

Education and Training:

School Location Years Attended Certificate/Degrees Major Field of study
Obtained

Work Experiences:

Employer Location Years of Employment Position

References: List three persons, not related to you, who have known you for at least 2 years, If you are going to volunteer to work with children or youth, they must be able to speak to your character and skills as related to working with children. Include complete address.

Name _____ Day Phone () _____

Address: (Street) _____ (City) _____ (State/Zip) _____

Name _____ Day Phone () _____

Address: (Street) _____ (City) _____ (State/Zip) _____

Name _____ Day Phone () _____

Address: (Street) _____ (City) _____ (State/Zip) _____

A criminal record will not necessarily disqualify an applicant. A criminal record will be considered as it relates to specifics of the position for which you have applied.

- * 1. Do you use illegal drugs? _____ Yes _____ No
- * 2. Have you ever been convicted of a criminal offense? _____ Yes _____ No
- * 3. Have you ever had your license suspended or revoked? _____ Yes _____ No
- * 4. Have you ever been charged with child neglect or abuse? _____ Yes _____ No
- * 5. Have you ever been found in any disciplinary licensing board final decision to have actually abused or exploited or to have physically abused any minor or vulnerable adult?
____ Yes ____ No

If yes, please explain: _____

The starred information is considered private under the Minnesota Government Data Practices Act, Ch. 13. It will be used in evaluating your application and cannot be released without your consent or a court order. You are not required to provide the information; however, if you do not, we may not be able to process your application and may not accept you as a volunteer.

PROMISE OF A VOLUNTEER

When serving as a TCHDC volunteer I promise to:

- Conduct myself in a courteous, respectful manner.
- Adhere to and enforce the rules, policies, and guidelines established by TCHDC.
- Refrain from the use of physical or verbal abuse.
- Refrain from inappropriate or unwanted touching of youth or adults.
- Refrain from destructive, offensive, or sexually inappropriate behavior.
- Refrain from the possession or use of alcoholic beverages or illegal drugs.
- Avoid smoking and use of tobacco products at Liberty Plaza when youth are present.
- Respect the property of others, including clothing, personal items, equipment, and facilities. Operate machinery, vehicles, and other equipment in a responsible manner.

I certify that the above information is true and current. I authorize contact of listed references. I understand that misrepresentation or omission of facts requested is cause for non-acceptance as a TCHDC volunteer. I further understand that Liberty Plaza is not obligated to accept or place me as a volunteer. If selected as a volunteer, I agree to abide by the expectations of TCHDC and to fulfill the volunteer responsibilities to the best of my ability. I further give permission for photos or videotapes of me to be reproduced for promotional or educational purposes. This consent is valid for one year.

(Signature) _____ (Date) _____

Return the application at your earliest convenience to assure prompt processing. If you have any question or wish further information, please contact Mary K. Crowley at (651) 292- 0211.

RETURN THE APPLICATION TO:

TCHDC
Volunteer Coordination
400 Selby Ave, Suite C
St. Paul, MN 55102

AUTHORIZATION TO RELEASE INFORMATION

TO: Minnesota Department of Public Safety Bureau of Criminal Apprehension

RE: Full Name of Applicant _____
Last First Middle Maiden, Former, Alias

Birthdate (month) _____(day) _____(year) _____

The information that we collect about you is classified as either Public or Private. Public means that it is available to anyone who asks to see it. Private means that the information is available only to the person the information is about and to the staff who must use it in the normal course of conducting business and as otherwise provided for by law.

1. I understand the information to be released, the purpose and use of the released information, and any known consequences of this release. The information to be released is private and any subsequent use and release is controlled by the Minnesota Data Practices Act (Minn. Stat., Chap. 13).
2. I understand that I have the right to refuse to release this information. If I refuse to release this information, it will not be possible for this office to process this application.
3. I understand that I may withdraw this consent upon written notice (not retroactive) and that consent will automatically expire within one year after the date of my signature.

I, the undersigned, _____do hereby authorize you or any of your employees or agents to release to Twin Cities Housing Development Corporation.

1) Any or all information, including but not limited to, a criminal history, arrests, criminal charges, or convictions and 2) driver's records checks. You are further authorized to provide Twin Cities Housing Development Corporation or its agents with photocopies of any of the above information kept by you regarding me. I ask that you cooperate with them fully in disclosing to them all such information that is in your possession. The undersigned person recognizes that the purpose for which the above-described information may be used by the Twin Cities Housing Development Corporation is to investigate and evaluate the suitability of the undersigned to become a registered volunteer for Liberty Plaza.

Dated _____ Signed _____

Subscribed and sworn to before me this ____day of _____, 2001.

