



lifehouse

serving people with developmental disabilities

# VOLUNTEER APPLICATION

**Return your completed application to:**

ATTN: Volunteer Coordinator  
100 Smith Ranch Road, Suite 309, San Rafael, CA 94903  
Fax (415) 472-5739

**For questions or more information:**

(415) 472-2373  
mail@lifehouseagency.org  
www.lifehouseagency.org

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

**How did you learn about Lifehouse?**

- Friend
- Event
- Court Referral
- Other (please list) \_\_\_\_\_
- News
- Community Fair
- Walk-in

**What is your employment status?**

- Employed
- Self employed
- Student
- Type of work \_\_\_\_\_
- Not employed
- Retired
- Other

**Do you have a medical condition which may limit you from doing certain types of work?**  Yes  No

*If yes, please list condition and limitation:*

**Have you ever been convicted of a felony?**  Yes  No

*If yes, please explain:*

**Personal Skills Inventory (check all that apply)**

**Computer**

- IBM-PC
- Macintosh
- Computer repair
- Word processing
- Data entry
- Desktop publishing
- Programming
- Web design
- Website maintenance
- Internet research
- Social media marketing

**Office**

- Typing
- Filing
- Bulk mailing
- Bookkeeping
- Organization skills

**Phone**

- Information & referral
- Solicitation/fundraising
- Reception

**Creative**

- Photography
- Graphic design

**Event Planning**

- Donation solicitation
- Budget evaluation
- Logistics coordination

**Social**

- Coaching
- Mentor programs
- Buddy programs

**Development & Fundraising**

- Proposal writing
- Grant writing
- Budget development
- Public relations
- Special events
- Publications
- Fundraising

**Home Improvement & Repair**

- Carpentry
- Plumbing
- Electrical
- General home repair
- Landscaping
- Gardening
- Painting
- Auto repair

**Teaching/Tutoring**

- Cooking
- Reading
- Math
- Home economics
- Creative arts
- Sewing
- Health & fitness
- Therapeutic arts

**Other**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Volunteer Applicant Name: \_\_\_\_\_

Availability (circle times that you are available to volunteer)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Morning 9am – 1pm	Morning 9am – 1pm	Morning 9am – 1pm	Morning 9am – 1pm	Morning 9am – 1pm	Morning 9am – 1pm	Morning 9am – 1pm
Afternoon 12pm – 4pm	Afternoon 12pm – 4pm	Afternoon 12pm – 4pm	Afternoon 12pm – 4pm	Afternoon 12pm – 4pm	Afternoon 12pm – 4pm	Afternoon 12pm – 4pm
Evening 4pm – 8pm	Evening 4pm – 8pm	Evening 4pm – 8pm	Evening 4pm – 8pm	Evening 4pm – 8pm	Evening 4pm – 8pm	Evening 4pm – 8pm
Anytime	Anytime	Anytime	Anytime	Anytime	Anytime	Anytime

Frequency of Volunteer Availability     Weekly     Semi-weekly     Monthly     Special Events

Desired Volunteer Opportunities (check all that apply)

**Ongoing**

- Client buddy
- Administrative
- Teambuilding
- Home Improvement
- Creative Services
- Professional & Technical Assistance
- Maintenance
- Holidays
- Other

**Special Events**

- Great Chefs of Marin Planning Committee (Sept – May)
- Great Chefs of Marin (day of event)
- Marin Human Race (May)
- Motorcycle Run (May)
- Summer Picnic (July)
- Awards Banquet (Sept)
- Holiday Party (Dec)

**References**

Please list two non-related references that you have known at least one year that can attest to your ability to volunteer.

Name \_\_\_\_\_ Phone or Email \_\_\_\_\_

Name \_\_\_\_\_ Phone or Email \_\_\_\_\_

Why are you interested in volunteering with Lifehouse? Is this your first time doing volunteer work?

