



AMANECER COMMUNITY
COUNSELING SERVICE

VOLUNTEER HANDBOOK

*A helpful guide of general information
and procedure for ACCS volunteers*

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Volunteer Program
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POSITIVE MENTAL HEALTH IS LIFE-CHANGING.

***Thank you for your interest in
volunteering for Amanecer!***

The spirit of generosity and community are vital to the success of our organization's mission--to serve the Los Angeles Area with quality mental health services. We are grateful for your unique contribution to our agency's 45-year legacy and hope you remain a mental health advocate for life.

Our goal is to create a positive, impactful, and rewarding experience for all our volunteers. This handbook aims to provide you with as much information as possible to enhance your volunteer experience. Please take the time to read through this resource in it's entirety, and remember you can always reach out with questions.

An orientation session is required before commencing your volunteer journey, and will help you to better understand the policies and procedures listed in this handbook. Further support and training will be provided to you as you begin your service.

To reach someone in our Volunteer Program, please call (213)-416-1161 or email volunteer@amanecerla.org

An electronic copy of this handbook can be found online at:
www.amanecerla.org/volunteer

HEALING OUR COMMUNITY, ONE INDIVIDUAL AT A TIME.

Amanecer's Mission

is to deliver compassionate innovative mental health services that empower individuals and families to overcome barriers and significant life challenges to achieve more fulfilling, resilient, and self-sufficient lives.

Our History

Cecil Hoffman founded the Community Counseling Service of Los Angeles in 1975 in the hopes of addressing a severe lack of resources for the surrounding Latino community. In 1984, the agency was awarded it's first contract with the Department of Mental Health and has continued to expand its programs and outreach for over 45 years. In 2005, the agency changed its name to "Amanecer", roughly translated to "new beginnings". Currently, we serve almost 2000 individuals and their families each year throughout our adult, children, and domestic violence clinics.

A Trauma-Informed Agency

In 2016, Amanecer received certification as a Trauma-Informed Agency from the National Council for Behavioral Health. Simply put, trauma-informed care puts an emphasis on healing through acknowledging past trauma and encouraging client participation in the creation and execution of treatment. We promote cultural competency as a means to better understand and serve our clients; by embracing all facets that make up an individual, we can provide the most efficient service in a shorter time frame (compared to traditional therapy).

VOLUNTEER PROGRAM EXPECTATIONS

What Can You Expect from Amanecer?

- A friendly and collaborative work culture.
- Ongoing support from Amanecer staff.
- Respect for your time, effort, and commitment.
- Confidentiality.
- Recognition of your work (with your permission!).
- The ability to select opportunities that fit your preference, and the right to say no to opportunities that don't.

What Should Amanecer Expect from You?

- Cooperation and communication with Amanecer staff
- Commitment towards your selected volunteer role(s).
- Ample notification of changes in your commitment capability
- Confidentiality pertaining to clients and client events
- Respect towards fellow volunteers

A full description of expectations can be found in our Volunteer Policies and Procedures on page 10

OUR VALUES

- We believe in the **POTENTIAL, HUMANITY, DIVERSITY, COURAGE** and **STRENGTH** of our clients.
- We **INSTILL HOPE** and **EMPOWER** clients to believe in themselves and their capacity for recovery and resiliency.
- We are **PASSIONATE ABOUT MAKING A DIFFERENCE** in the lives of others.
- **RESPONSIBILITY, ACCOUNTABILITY, and INTEGRITY** must be visible at every level of Amanecer.
- Every individual deserves **RESPECT AND COMPASSION, and ACCESS TO CULTURALLY COMPETENT AND AFFORDABLE** treatment & support.
- Decision-making that is **STRENGTHS-BASED** and **SOLUTIONS-FOCUSED** should guide staff, management, board, and client care.
- Amanecer is a **POSITIVE AND GUIDING FORCE** in reducing the stigma of mental illness.
- When we **HELP ONE, WE HELP ALL.**

VOLUNTEERING AT AMANECER

Definitions:

Volunteer: A volunteer at Amanecer is an individual who freely dedicates their time to support our mission to serve the community via competent mental health and case management services.

Active Volunteer: A volunteer who has undergone a background check, agreed to the terms and conditions of our volunteer program, and selected the ongoing volunteer opportunity(ies) they prefer. Active volunteers agree to be registered in our volunteer database.

Episodic Volunteer: A volunteer who opts to commit to short-term events or projects; episodic volunteers might be associated with an outside organization who dedicates services to events or whose company has provided a team of volunteers for an event/project. Episodic Volunteers are not always required to register in our volunteer database.

