



VOLUNTEER APPLICATION

We are excited about your interest in volunteering for Hattie Larlham/Add. Your contribution enhances our mission to provide comfort, joy and achievement to children and adults with intellectual and developmental disabilities. Qualified volunteer applicants are considered based on qualification, interests, availability and the organization's needs. As part of the process, a criminal background check, TB test or flu shot may be required.

GENERAL INFORMATION

Date applied: _____

Full Name: _____

Preferred Name: _____

Date of Birth: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Have you lived in Ohio during the past five years? Yes No

Have you previously volunteered for Hattie Larlham/Add? Yes No

If yes, when: _____

How did you hear about volunteering? _____

EMERGENCY CONTACT INFORMATION

Emergency Contact Name: _____ Emergency Contact Phone: _____

Relationship to Volunteer: _____ Email: _____

If the emergency contact cannot be reached, Hattie Larlham/Add reserves the right to seek medical assistance at the nearest medical facility. Hattie Larlham/Add will be held harmless in all legal issues that may result from this action.

EMPLOYMENT INFORMATION

Are you currently employed? Yes No

Name of Employer: _____

Occupation: _____

Employer Address: _____

Have you ever been employed by Hattie Larlham/Add? Yes No If yes, when: _____

Past Volunteer Experience

Please list past volunteer experience.

Name of Organization: _____ Dates volunteered: _____

Name of Organization: _____ Dates volunteered: _____

Name of Organization: _____ Dates volunteered: _____

Name of Organization: _____ Dates volunteered: _____

When do you want to start volunteering? _____

Are you willing to share skills or talents you have as part of your volunteer experience?

Yes No

If yes, please list the ones you want to share?

I am seeking service hours for school, religious or civic organization. (*Hattie Larlham/Add does not accept court ordered community service requests.*)

Organization Name: _____ Phone: _____

Organization Address: _____

Contact Person: _____ E-mail: _____ Phone: _____

Hours Required: Start Date: Required Completion Date:

Site Requests: 1. _____ 2. _____

Requirements: _____

I prefer to volunteer (*check all that apply*):

- Directly with adults or children with disabilities Clerical Special Events
- One day/one time experiences (yard work, painting, projects) preferred dates: _____, _____
- Cuyahoga County (Bedford Heights, Oakwood Village, Solon, Middleburg Heights, Mayfield)
- Portage County (Mantua) (may require: TB test & Flu shot)
- Summit County Franklin County Delaware County
- Hamilton County Other? _____

What days and times are you available to volunteer?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

I have a flexible schedule but want to volunteer: morning afternoon evening

I understand that specific locations or volunteers who acquire 40 hours of volunteer time are required to do a criminal background check.

PARENTAL CONSENT FOR ALL MINORS UNDER AGE 18 REQUIRED

Youths who are age 15 and under require adult supervision while volunteering.

I, (full name) _____, give my permission and consent for my child/ward (full name) _____ to volunteer with Hattie Larlham. By signing below, I acknowledge my child/ward and I have read through the Volunteer Handbook and I have explained the terms and conditions outlined.

Parent/Guardian Signature: _____ Date: _____

Email: _____ cell phone: _____

Volunteer

Attestation and Agreement to Notify Provider

Hattie Larlham does a complete background check on volunteers providing more than 40 hours of service in a year. Fingerprints are sent to the Bureau of Criminal Investigation and Identification (BCII), and the FBI if necessary. We advise all volunteers before starting that we will not allow anyone to volunteer who has a felony in criminal activities such as drugs, sex, abuse and murder. There are other offenses including misdemeanors that may also exclude a volunteer from providing services at the discretion of Hattie Larlham management. In addition, the Ohio Department of Developmental Disabilities requires that Hattie Larlham adhere to a more stringent standard with background checks which includes certain disqualifying offenses listed below.

I hereby attest that I have not been convicted of or pleaded guilty to any of the disqualifying offenses listed below and agree that I will notify Hattie Larlham Volunteer Coordinator or his/her designee **within 24 hours**, if while volunteering I am formally charged with, am convicted of, or plead guilty to one of the disqualifying offenses, or any felony or misdemeanor. I understand that failure to make this notification may result in termination of volunteer work with Hattie Larlham.

