



Volunteer Application

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Volunteers under the age of 18 must be accompanied by an adult at all times!

5REA(S) OF INTEREST (please mark/select bold area(s) of interest)

- **Campus Grounds Maintenance**

- Lavender/Vegetable Garden
- Pulling weeds
- Trimming bushes
- Raking leaves
- Picking up sticks and walnuts
- Cleaning out gutters
- Snow removal
- Painting

- **Special Events**

- Event set up
- Event clean up

- **Center Maintenance**

- Welcome desk greeter (M-F 4-7:30pm; Saturday - 3 hour shifts from 9:45am-5pm)
- Light house cleaning

- **Animals (Alpacas,Chickens,Rabbits)**

- Morning/Evening Feedings

- **MOD Market (Retail Experience Preferred)**

- Artist's market
- Gift shop

We THANK YOU for wanting to volunteer with Living and Learning Enrichment Center!
We could not do what we do without the help of our volunteers!

Please contact Cathie Gallant at **volunteers@livingandlearningcenter.org**
for additional information or questions.

SIGNATURE: _____ *Date:* _____





Living and Learning Enrichment Center has my permission to do a background check on me. This will be done through the following:

- iChat

Volunteer: _____

Telephone Number: _____

Address: _____

DOB: _____

Email: _____

Signature of Volunteer: _____

Date: _____

All results are confidential and available upon request.



Confidentiality Policy for Employees, Subcontracted Employees, Volunteers, and Board Members

Respecting the privacy of our clients, board members, donors, employees, and volunteers of the Living and Learning Enrichment Center itself is a basic value of the Living and Learning Enrichment Center. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the director, Rachelle Vartanian. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, subcontracted employees, volunteers, and board members of the Living and Learning Enrichment Center may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of the Living and Learning Enrichment Center that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including termination.

Certification

I have read the Living and Learning Enrichment Center's policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with the Living and Learning Enrichment Center.

Signature _____ Name _____ Date _____