Statement on Diversity, Equity, and Inclusion

Amanecer's mission is rooted in a commitment to diversity, equity, and inclusion. This includes clients, staff, board members, financial contributors, governance, and you--our volunteers. We happily accept volunteers over the age of 18, regardless of religion, ethnicity, sex, gender expression, race, or disability.

RECRUITMENT & ONBOARDING

Recruitment

Volunteers are recruited by Amanecer year-round, with the goal of expanding our volunteer program and increasing involvement within the Los Angeles Community. When potential volunteers express an interest in our program, Amanecer will note the interests and capabilities of the individual or group and suggest appropriate volunteer positions. Placement shall occur only when the requirements of both the volunteer(s) and supervising staff can be met and both parties agree that the position is the best fit for all.

Onboarding Summary

Once volunteers commit to a volunteer position, the onboarding process will begin. Please see a summary of our onboarding process below:

- Notification of acceptance and welcome to the program is sent.
- Volunteer attends a brief Orientation at Amanecer.
- Volunteer Application Form and Agreement Form are completed and returned to Amanecer (electronically or physically).
- TB Test and LiveScan are completed and sent to Amanecer (electronically or physically).
- Begin volunteering!

VOLUNTEER POSITIONS

There are a number of ways to volunteer at Amanecer! On the next two pages, you will find descriptions of our established volunteer positions; please inquire with the Volunteer Program Manager for position availability. New positions established after the creation of this handbook will be provided to volunteers in a separate document.

Clothing Closet Manager

Amanecer receives an incredible amount of support via in-kind donations of clothes, shoes, and accessories for men, women, and children. These essential needs are provided to clients at no cost, upon their request.

Volunteers for Clothing Closet Management help organize, sort, and hang donated items; keep a simple inventory of items; and provide feedback to the Supervisor when stock is low. Qualified volunteers should be well organized, attentive, and available for a monthly inventory check and organization session. Clothing Closet is located at Amanecer's clinics; therefore, volunteer hours would be between 9AM and 5PM Monday through Friday.

Social Media Coordinator

Our Development Department utilizes social media as a means to engage our community in Amanecer's mission by showcasing client successes, general information, events, and more.

The Social Media Coordinator will help the Development Team achieve their goals by assisting with social media calendar management, content research, platform monitoring, analysis, and more. Qualified volunteers should be well organized, attentive, and have a working knowledge of Facebook, Instagram, and LinkedIn. Volunteers with social media marketing experience are desired, but not required! Must be available to meet with the Development Department weekly, for up to 8 hours per month. This position can be completed off-site so long as the individual has internet access to social media sites and Google Office. Volunteer hours would be between 9AM and 5PM Monday through Friday.

Social Media Intern

Our Development Department utilizes social media as a means to engage our community in Amanecer's mission by showcasing client successes, general information, events, and more. Amanecer is seeking a seasonal or fixed-term social media intern to assist our Development Department's efforts.

Social Media Interns will assist in planning, design, and execution of campaigns via infographics, videos, reels, and more; contribute ideas to planned campaigns and provide suggestions to the Development Team for improving our customer experience; assist in the creation of performance reports; and more. Qualified volunteers should be well organized, attentive, with prior experience or working knowledge of social media marketing on Facebook, Instagram, and LinkedIn. This position requires availability for 8 hrs/week or 32hrs/month and can be completed off-site so long as the individual has internet access to social media sites and Google Office. Volunteer hours would be between 9AM and 5PM Monday through Friday.

Website Coordinator

Our website aims to deliver information about our mission and services as well as provide resources for potential clients. Effective management of our website helps our agency to communicate efficiently with donors, clients, and supporters of Amanecer.

Our Website Coordinator volunteer will assist the Development Department in maintaining and editing our website each week. The most important updates will be job positions and blogs. Qualified volunteers should have the ability to learn quickly, great communication skills, and availability to work for one hour each week. This position can be completed off-site so long as the individual has internet access. Volunteer hours would be between 9AM and 5PM Monday through Friday.

Donor Management Assistant

Each of Amanecer's donors is greatly revered for their contributions to our agency. It is vital to steward good relationships with our donors in order to maintain and expand perennial support for our agency.

The Donor Management Assistant will assist the Development Department in donor communications and analytics by reviewing data, creating spreadsheets, and establishing a communication calendar. Qualified volunteers are detail-oriented, able to maintain confidentiality, and have great time-management skills. This position requires availability for 8 hours a month and can be completed off-site so long as the individual has internet access. Volunteer hours would be between 9AM and 5PM Monday through Friday.