Ohio law prohibits County Boards of Developmental Disabilities and private providers from allowing persons to volunteer who have been convicted of or pled guilty to the following offenses:

<p>Tier 1 – Permanent Exclusion</p> <p>2903.01 (aggravated murder); 2903.02 (murder); 2903.03 (voluntary manslaughter); 2903.11 (felonious assault); 2903.15 (permitting child abuse); 2903.16 (failing to provide for a functionally impaired person); 2903.34 (patient abuse and neglect); 2903.341 (patient endangerment); 2905.01 (kidnapping); 2905.02 (abduction); 2905.32 (human trafficking); 2905.33 (unlawful conduct with respect to documents); 2907.02 (rape); 2907.03 (sexual battery); 2907.04 (unlawful sexual conduct with a minor, formerly corruption of a minor); 2907.05 (gross sexual imposition); 2907.06 (sexual imposition); 2907.07 (importuning); 2907.08 (voyeurism); 2907.12 (Former - felonious sexual penetration); 2907.31 (disseminating matter harmful to juveniles); 2907.32 (pandering obscenity); 2907.321 (pandering obscenity involving a minor); 2907.322 (pandering sexually oriented matter involving a minor); 2907.323 (illegal use of minor in nudity-oriented material or performance); 2909.22 (soliciting/providing support for act of terrorism); 2909.23 (making terrorist threat); 2909.24 (terrorism); 2913.40 (Medicaid fraud);</p> <p>A conviction related to fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misconduct involving a federal or state-funded program, excluding the disqualifying offenses set forth in section 2913.46 of the Revised Code (illegal use of supplemental nutrition assistance program [SNAP] or women, infants, and children [WIC] program benefits)</p> <p>2923.01 (conspiracy), 2923.02 (attempt), or 2923.03 (complicity) when the underlying offense is any of the offenses or violations described in this section of this rule.</p>	<p>2905.05 (criminal child enticement); 2905.11 (extortion); 2907.21 (compelling prostitution); 2907.22 (promoting prostitution); 2907.23 (enticement or solicitation to patronize a prostitute, procurement of a prostitute for another); 2909.02 (aggravated arson); 2909.03 (arson); 2911.01 (aggravated robbery); 2911.11 (aggravated burglary); 2913.46 (illegal use of supplemental nutrition assistance program [SNAP] or women, infants, and children [WIC] program benefits); 2913.48 (workers' compensation fraud); 2913.49 (identity fraud); 2917.02 (aggravated riot); 2923.12 (carrying concealed weapon); 2923.122 (illegal conveyance or possession of deadly weapon or dangerous ordnance in a school safety zone, illegal possession of an object indistinguishable from a firearm in a school safety zone); 2923.123 (illegal conveyance, possession, or control of deadly weapon or dangerous ordnance into courthouse); 2923.13 (having weapons while under disability); 2923.161 (improperly discharging a firearm at or into a habitation or school); 2923.162 (discharge of firearm on or near prohibited premises); 2923.21 (improperly furnishing firearms to minor); 2923.32 (engaging in pattern of corrupt activity); 2923.42 (participating in criminal gang); 2925.02 (corrupting another with drugs); 2925.03 (trafficking in drugs); 2925.04 (illegal manufacture of drugs or cultivation of marihuana); 2925.041 (illegal assembly or possession of chemicals for the manufacture of drugs); 3716.11 (placing harmful objects in food or confection);</p> <p>2923.01 (conspiracy), 2923.02 (attempt), or 2923.03 (complicity) when the underlying offense is any of the offenses or violations described in this section of this rule;</p>	<p>2903.211 (menacing by stalking) 2905.12 (coercion); 2909.04 (disrupting public services); 2911.02 (robbery); 2911.12 (burglary); 2913.47 (insurance fraud); 2917.01 (inciting to violence); 2917.03 (riot); 2917.31 (inducing panic); 2919.22 (endangering children); 2919.25 (domestic violence); 2921.03 (intimidation); 2921.11 (perjury); 2921.13 (falsification, falsification in theft offense, falsification to purchase firearm, or falsification to obtain a concealed handgun license); 2921.34 (escape); 2921.35 (aiding escape or resistance to lawful authority); 2921.36 (illegal conveyance of weapons, drugs, or other prohibited items onto grounds of detention facility or institution); 2925.05 (funding of drug or marijuana trafficking); 2925.06 (illegal administration or distribution of anabolic steroids); 2925.24 (tampering with drugs); 2927.12 (ethnic intimidation);</p> <p>2923.01 (conspiracy), 2923.02 (attempt), or 2923.03 (complicity) when the underlying offense is any of the offenses or violations described in this section of this rule</p>	<p>2913.43 (securing writings by deception); 2913.44 (personating an officer); 2913.441 (unlawful display of law enforcement emblem); 2913.45 (defrauding creditors); 2913.51 (receiving stolen property); 2919.12 (unlawful abortion); 2919.121 (unlawful abortion upon minor); 2919.123 (unlawful distribution of an abortion-inducing drug); 2919.23 (interference with custody); 2919.24 (contributing to unruliness or delinquency of child); 2921.12 (tampering with evidence); 2921.21 (compounding a crime) 2921.24 (disclosure of confidential information); 2921.32 (obstructing justice); 2921.321 (assaulting/harassing police dog or horse/service animal); 2921.51 (impersonation of peace officer); 2925.09 (illegal administration, dispensing, distribution, manufacture, possession, selling, or using any dangerous veterinary drug); 2925.11 (drug possession other than a minor drug possession offense); 2925.13 (permitting drug abuse); 2925.22 (deception to obtain dangerous drugs); 2925.23 (illegal processing of drug documents); 2925.36 (illegal dispensing of drug samples); 2925.55 (unlawful purchase of pseudoephedrine product); 2925.56 (unlawful sale of pseudoephedrine product);</p> <p>2923.01 (conspiracy), 2923.02 (attempt), or 2923.03 (complicity) when the underlying offense is any of the offenses or violations described in this section of this rule</p> <p>•A felony contained in the Revised Code that is not listed above, if the felony bears a direct and substantial relationship to the duties and responsibilities of the position being filled. •Any offense contained in the Ohio Revised Code constituting a misdemeanor of the first degree on the first offense and a felony on a subsequent offense, if the offense bears a direct and substantial relationship to the position being filled and the nature of the services being provided. •A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States that is substantially equivalent to any of the offenses or violations on this list.</p>
<p>Tier 2 - 10 Yr Exclusion (since fully discharged from imprisonment, probation, and parole)</p> <p>2903.04 (involuntary manslaughter); 2903.041 (reckless homicide); 2905.04 (child stealing as it existed prior to July 1, 1996);</p>	<p>Tier 3 - 7 Yr Exclusion (since fully discharged from imprisonment, probation, and parole)</p> <p>959.13 (cruelty to animals); 959.131 (prohibitions concerning companion animals); 2903.12 (aggravated assault); 2903.21 (aggravated menacing);</p>	<p>Tier 4 - 5 Yr Exclusion (since fully discharged from imprisonment, probation, and parole)</p> <p>2903.13 (assault); 2903.22 (menacing); 2907.09 (public indecency); 2907.24 (soliciting after positive human immunodeficiency virus test); 2907.25 (prostitution); 2907.33 (deception to obtain matter harmful to juveniles); 2911.13 (breaking and entering); 2913.02 (theft); 2913.03 (unauthorized use of a vehicle); 2913.04 (unauthorized use of property, computer, cable, or telecommunication property); 2913.05 (telecommunications fraud); 2913.11 (passing bad checks); 2913.21 (misuse of credit cards); 2913.31 (forgery, forging identification cards); 2913.32 (criminal simulation); 2913.41 (defrauding a rental agency or hospitality); 2913.42 (tampering with records);</p>	

