



Literacy Council
OF ALASKA

Volunteer Application

Name: _____ DOB: _____

Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Emergency Contact Name: _____ Phone: _____

Please list any physical limitations you may have: _____

What skills, work experience or training do you have that would be of value in your volunteer work:

Are you available 1 hour/week? ☐ Yes ☐ No

Do you need a record of your volunteer hours? ☐ Yes ☐ No

If so, please ask the LCA Administrative Assistant for a printout of your hours. It is your responsibility to keep the record up to date and accurate.

Do you have a date by which your hours must be completed? ☐ Yes ☐ No

If yes, please write down the date in which your hours must be completed by: _____

Please tell us a little about yourself:

How did you hear about the Literacy Council of Alaska volunteer program?

Please initial each statement to indicate your understanding and agreement:

_____ All LCA volunteers are required to have a background check. After filling out and returning the volunteer application you will receive an email from **VeriScreen**, our online background check system. It will prompt you to fill out your information. After you've submitted your online background check, it will be sent straight to us. Please use your full legal name on your application and be on the lookout for an email from VeriScreen.

If for some reason you cannot complete the background check online, let us know and we'll send you the process for completing it in person.

_____ All volunteers are required to keep confidential any information about someone else that they overhear or learn while volunteering at LCA.

_____ Volunteers who are referred through another state or community program are expected to adhere to all rules; guidelines and expectations under the program referring to them, as well as specific conduct rules for this agency. LCA rules are spelled out in this form.

_____ All inappropriate behavior and sexual abuse of children is strictly prohibited.

_____ LCA is a drug and alcohol free workplace. LCA has zero tolerance for any drug or alcohol use on these premises or for volunteers being under the influence during volunteer hours.

_____ There is no exchange of labor for goods or services.

_____ LCA is a totally discrimination free workplace. Discriminatory statements regarding religion, politics, ethnicity, sexual preference and any other issue to customers, students, tutors, other volunteers or staff members **will not be tolerated**. This includes verbal comments, tone of voice and body language.

_____ The Literacy Council is a professional organization and the bookstore provides necessary resources to support literacy programs. We maintain high standards in both enterprises and expect our volunteers to do the same.

_____ **All work must be pre-scheduled with the LCA Administrative Assistant or Bookstore Manager. Generally, hours are available Monday – Friday 10:00am to 5:00pm with occasional evening and weekend hours. Please check for current available times.**

_____ **Safety and professionalism are our top priorities. Please work on tasks that are assigned by LCA staff or a volunteer supervisor, and work in designated areas. If you are doing something which is considered unsafe or inappropriate, or is not in the job assignment you have been given, you may be asked to leave the building. This includes, but is not limited to, sleeping, swearing, roughhousing, or mishandling LCA property. If you have questions about the job assignment, please ask LCA staff or a volunteer supervisor immediately.**

_____ **Occasionally LCA staff would like to take a photo of the work you are doing to use in descriptive literature, public service or paid advertising, or on a website. No fees will be paid to you for this use. Do you agree to the release and use of any photos taken for these purposes?**

☐ Yes ☐ No

Our mission is change lives through literacy for people of all ages in Fairbanks and the Interior!

_____ **LCA frequently posts photos of our staff, students and volunteers on social media. Do you agree to let LCA post your name and photo?**

☐ Yes ☐ No

_____ **Volunteers are welcome to share office coffee, tea, water, and treats located at the hospitality station near the bookstore. Food kept in the kitchen and refrigerator is for program use unless noted otherwise.**

_____ Volunteers are welcome to listen to the radio at a level respectful to those learning and working around them. Volunteers may listen to music of their choice if wearing headphones. No headphones can be used if your job is to provide customer service.

_____ Coats and personal items are to be kept out of public areas.

_____ Groups of three or more volunteers must provide a volunteer supervisor.

_____ **Volunteers under the age of 16 must be accompanied by an adult. If younger volunteers demonstrate positive, independent working habits, LCA staff may approve work without adult supervision.**

Signature: _____ Date: _____

Parent/Guardian signature if under 18: _____

Printed Parent/Guardian Name: _____