VOLUNTEER POLICIES AND PROCEDURES

As a new volunteer, it will take time to adjust to your new position and environment. This handbook will help you adjust to your new role and answer questions about policies, procedures, and expectations while working for Amanecer.

Absences and Lateness

Volunteers are critical to our mission; if for some reason you cannot make your volunteer shift for any reason, please notify our staff as soon as possible (24 hour advance preferred). Volunteers should contact their supervisors, but in the event that they are unavailable or do not respond in a timely manner, please notify the following individuals:

Ashley Gonzalez

(213) 416 - 1161

AsGonzalez@amanecerla.org

Amanecer Human Resources Team

(213) 454-0623

HR@amanecerla.org

Attendance

Amanecer requires that all volunteers fill out time sheets online through our ADP system. Please sign-in at the beginning of your volunteer service and sign-out when you are done. Please be sure to check all time sheets for accuracy before submitting.

Background Checks

All Volunteers will be required to get a TB test and LiveScan background check prior to volunteering. If a criminal history is present, they will be evaluated on a case-by-case basis.

Confidential Information

Amanecer is a HIPAA compliant agency. Per the Health Insurance Portability and Accountability Act of 1996 (HIPAA), we are required by federal law to protect sensitive client information from being disclosed without their consent or knowledge. Amanecer has the right to release a volunteer for breach of confidentiality.

Dress Code

Volunteers are held to the same dress code standards as our employees. Our offices maintain a "business casual" dress environment; we ask that volunteers maintain cleanliness and common-sense workplace modesty. We require that shoes be closed-toe and comfortable, as our clinics are on different floors of the building.

Equal Volunteering Opportunity

Amanecer provides an equal opportunity for prospective volunteers regardless of age, sex, gender, ethnicity, creed, national origin, religious persuasion, marital status, sexual orientation, political belief, or disability that does not prohibit performance of essential job functions or interfere with our agency's mission. All matters relation to volunteering are based upon ability to perform the job duties, as well as dependability and reliability.

Exit Interviews

Upon a voluntary leave from volunteer duties, Amanecer will provide an optional exit interview questionnaire to help us improve our program.

Exit interviews will only be shared with the Development Manager and Executive Leadership at Amanecer. All information is strictly confidential and will not affect any references that Amanecer will provide to another agency, if requested.

Expense Reimbursement

Amanecer will provide any and all materials necessary to fulfill volunteer positions. In the rare event that our volunteers need to incur any expense on behalf of Amanecer, prior authorization is required from your supervisor. All expenses will be reimbursed upon submission of an expense report accompanied by receipts.

Grievance Policy

The success of our volunteer program is reliant on happy, satisfied volunteers. Any feedback or grievance pertaining to our volunteer program are welcomed, no matter how small or large the issue.

In order to provide prompt and effective evaluation of, and response to, grievances, Amanecer has established the following procedure for our volunteers to ensure you are fully heard without fear of discrimination or retaliation.

Under this policy, a **grievance** is defined as any event, condition, rule, or practice which the volunteer believes violates his/her/their civil rights, treats him/her/them unfairly, or causes him/her/them any degree of unpleasantness or unhappiness on the job. A grievance may also deal with an attitude, a statement, or an opinion held by a supervisor, staff member, or fellow volunteer.

Our grievance policy is outlined in detail on our website, and summarized on the next page. Please email volunteer@amanecerla.org for any questions or clarifications.

The Grievance Procedure is as follows:

1. Address your Volunteer Supervisor

In the event that you feel a working condition, practice, or policy is unjust, please inform your supervisor. The matter will be discussed confidentially and a solution will be presented to you shortly thereafter. If for some reason the Volunteer Supervisor fails to provide an opportunity to discuss the issue or fails to provide a satisfactory solution, please proceed to step 2.

2. Meet with the Executive Director

Your volunteer supervisor's immediate supervisor is the Executive Director (ED). If necessary, the ED will review your grievance and ask you to meet with him/her/them. At this meeting, please feel free to openly discuss your complaint and substantiate the shortcomings of your previous attempts to resolve the issue with the Volunteer Supervisor. In most cases, the matter will be resolved at this stage.

3. Meet with the Board of Directors

If you are still displeased with the result of the decisions rendered by the ED, you are entitled to bring your issue directly to our Board of Directors. They will discuss your concerns and a final decision will be proposed. The Board's decision is final and binding. The sole purpose of this Grievance Procedure is to provide an opportunity for volunteers to clear up any issues, complaints, or grievance.