<p>PRINT NAME _____</p>	<p>SIGNATURE _____</p>
<p>DEPARTMENT _____</p>	<p>DATE _____</p> <p style="text-align: right;">Rule 5123:2-2-02 (eff. 1/1/2013)</p>

CONFIDENTIALITY AND HEALTH INFORMATION STATEMENT:

I understand as a requirement of the Health Insurance Portability and Accountability Act (“HIPAA”), I am **not** permitted to share **any** Protected Health Information (“PHI”) about any person served by Hattie Larlham/Add with anyone outside of the Hattie Larlham/Add. Failure to comply with HIPAA requirements can result in civil monetary penalties and criminal penalties.

I understand I will avoid disclosing any identifying information about those served like: person’s name, birthdate, address, medical diagnosis, other identifying information about a person.

I understand I will not take any photos, videos or post to social media site (e.g. Facebook, Twitter) while volunteering to protect the privacy and confidentiality of persons served by Hattie Larlham/Add.

I understand I will refrain from using my cell phone while volunteering.

By signing below, I understand and agree to the terms and conditions outlined in the confidentiality and health information statement and that the information provided on this application is true and accurate. Failure to comply may result in termination from the Hattie Larlham/Add Volunteer Program, and/or possible civil monetary penalties and/or possible criminal penalties:

Signature of volunteer applicant: _____ **Date:** _____

Please check here if you would like to receive information about Hattie Larham/Add via E-mail

Please check here if you would like to receive Hattie Larham/Add volunteer information via E-mail

Return form to:

Lauri Molnar, Volunteer Coordinator at: lauri.molnar@hattielarlham.org

or

Volunteer Services
Hattie Larlham
7996 Darrow Road, Suite 10
Twinsburg, Ohio 44087

For Franklin, Delaware or Hamilton County return form to:

Carla Stokes at cstokes@addohio.org

or

Carla Stokes
769 Brooksedge Blvd
Westerville, Oh. 43081