



## GENERAL VOLUNTEER APPLICATION

THANK YOU FOR HELPING US FULFILL OUR MISSION  
**“OUR COMMUNITY, YOUR ASSOCIATION”**

**PERSONAL CONTACT INFORMATION:**

MR./MRS./MS./DR.	FIRST NAME	M.I.	LAST NAME
MAILING ADDRESS	CITY	STATE	ZIP CODE
HOME PHONE	MOBILE PHONE	E-MAIL	BIRTHDAY (M/D/Y)
ARE YOU YOUNGER THAN 18 YEARS OF AGE?    NO    YES    IF YES, PLEASE COMPLETE PARENT/GUARDIAN AUTHORIZATION FORM			

**EMERGENCY CONTACT INFORMATION:**

NAME	RELATIONSHIP	PHONE
NAME	RELATIONSHIP	PHONE

**EMPLOYMENT/SCHOOLING:**

ARE YOU:	EMPLOYED	STUDENT	JOB HUNTING	RETIRED
CURRENT OR PREVIOUS EMPLOYER			WORK PHONE	
WORK ADDRESS	CITY	STATE	ZIP CODE	
ARE YOU VOLUNTEERING FOR SCHOOL BASED COMMUNITY SERVICE HOURS?				YES    NO

**PERSONAL INFORMATION:**

HAVE YOU EVER BEEN CONVICTED OF A FELONY?	NO    YES	IF YES, WHEN? _____
DO YOU HAVE ANY PHYSICAL/OTHER LIMITATIONS?	NO    YES	
IF YES, PLEASE EXPLAIN: _____		

HAVE YOU VOLUNTEERED WITH US BEFORE?    NO    YES

IF YES, PLEASE STATE WHEN AND IN WHAT CAPACITY? \_\_\_\_\_

HAVE YOU / ARE YOU CURRENTLY VOLUNTEERING FOR ANY OTHER ORGANIZATION(S)? (IF YES, PLEASE ELABORATE)

_____	_____
ORGANIZATION	VOLUNTEER POSITION
_____	_____
ORGANIZATION	VOLUNTEER POSITION

**CURRENT VOLUNTEER AVAILABILITY:**

<b>DAYS:</b>	MON	TUES	WED	THURS	FRI	SAT	SUN
<b>TIMES:</b>							

**VOLUNTEER PLACEMENT:**

PLEASE DESCRIBE YOUR SKILLS, LIFE EXPERIENCES, AND/OR TRAINING:
PLEASE DESCRIBE YOUR HOBBIES AND/OR SPECIAL INTERESTS:
PLEASE LIST ANY VOLUNTEER OPPORTUNITIES AND/OR PROJECTS THAT YOU ARE INTERESTED IN:

**REFERENCES:**

_____	_____
NAME	PHONE NUMBER AND E-MAIL ADDRESS
_____	_____
NAME	PHONE NUMBER AND E-MAIL ADDRESS

**HOW DID YOU LEARN ABOUT VOLUNTEERING WITH US? (PLEASE CIRCLE ALL THAT APPLY AND / OR EXPLAIN OTHER)**

FAMILY / FRIEND      GCCA VOLUNTEER      PRINT MEDIA      RADIO / TV  
 INTERNET      VOLUNTEER REFERRAL AGENCY      OTHER: \_\_\_\_\_

**VOLUNTEER REQUIREMENTS**

PLEASE INITIAL EACH STATEMENT THAT APPLIES AND SIGN AND DATE ON THE SIGNATURE LINE.

I VERIFY THAT I MEET THE MINIMUM AGE REQUIREMENT (14 YEARS) FOR THE GREATER CHINATOWN COMMUNITY ASSOCIATION VOLUNTEER PROGRAM. \_\_\_\_\_

I ATTEST THAT THE INFORMATION GIVEN ABOVE IS TRUE AND UNDERSTAND THAT IT WILL BE HELD CONFIDENTIAL. \_\_\_\_\_

_____	_____
SIGNATURE	DATE



## PARENT/GUARDIAN APPLICATION

THANK YOU FOR HELPING US FULFILL OUR MISSION  
"OUR COMMUNITY, YOUR ASSOCIATION"

YOUTH VOLUNTEER: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_

I UNDERSTAND (VOLUNTEER'S NAME) \_\_\_\_\_ WILL BE PARTICIPATING  
IN VOLUNTEER ACTIVITIES AT OR WITH THE GREATER CHINATOWN COMMUNITY ASSOCIATION.

I GIVE THE GREATER CHINATOWN COMMUNITY ASSOCIATION PERMISSION TO TAKE AND USE PHOTOGRAPHS OF THIS  
MINOR FOR ORGANIZATION USE. \_\_\_\_\_ (INITIALS OF PARENT/GUARDIAN)

I HEREBY WAIVE ANY RIGHT OF CAUSE OF ACTION AS A RESULT OF THIS YOUTH'S PARTICIPATION IN THE GREATER  
CHINATOWN COMMUNITY ASSOCIATION VOLUNTEER PROGRAM, OR THE EMPLOYEES, DIRECTORS, VICE  
PRESIDENT, OR PRESIDENT COLLECTIVELY OR INDIVIDUALLY. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING,  
I AGREE THAT THIS WAIVER SHALL INCLUDE ANY RIGHTS OR CAUSES OF ACTION RESULTING FROM PERSONAL INJURY  
TO THIS YOUTH OR DAMAGE TO HIS/HER OR OUR PROPERTY SUSTAINED IN CONNECTION WITH HIS/HER ACTIVITIES  
FOR THE GREATER CHINATOWN COMMUNITY ASSOCIATION PROGRAM.

PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

### IN CASE OF AN EMERGENCY, I CAN BE REACHED AT:

DAYTIME PHONE: (\_\_\_\_\_) \_\_\_\_\_

EVENING PHONE: (\_\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## WELCOME TO THE GREATER CHINATOWN COMMUNITY ASSOCIATION

This handbook is intended to provide volunteers of the Greater Chinatown Community Association (GCCA) with a general understanding of GCCA's policies. The information in this handbook should be helpful in familiarizing volunteers of GCCA. **GCCA reserves its right to change, modify or delete any provision of this handbook at its sole discretion.**

### VISION

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Greater Chinatown Community Association's vision is to better the well-being of the Chinatown Community within New York City through unique, individualized program services.

### OBJECTIVES TO ENSURE VISION

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Our core service components identify what we do in order to achieve our vision. These programs and services are taught and held in high regard by GCCA staff, instructors, and volunteers.

#### Adult Education

- ESOL Computer Training & Civics/Government Education.
- Class project allows for clients to take part in GCCA's vision and allow clients an opportunity to give back to their own community.

#### Consultation and Aid

- Information, applications, referral, and advocacy to obtain public benefits and social services.
- Walk-in appointments are individually held.

#### Medical and HealthCare

- Complimentary acupuncture, massage therapy, and tai-chi exercise.

#### Recreational and Cultural Activities

- On-going and special events include monthly birthday parties and Thanksgiving Food Drives.
- Annual visit to the GCCA owned group cemetery.

## ABOUT OUR POLICIES

### **ATTENDANCE**

Every person's contribution is important to GCCA. If you are scheduled to work, and are unable to make it, call your supervisor prior to your scheduled arrival time.

### **STANDARDS OF ATTIRE**

It is important for volunteers to portray a neat and clean appearance and to dress in a manner consistent with their responsibilities. For administrative personnel, "business casual" attire is expected.

### **HOLIDAYS**

The following holidays will be observed:

- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day
- New Years Day
- Martin Luther King Day
- Lunar New Year Day
- President's Day
- Memorial Day

### **TELEPHONE AND FAX MACHINE USE**

Although GCCA realizes that there are times when you may need to use the telephone or fax machine for personal reasons, it is expected that good judgment will be used in limiting the length and frequency of such calls. You must reimburse GCCA for any personal long-distance phone calls or faxes.

### **E-MAIL AND THE INTERNET**

All communications and information transmitted by, received from, or stored in GCCA's computer system are GCCA records and property of GCCA. Users should be aware that personal privacy and confidentiality of any matter stored in, created, received, or sent over the GCCA mail system cannot be assured, even if users use a password to access the e-mail system.

### **SOFTWARE CODE OF ETHICS**

Unauthorized duplication of copyrighted computer software violates the law and is contrary to GCCA's standards of conduct. We disapprove of such copying and recognize the following principles as a basis of preventing its occurrences:

We will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.

We will provide legally acquired software to meet legitimate software needs in a timely fashion and in sufficient quantities for all our computers.

We will comply with all license or purchase terms regulating the use of any software we acquire or use.

We will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measures for violation of these standards.

### **SEXUAL AND OTHER HARASSMENT**

GCCA is committed to providing a work environment that is free of discrimination and conduct which can be considered harassing, coercive, or disruptive. Consistent with GCCA's respect for the rights and dignity of every person, harassment based on race, color, religion, sex, national origin, age, disability or any other characteristics protected by law, will not be sanctioned nor tolerated. All volunteers should, therefore, be aware of the following:

1. Sexual harassment is strictly prohibited. Sexual harassment has been defined by government regulation as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when submission to such conduct is made, either explicitly, a term or condition of an individual's employment... [when] submission to or rejection of such conduct has the purpose or effect of unreasonably interfering with the individual's work performances or creating an intimidating, hostile, or offensive work environment.
2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, national origin, age disability, marital status, citizenship, or any other characteristic protected by law or that of his or her relatives, friends, or associates that: (i) has the purpose or effect of unreasonably interfering with an individual's work performance; or (ii) otherwise adversely affects an individual's employment.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

3. Supervisors and managers are responsible for assuring that n volunteer is subjected to conduct that constitutes sexual or any other form of harassment.
4. Any individual found to have engaged in sexual or any other form of harassment will be disciplined as appropriate, up to and including discharge.
5. Any volunteer who believes that he or she has been the subject of sexual or any other form of harassment by anyone at GCCA or by any person who does business with GCCA, should, and is encouraged to, bring the matter to the attention of his or her supervisor.

6. A prompt and thorough investigation of the alleged incident will be conducted to the extent possible, and appropriate corrective action will be taken if warranted. To the extent consistent with adequate investigation and appropriate corrective action, any complaints of harassment will be treated as confidential.
7. GCCA will not in any way retaliate against a volunteer, who in good faith, makes a complaint or report of harassment, or participates in the investigation of such a complaint or report. Retaliation against any individual for in good faith reporting a claim of harassment or cooperating in the investigation of same will not be tolerated and will itself be subject to appropriate discipline.

GCCA will take all appropriate steps to enforce this policy.

**DRUG FREE WORKPLACE**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited at GCCA.

**COMPLAINT PROCEDURE**

If you have a complaint about GCCA-related matters, you are urged to discuss the matter first with your supervisor. If not satisfied after discussion and you wish to pursue the matter further, you should schedule an appointment with the executive director to discuss the problem.

**ACKNOWLEDGEMENT**

This is to acknowledge that I have received a copy of the Greater Chinatown Community Association Volunteer Handbook, dated May 14, 2008. I understand that my status as a volunteer of GCCA may be terminated by GCCA at any time, and I agree at the time of departure from GCCA to return any GCCA property in my possession.

I acknowledge and understand that the company may change, rescind or add to any policies, benefits or practices described in the handbook from time to time at its sole and absolute discretion with written notice.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date