Gifts, Tips, and Soliciting

Volunteers are allowed to accept gifts from clients or staff under \$10. Please use your best judgement to determine whether or not it is appropriate to accept a gift. (Note: recognition from the agency and an unsolicited gift are not the same). Questions regarding gifts should be directed to the Volunteer Supervisor.

Please refrain from soliciting any political or religious beliefs while volunteering at Amanecer. We ask that you maintain a personal yet professional relationship with all staff, clients, and volunteers. We also prohibit solicitation of your own business enterprise(s) or other private charities.

Identification

All volunteers are required to wear a badge that identifies your volunteer status at all times when at Amanecer's facilities. Our Human Resources department will provide your name badge to you upon the start of your tenure with Amanecer. In the event that you lose your badge, please inform your Volunteer Supervisor as soon as possible.

Parking

Volunteers who work at our clinics are required to park in our building's parking lot (level P1). At the end of your shift, a support staff member will provide you with parking validation stickers that correspond to the length of time spent at our facilities.

Personal Calls and Texts

We ask that personal phone calls and texts be kept to a minimum while working at our clinics. Calls or texts pertaining to your volunteer job are allowed.

Substance Abuse

Involvement with mood-altering substances can significantly impact our agency's ability to provide the best services for our clients. All volunteers are expected to adhere to Amanecer's no-tolerance policy on mood-altering substance abuse.

The possession, sale, or usage of mood altering substances while volunteering is strictly prohibited and will be subject for dismissal. Volunteers who show signs or evidence of having consumed alcohol and/or drugs will not be permitted entry into our clinics and will be dismissed from our Volunteer Program.

TB Testing

Because Amanecer works with high-risk populations, we require that our volunteers get tested for Tuberculosis prior to the start of their job. Results will be submitted to the HR Department and all records will remain confidential.

Termination Policy

Amanecer is an "at-will" agency and has the right to terminate a volunteer without cause, but will always consider the cause leading to the termination. In general, failure to adhere to the policies and procedures stated in this handbook will be grounds for termination.

Grounds for immediate dismissal may include, but are not limited to:

- Gross misconduct or insubordination
- Arriving to our clinics under the influence of drugs and/or alcohol

- Theft of property or misuse of agency dollars, equipment, or materials
- Falsifying statements on your volunteer application or during the interview process
- Illegal, violent, or unsafe acts
- Abuse or mistreatment of clients, volunteers, or staff
- Releasing confidential information in any way
- Unwillingness to support our agency's mission

Our volunteers are expected to act in a mature and responsible way at all times, as outlined in our Code of Conduct and Ethics policies. The Volunteer Supervisor maintains the right to bring attention to any willful violation of the policies and procedures aforementioned and will always attempt to resolve minor issues before resorting to dismissal.

SAFETY AND SECURITY

Workplace Safety

In order to provide a secure, safe, and healthy work environment for volunteers, we ask that volunteers adhering to the following:

- Refrain from bringing extraneous personal items and large amounts of cash to your volunteer shifts. Amanecer is not responsible for items that are lost or stolen.
- Be aware of your surroundings when working at our facilities. Volunteers are expected to obey safety rules and to exercise caution at all times. If you see a safety hazard at work, please report it to your Volunteer Supervisor or another Amanecer staff member as soon as possible. Failure to report unsafe work conditions or violation of safety standards will be subject to disciplinary action.
- In the unlikely event that you experience an accident or injury at work, regardless of how insignificant the injury may appear at the time, you **MUST** notify your Volunteer Supervisor **immediately**. Amanecer is not responsible for accidents that are caused by, or are the result of, the volunteer's explicit violations of safety standards.

Emergency Evacuation Procedures

Emergency Evacuations are posted in all clinic hallways and next to all clinic main doors. A copy of the emergency evacuation plans will be provided to you before the start of your volunteer duties.

CONDUCT AND ETHICS

Code of Conduct

The agency expects every employee to maintain the highest standards of personal conduct and responsibility, and to promote a feeling of pride in volunteer services with Amanecer. All employees are to conduct themselves in a manner appropriate to the role they fulfill in the agency and to the agency's purpose in the community.

The conduct and activities of employees away from the job are considered a personal matter except when employee activities and/or conduct affect his/her ability to assume full responsibility for his/her job.

