



VILLA ESPERANZA SERVICES

Where Hope is Hard at Work for Individuals  
with Intellectual/Developmental Disabilities

# One Day Volunteer Application

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
(Please print clearly)

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please circle: **HOME** / **CELL** / **WORK**

Emergency Contact: \_\_\_\_\_ Contact Relationship: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## Confidentiality and Abuse Clause

Villa volunteers must respect the privacy of Villa clients, families, employees and others. To ensure confidentiality, information about clients can only be disclosed to a Villa supervisor or other designated personnel of Villa Esperanza Services. Photography/video is not permitted without prior written approval from the Volunteer Coordinator, the Department Director or Vice President and the written consent of the student, employee, client, or his/her parent, legal guardian, or if the student or client is under a conservatorship, his/her conservator. If you observe or have knowledge of abuse or neglect you must report the suspected incident to your supervisor or other designated Villa personnel immediately. The supervisor will then take the appropriate action required by law. If no supervisor/personnel is available, please contact the necessary entities as required by law. For social media policies, please see reverse side. Your signature below indicates that you have read, understand and agree to the terms and conditions as stated.

## Villa Esperanza Services Photo Release

Villa Esperanza Services routinely publishes photographs or videos taken from our premises or off-site events as part of our "Public Relations" efforts. Media outlets include but are not limited to public media such as newspapers, TV, websites, social networking sites (such as Villa's Facebook, Twitter, and Instagram) as well as in-house publications & presentations (including the *Chirp* newsletter, Annual Report, and program brochures). This photo release will remain in effect for one year until revoked in writing.

Yes, I give permission to use my name, photograph or video (or my child's name, photograph or video if under age 18) and allow Villa Esperanza Services to retain possession of data.

No, I do not give permission to use my name, photograph/video (or my child's name, photograph/video if under 18).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If volunteer is under 18)

Parent/Guardian Print Name: \_\_\_\_\_

.....  
**For Office Use Only**

(You do not have to fill out.)

Assignment/Event Date/Time: \_\_\_\_\_

## **Volunteer Code of Ethics Regarding Social Media**

Villa may provide social media venues that encourage collaboration with staff members, individuals, vendors, and other industry professionals. The primary goal of these venues is an interactive exchange of ideas in the pursuit of professional and personal development. In addition, Villa volunteers may create or use personal social media such as personal blogs, Facebook, LinkedIn, Myspace, Twitter, Snapchat, YouTube and others that mention or discuss Villa. It is important with regard to these uses of social media that the following procedures are adhered to:

- No confidential or proprietary information regarding Villa or its clients may be shared at any time. This includes private information with regard to individuals served, co-workers or other business associates and confidential company information such as revenue sources, business performance, future plans, or employee compensation.
- Volunteers creating or using a personal website or blog or other non-Villa social media to discuss our organization or its positions or policies are required to receive prior written authorization to do so from the Chief Executive Officer or the Vice President of Development. In such a case, volunteers must make clear they are representing their own views and not that of Villa. The following disclaimer may be used: "I am a volunteer of Villa Esperanza Services. The statements or opinions expressed are my own and do not necessarily represent those of Villa Esperanza Services."
- Villa sites may not be used to endorse any outside person, product, service or organization. External links on Villa sites to other sites may only be used with the written authorization from the Chief Executive Officer or the Vice President of Development.
- If a volunteer uses social media as the primary purpose of which is not to discuss Villa (such as Facebook, or LinkedIn), but on which their connection to Villa is ascertainable, the volunteer's conduct must be consistent with professional standards of Villa. In discussing Villa or its positions or policies on such sites, volunteers must be clear that they are representing their own views and not those of Villa.
- Dishonorable conduct on any social media such as harassing or intimidating language or racial, ethnic, sexual, sexual orientation, religious or physical or mental disability slurs is not consistent with the policies of Villa and will not be tolerated.
- Villa logos, trademarks or proprietary graphics may only be used with the written authorization from the Chief Executive Officer or the Vice President of Development.
- It is against Villa policy to photograph or video record any student, employee, or client without the written authorization from the applicable Department Director or Vice President and the written consent of the student, employee, client, or his/her parent, or if the student or client is under a guardianship, his/her guardian, or if the student or client is under a conservatorship, his/her conservator.
- It is also against Villa policy to post/upload on a website or social media site any photograph or video recording of any student, employee, or client without the written consent of the applicable Villa Department Director or Vice President and the written consent of the student, employee, client, or his/her parent, or legal guardian, or if the student or client is under a conservatorship, his/her conservator.