Safety and Security is #1. When moving clients or giving them anything to eat or drink, LOOK AT THEIR NAME TAG.

* RED - DIABETIC , GREEN - FOOD RESTRICTION OR FOOD ALLERGY,
C- CANE, W - WALKER, WC- WHEEL CHAIR*

2. Any medical issue regarding a member MUST be reported to a staff member ASAP.

3. Please sign in on the hour or half hour. FOR COMMUNITY SERVICE: If you arrive on the quarter hour, your timesheet will reflect the time rounded up to the next half hour/hour.

4. Always make sure tables are cleaned down and removed of recreational supplies prior to lunch or afternoon snack.

5. NO Volunteers in the office or kitchen unless staff request you to be there.

6. **SOCIALIZE** with the members **NOT** with each other.

7. Lunch breaks (should you be here for six or more hours) you are entitled to a half hour break. Please return within that half hour.

8. **NO CELL PHONES ON THE FLOOR**, Cellphones must be kept in pockets, unless staff designate it to be ok. If anyone needs to take a call please inform staff and step outside.

9. **DRESS CODE**: Shirt, jeans, dresses, shoes or sneakers are permitted. Shorts permitted **only** during the summer months. **NO**: tank tops, ripped jeans, short skirts/dresses. No bad words on shirts.

The Door

1. Ensure the entrance is free from any obstructions.

2. Any member who walks to entrance must be escorted, **NO** member can freely walk through the door without being accompanied by staff, volunteer, community service worker, or family member.

3. Another responsibility is the coat check. Any member who comes with a coat will need a numbered tag (found to the right of the coat racks) , numbered tags will be placed on the collar of the coat. Next write down the members name to the corresponding number.

Phone Protocol

Any volunteer/staff can answer the phone (Community Service workers can, but must be approved by staff before doing so.)

FADC Phone Greeting:

Good morning/afternoon, Farmingdale Adult Day Care. This is (name) How can I help you?

1. Questions regarding program ex: fee, program specifics, transportation, support groups, etc. – pass the phone to the Director

2. Calls regarding volunteers and community service inquiries – pass the phone to the Volunteer Coordinator

3. Issues regarding payment, attendance, or meals – pass the phone to the Program Leader

If staff is unavailable to take a call, take a message (name, call back number, date, time of call, and what the call was about.)

A black note book will be kept by the phone at all times.

I,(full name in capitals), agree to be a volunteer with Farmingdale Adult Day Care and commit to the following:

1. To help *Farmingdale Adult Day Care (FADC)* fulfil its mission statement: This is a social model day care program offering socialization and stimulation for individuals 60 and above with physical and/or memory impairment, generally Alzheimer’s Disease and other forms of dementia.
2. To perform my volunteering role to the best of my ability
3. To adhere to the FADC rules, procedures and standards, including health and safety procedures and its equal opportunities policy in relation to its staff, volunteers and clients.
4. To maintain the confidential information of the Farmingdale Adult Day Care and of its clients.
5. Farmingdale Adult Day Care reserves the right to change these conditions from time to time as it sees fit.
6. FADC has the right to dismiss those who don’t follow the rules and regulations.

My agreed voluntary time commitment is (Community Service Workers Only)

This agreement is binding in honor only, is not intended to be legally binding contract between FADC and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Agreed:

Name _____

Signature _____

Parent/Guardian Name & Signature _____

Date _____