Notary Public

Twin Cities Housing Development Corporation is committed to the policy that all persons shall have equal access to their programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

Twin Cities Housing Development Corporation (TCHDC)

POLICIES AND PROCEDURES

I. Volunteers:

Every child and youth needs and deserves nurturing from their family and the community. Yet a safe community where children can live and grow among caring adults does not just happen. Individuals who are committed and determined to shape that safe community create it. We, at TCHDC are committed to creating a safe and nurturing environment where children can grow and develop. We are further committed to providing opportunities for families to gain greater social and economic stability and growth through the provision of our programs and services

a. Who is a Volunteer?

Volunteers are important resources for delivering programs and support services to residents at TCHDC housing developments. *A volunteer is anyone who gives time and expertise without expecting monetary and other compensations.* Volunteers contribute their skills, talents, and experiences to strengthen all aspects of Liberty Plaza's programs and support its mission. Volunteers work with staff or other volunteers to help make better use of limited resources and reach the children, youth and adults in the housing facility. Children, youth and adults need staff and volunteers who:

- Care about them;
- Let them know they are valued;
- Provide opportunities for them to make decisions and try out ideas;
- Show confidence in their ability;
- Help them develop new skills;
- Communicate realistic, appropriate, and positive expectations;
- Listen to them;
- Spend time with them;
- Recognize their efforts, achievements, and special qualities;
- Serve as good role models.

b. Application and Screening:

- 1) **Two-Adults Rule:** All staff and volunteers of TCHDC Resource Centers who are in contact with children and youth under the age of 18 for more than four hours each week, are required to:
 - a. submit a completed staff/volunteer application;
 - b. provide, at least, two character references;
 - c. agree to a criminal background check;
 - d. participate in a volunteer training session.
- 2) At all times, when minors are present at the Resource Centers or during of-site field trips organized and sponsored by TCHDC, there must be, at least, two adults present.

II. Sexual Harassment:

TCHDC and its resource centers will not tolerate any form of harassment, including sexual harassment of its employees, volunteers or clients including children and youth.

a. Definition of sexual harassment:

Sexual harassment includes:

- Unwelcome sexual advances;
- Requests for sexual acts or favors;
- Insulting or degrading sexual remarks or conduct directed against another employee, volunteer, or client;
- Threats, demands or suggestions that an employee, volunteer, or client's participation or work is contingent upon toleration of or acquiescence to sexual advances,
- Retaliation against employees, volunteers, or clients for complaining about such behaviors;
- Any other unwelcome statements or actions based on sex that are sufficiently severe or pervasive so as to unreasonably interfere with an individual's work performance, or create an intimidating, hostile or offensive environment.

b. Complaint Procedure:

1. **Initial Complaint:** In the event any employee, volunteer, or client feels he or she is suffering from a form, or forms, of sexual harassment, that individual should immediately contact the Coordinator of the Resource Center, the Program Manager or the Executive Director of Twin Cities Housing Development Corporation, in that order, as available.

An immediate complaint to the Coordinator, the Manager, or the Executive Director assures that the Resource Center will promptly investigate your complaints.

2. **Investigation and Follow-up:** Upon receipt of a complaint, the organization will, to the extent possible, immediately investigate. The investigation will include separate, confidential meetings with the complaining party, the party whose conduct allegedly constitutes sexual harassment and any witness to that conduct. The investigation of the complaint, including all written documentation of the investigation, will be kept as confidential as possible. In the event it is determined, and verified, by the company that said party's conduct does constitute sexual harassment, the Resource Center will take the following action:

- a. If the conduct is determined to have been of a significant nature and continuing over a period of time, that party will be terminated immediately.
- b. If the conduct is determined to be relatively recent, and not of a significant nature, the company will give the offending party thirty (30) days to change such offensive conduct. If that conduct reoccurs, that party will be terminated immediately.

- c. The Resource Center may vary from the above policy if, in its opinion, the circumstances require. Some currently unanticipated circumstances may warrant the application of various disciplinary actions, up to and including termination.

C. Complaint Safeguard:

Any complaint of sexual harassment brought to the attention of the organization by an employee, volunteer, or client, pursuant to this policy and its procedures will not in any way jeopardize that person's employment or participation in the organization or its programs.

III. Safety Standards and Emergency Procedures:

Since TCHDC. strives to ensure a safe workplace and community center, it will be the responsibility of each staff member and volunteer to adhere to the following:

- work according to good safety practices as posted, instructed and discussed;
- refrain from any unsafe act that might endanger oneself, the people we serve or co-workers;
- report any unsafe situation or acts immediately to the Coordinator.