

Occupation: _____ Employer: _____

Previous Work/Volunteer

Experience: _____

Special talents or hobbies: _____

Please list any clubs you are a member of: _____

Any special awards you have received: _____

Language skills other than English: _____

Any additional personal information you wish to provide:

References: **(Ideally, 1st reference should be an immediate family member)**

1. Name _____	Relationship _____
Day Telephone _____	Evening Telephone _____
2. Name _____	Relationship _____
Day Telephone _____	Evening Telephone _____

For those wishing to participate in speaking engagements, what type audiences would you be willing to address:

Size: Less than 50 people 50 – 100 people More than 100 Any size

Type: Elementary School Students Junior & High School Students Church Groups
 Civic/Service Groups Adult Groups Any

Are you willing/able to work outdoor events: YES NO

Have you ever been convicted of a crime? YES NO

If yes, list offense, date, and location _____

I certify that all information provided in this application is true and complete and that any misrepresentation may be justification for TDS/MRDS to terminate my services as a volunteer. I also authorize TDS/MRDS to solicit a reference from the above named individuals in connection with my application for volunteer service.

Signature _____ Date _____

Tennessee Donor Services/Mountain Region Donor Services (TDS/MRDS) Volunteer Agreement

Volunteer service requires a serious commitment of your time, talent, and resources. It is also a serious commitment for TDS/MRDS because of the staffing resources devoted to try to ensure that each volunteer has a fulfilling experience with our agency.

This agreement does not constitute a contract of employment. While there is no intention of creating a legally binding relationship, all volunteers are expected to carefully review and sign this agreement so that volunteers are fully aware of what they may expect from TDS/MRDS, as well as what this organization requires and expects of them once they have been accepted to serve as a volunteer.

TDS/MRDS agrees to:

- provide adequate orientation, training, and assistance to each volunteer so that the volunteer is equipped to sufficiently perform the tasks outlined in his/her assignments(s);
- provide reasonable supervisory support to the volunteer and to provide feedback on performance as needed or as requested by the volunteer;
- treat each volunteer with the same dignity and respect as that of TDS/MRDS staff, and ensure that all volunteers are treated equally and fairly;
- be receptive to comments from the volunteer regarding ways in which TDS/MRDS volunteers might operate more efficiently and/or effectively;
- respect a volunteer's request not to fulfill any assignment that he/she feels ill-suited to perform and/or uncomfortable performing;
- attempt to resolve fairly any problems, grievances, or difficulties a volunteer may encounter while volunteering with TDS/MRDS.

Volunteer agrees to:

- perform to the best of his/her ability the duties set forth by TDS/MRDS staff;
- adhere to rules and procedures outlined in TDS/MRDS' Policy and Procedures Manual, including confidentiality of agency information, volunteer information, and health and safety practices;
- respect the supervision and follow the direction of the TDS/MRDS Volunteer Coordinator and/or his/her designee;
- work within the description and limits of the volunteer assignment;
- notify TDS/MRDS in a timely manner regarding any issues that may arise while performing volunteer tasks on behalf of the agency;
- the fact that TDS/MRDS volunteer acceptance is not automatic and that once a volunteer is accepted, a continued volunteer relationship is not guaranteed. TDS/MRDS reserves the right to release any volunteer from his/her duties if at any time the agency believes that doing so is in the best interest of TDS/MRDS and/or its mission;
- meet time and duty commitments, or, if the volunteer is unable to fulfill his/her commitment, to provide adequate notice so that alternative arrangements can be made;
- to represent TDS/MRDS in a professional manner with regard to attire, hygiene, and demeanor;
- wear a TDS/MRDS-issued nametag at all volunteer assignments (nametag will not be worn at events that are not authorized by TDS/MRDS);
- complete and return a TDS/MRDS Public Education Activity Form to the Volunteer Coordinator or his/her designee in a timely manner following each volunteer activity/event (unless otherwise instructed by the Volunteer Coordinator);
- maintain the integrity of TDS/MRDS and DONATE LIFE/DONE VIDA logos by refraining from use of the logos *unless prior permission has been obtained* from the Volunteer Coordinator.

TDS/MRDS agrees to accept the services of _____ beginning _____
within the terms of the Volunteer Agreement and TDS/MRDS Volunteer Policy and Procedure Manual.

AGREED:

Volunteer _____ Date _____

TDS/MRDS Volunteer Coordinator _____ Date _____