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

**For Court Referred Volunteers Only**

How many hours are you required to work \_\_\_\_\_

Deadline for when your hours should be completed for the courts? \_\_\_\_\_

I hereby attest that the above information is true to the best of my knowledge.

If given the opportunity to volunteer at Lifehouse, I agree to commit to the following:

1. To perform volunteer duties to the best of my ability.
2. To adhere to agency policies and procedures.
3. To meet time and duty commitments or provide adequate notice to allow for alternate arrangements.
4. To allow Lifehouse to use my name or picture in newsletters, website, and/or media releases.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you for your interest in supporting Lifehouse!

**LIFEHOUSE, INC.**  
**Confidentiality Agreement for Volunteer**

This agreement is entered into by and between Lifehouse, Inc., a California nonprofit corporation (“Lifehouse”) and \_\_\_\_\_ (“Volunteer”).

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Lifehouse and Volunteer have entered into an agreement (the “Principal Agreement”) under which Volunteer has access to individually identifiable health information (also called “Protected Health Information” or “PHI”) in order to provide services to Lifehouse. In this agreement, PHI includes any information that Volunteer has access to, receives from or generates for Lifehouse, that identifies a client of Lifehouse, or could be used with other available information to identify a client, and that concerns the client’s health condition or health care, including payment for health care. The parties desire to enter into this agreement to implement the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the regulations promulgated thereunder, in particular the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 Subparts A and E (the “Privacy Rule”).

For good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

- (i) Permitted Uses and Disclosures of PHI. Volunteer may use PHI to provide the services to Lifehouse and its clients described in the Principal Agreement. Volunteer shall not further disclose such information without the written approval of Lifehouse. Nothing in this agreement or the Principal Agreement shall be construed to require or permit any use or disclosure that Lifehouse is not permitted to make under the Privacy Rule.
- (ii) Volunteer shall:
  - (A) Not use or further disclose PHI except as permitted or required by this agreement, or required by law.
  - (B) Implement administrative, physical and technical safeguards that reasonably and appropriately prevent use or disclosure of PHI otherwise than as provided by this Agreement, and protect the confidentiality, integrity and availability of any electronic PHI that it creates, receives, maintains or transmits on behalf of Lifehouse.
  - (C) Report to Lifehouse any use or disclosure of PHI not provided for by this agreement, and any security incident relating to PHI, of which Volunteer becomes aware.
  - (D) Make PHI in Volunteer MIS Interns’s possession (if any) available to Lifehouse or any person authorized by Lifehouse for inspection and copying within ten (10) days of request by the Lifehouse.
  - (E) Make PHI in Volunteer’s possession (if any) available for amendment and incorporate any amendments to PHI requested by Lifehouse.
  - (F) Upon termination of the Principal Agreement, return or destroy all PHI that it maintains in any form, and retain no copies of such information or, if the parties agree that return or destruction is not feasible, extend the protections of this agreement to such information, and limit further use and disclosure of the information to those purposes that make the return or destruction of the information infeasible.
- (iii) Amendment. Upon the enactment of any law or regulation affecting the use or disclosure of PHI, or the publication of any decision of a court of the United States or of this state relating to any such law, or the publication of any interpretive policy or opinion of any governmental agency charged with the enforcement of any such law or regulation, Lifehouse may, by written notice to Volunteer, amend this agreement in such manner as Lifehouse determines necessary to comply with such law or regulation. If Volunteer disagrees with any such amendment, it shall so notify Lifehouse in writing within thirty (30) days of Lifehouse’s notice. If the parties are unable to agree on an amendment within thirty (30) days thereafter, either of them may terminate this agreement on written notice to the other.
- (iv) Breach. Anything in the Principal Agreement to the contrary notwithstanding, Lifehouse may immediately terminate this agreement if it determines that Volunteer has violated a material term of this Addendum.

LIFEHOUSE, INC.:

VOLUNTEER:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_