Prohibited Conduct

Being under the influence of or the use, possession, manufacture, purchase, distribution, dispensation or sale of any illegal drug, controlled substance or alcohol in the workplace, or during the performance of your duties for Amanecer, is strictly prohibited and will result in discipline up to and including termination. The legal use of drugs prescribed by a physician and over-the-counter medications is permitted. However, employees must be aware of the potential side effects of these drugs and must advise their supervisor when those side effects could influence their ability to safely and effectively perform the duties of their job, prior to the use of the drug. Employees shall not report to work or return to work under the influence of alcohol or controlled substances. This will result in discipline up to and including termination.

Open Door Policy

Suggestions for improving Amanecer's volunteer program are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your good-faith complaints, questions, and suggestions also are of concern to Amanecer. Should you wish to provide a suggestion or file a complaint, we ask you to follow the steps outlined in our Grievance Policy.

Anti-Discrimination Policy

Amanecer CCS is committed to providing a work environment that is free of discrimination. In keeping with this commitment, Amanecer CCS maintains a strict policy prohibiting unlawful discrimination and retaliation. The policy also prohibits unlawful discrimination and retaliation by non-employees of Amanecer CCS with whom employees come into contact, including volunteers.

All aspects of volunteer services with Amanecer CCS will be governed on the basis of merit, competence and qualifications and will not be influenced in any manner by an individual's race, ancestry, color, religious creed (including religious dress and grooming practices), national origin, marital status, sex (including sexual harassment), sexual orientation, gender, gender identity, gender expression, disability (physical or mental including HIV/AIDS diagnosis), pregnancy (including breastfeeding and conditions related to breastfeeding), medical condition (cancer and genetic characteristics), age (40 or over), military and veteran status, or exercising the right to any legally provided leave of absence in the application of any policy, practice, rule or regulation.

Anti-Harassment Policy (including sexual harassment)


Amanecer is committed to providing a work environment that is free of harassment, including sexual harassment. Sexual harassment includes: unwanted sexual advances; offering volunteer services benefits in exchange for sexual favors; making or threatening reprisals after a negative response to sexual advances; visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters; verbal conduct: making or using derogatory comments, epithets, slurs, and jokes; verbal sexual advances or propositions; verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; physical conduct: touching, assault, impeding or blocking movement.

Furthermore, Amanecer prohibits abusive conduct ("bullying"): Any form of abusive conduct by an employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to Amanecer's business interest. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance.

Anti-Violence Policy

Amanecer has "zero tolerance" for actual or threatened violence against co-workers during their duties. Every verbal or physical threat of violence must be treated seriously and reported immediately to the employee's supervisor and the Human Resources Manager.

The Human Resources Manager will be responsible to consult with the appropriate resources and witnesses. Where a violation of



the policy is found, the Human Resources Manager will take appropriate corrective action with consultation from the Executive Director or Chief Financial Officer.

In situations where a volunteer becomes aware of an imminent act of violence, a threat of imminent violence, please notify your supervisor immediately. If your supervisor is not available, the Human Resources Manager, Chief of Programs, or any Senior Leadership Team member can assist.

ACKNOWLEDGEMENT & RECEIPT

Signature on this form acknowledges that you have reviewed Amanecer Community Counseling Service's volunteer handbook. Please sign and date the receipt.

Statement of Certification

I, _____, certify that I have received and reviewed Amanecer's Volunteer Handbook.

I further understand that, by signing this statement as required I am indicating that I have read the Volunteer Handbook and understand its contents, or have discussed questions I have with the Volunteer Manager.

I authorize Amanecer Community Counseling Service to conduct a complete criminal history check as a basis of my placement as a volunteer with the organization. I understand that I am to report any changes in my criminal history to ACCS.

All information obtained from background checks will be used only for purposes of making volunteer program acceptance decisions; will be maintained confidentially, in accordance with applicable legal requirements; and may only be reviewed or accessed by authorized individuals with the approval of Human Resources.

I also realize that this statement will become a permanent part of my volunteer personnel file.

Printed Name: _____

Signature: _____

Date: _____

APPLICATION

Thank you for your interest in Volunteering at Amanecer Community Counseling Service. Please fill out the information below and someone will respond to your inquiry within 48 business hours.

Name: _____ **DOB:** _____
Address: _____ **Apt/Unit #:** _____
City: _____ **State:** _____ **Zip:** _____
Email Address: _____
Phone Number: _____ **SS:** _____
Gender: M ☐ F ☐ Other ☐

Which position are you inquiring about?

- | | |
|---|---|
| <input type="checkbox"/> Clothing Closet Manager | <input type="checkbox"/> Social Media Coordinator |
| <input type="checkbox"/> Social Media Intern | <input type="checkbox"/> Website Coordinator |
| <input type="checkbox"/> Donor Management Assistant | |

How did you hear about us?

- | | | |
|-----------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Employee | <input type="checkbox"/> Board Member | <input type="checkbox"/> Other Volunteer |
| <input type="checkbox"/> Job Fair | <input type="checkbox"/> Social Media | <input type="checkbox"/> Other |

Do you have previous volunteer experience?

If so, where? _____

Do you have previous experience pertaining to your preferred volunteer position?

If so, please describe: _____

Are you currently employed? ☐ Y ☐ N

☐ P/T ☐ F/T

If yes, who is your current employer? _____

Please select which proficiencies/skills you have below:

- | | | | |
|---------------------------------------|--------------------------------------|--|--|
| <input type="checkbox"/> Office Suite | <input type="checkbox"/> MS Word | <input type="checkbox"/> MS Excel | <input type="checkbox"/> MS PowerPoint |
| <input type="checkbox"/> Google Suite | <input type="checkbox"/> Google Docs | <input type="checkbox"/> Google Sheets | <input type="checkbox"/> Adobe Reader |
| <input type="checkbox"/> Outlook | <input type="checkbox"/> Gmail | <input type="checkbox"/> Canva | <input type="checkbox"/> Instagram |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> MS Teams | <input type="checkbox"/> Slack | <input type="checkbox"/> Zoom |

Have you ever been convicted of any violation of law, traffic or other? ☐ Y ☐ N

if yes, please explain: _____

Please enter your availability below:

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Applicant Name: _____

Applicant Signature: _____

Date of Application: _____

For ACCS use only:

Date received: _____ *Received by:* _____

AUTHORIZATION TO REVIEW CRIMINAL HISTORY

1. The volunteer understands that it is necessary for Amanecer Community Counseling Service to obtain information regarding all past crimes where the applicant was convicted, pleaded guilty or no contest, except for convictions for possession of small quantities of marijuana. Any information obtained will be used to determine the volunteer's qualifications. The applicant authorizes Amanecer Community Counseling Service to investigate and understands this investigation will be conducted when the volunteer is being considered for volunteer services and meets all other qualifications for the position.
2. The volunteer understands to conceal, lie or omit any information pertaining to applicant's criminal history, the volunteer will be disqualified and terminated from ACCS Volunteer Program.
3. The volunteer understands that the continuation of volunteer services depends upon the result of the background information obtained regarding criminal convictions. In sole discretion, investigative results that are unfavorable may result in immediate termination.
4. Have you ever been convicted of, pleaded guilty or no contest to any misdemeanor crime?
☐Y ☐N

Explain if answer is YES. Provide place, dates, description of crime and whether it was a misdemeanor or felony.

In addition, indicate the final dispositions of all your convictions, including (for each conviction) whether you were sentenced to serve time in jail or prison, or given a formal or summary probation.

5. Are you currently on any type of probation for any crime for which you have been convicted?

☐Y

☐N

Explain if answer is YES. Provide dates (start of probation and anticipated completion date), description of crime, all restriction and conditions attached to probation, location of crime and whether crime was a misdemeanor or felony.

6. Are you currently released on bail or on your own recognizance for any arrest for which the trial has not yet been held, or for which the court has not yet made a final decision?

☐Y

☐N

Explain if answer is YES. Provide dates, description of crime for which arrested, location of arrest, all restrictions and conditions of bail or release on own recognizance.

7. The applicant understands if convicted of any crime between the date below and the date of volunteer services, the Applicant is obligated to report the conviction to ACCS.

Also, Volunteer understands that he/she/they must report to ACCS all arrests which occur between the date below and the date Volunteer is employed, if Volunteer is out on bail or on his/her/their own recognizance pending trial.

Failure to immediately report to ACCS such convictions and arrests as described above, between the date below and the date of volunteer services, will be considered a false statement and/or concealment of facts. This failure to immediately report will result in disqualification from consideration of volunteer services or termination of volunteer services.

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT I HAVE READ AND UNDERSTAND MY OBLIGATIONS TO ACCS REGARDING ALL OF THE ABOVE QUESTIONS AND STATEMENTS.

Applicant Name: _____

Applicant Signature: _____

Date of Application: _____

For ACCS use only:

Date received: _____ *Received by:* _____

**THANK YOU FOR YOUR
INTEREST IN VOLUNTEERING,
WE HOPE TO SEE YOU SOON!**