

# Volunteer Application



or Apply Online at: [GetSMARTOregon.org](http://GetSMARTOregon.org)

Please print legibly:

\_\_\_\_\_ Gender: Female Male  
Full Legal Name (First, Middle, Last)

Preferred First Name \_\_\_\_\_ Former Surnames Used \_\_\_\_\_ Birth Date \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

\_\_\_\_\_  Yes, send me eNews  Volunteer info only  
Email

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_  May we call you at work?

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

I am a minor (under 18). (Fully complete the front page of this application and submit along with two letters of reference from people not related to you).

## SMART Site Preferences

Please schedule me to read in \_\_\_\_\_ County at the following sites (you may list more than one) or  Where the need is greatest:

\_\_\_\_\_

Preferred Days:  Monday  Tuesday  Wednesday  Thursday  Friday

Preferred Times:  Early morning  Mid-morning  Afternoon

Are you interested being a Site Coordinator or providing additional volunteer support to a SMART site?

Yes  No  Contact me with more info

## Additional Info

If you read a language besides English, please specify: \_\_\_\_\_

How did you hear about SMART?

- Media (Newspaper, TV, Internet)
- School \_\_\_\_\_
- Employer
- SMART Volunteer (Who) \_\_\_\_\_
- Service Club Presentation
- Referral Service (i.e. RSVP, Oregon Mentors)
- Other \_\_\_\_\_ please indicate org here \_\_\_\_\_

If you are a former SMART student, list school/location: \_\_\_\_\_

If you would like to volunteer with SMART in the following ways please select from the choices below:

- Administrative support/data entry
- Fundraising
- Recruiting volunteers
- Event planning
- Graphic design
- Web programming/design

Know someone who would want to read with SMART?

Name/Contact info: \_\_\_\_\_



## National Criminal Background Check & Safety Requirements

Have you EVER been convicted of a crime other than a minor traffic violation?  No  Yes

If yes, please specify State, County, Offense/s: \_\_\_\_\_

Please explain circumstances: \_\_\_\_\_

\_\_\_\_\_

### *Authorization and Release*

All applicants must read and sign below. I agree not to publish or disclose to anyone outside of SMART any confidential or business information or material from SMART, either before, during, or after employment with SMART, except with SMART's written permission.

I agree to conform to the instructions, rules, and policies outlined in the SMART Volunteer Policy & Procedure Guide and my position description. I understand that either the volunteer or the organization may at any time, for whatever reason, discontinue the volunteer service relationship.

I understand that as part of the volunteer application process, SMART and the entities it serves (Host Sites) may conduct a background check which could include a criminal background check on me. I hereby authorize SMART and any of its Host Sites to conduct a criminal background check on me and to communicate the results of the criminal background check to SMART. I understand that the criminal background check may be conducted by any one or more methods, including without limitation, using government and private databases and services. I understand that a criminal background check may be undertaken at any time, and may be repeated from time-to-time, while I am associated with SMART.

I hereby release and hold harmless SMART, its Host Sites and their respective employees and agents from any and all liability whatsoever arising from or relating in any way to: any person or entity conducting the criminal background check; the disclosure of information resulting from the criminal background check; and any action which may be taken by any individual or entity based upon that information.

I understand that a misdemeanor will not necessarily bar me from serving as a SMART volunteer, but it will be reported to the school principal or Host Site for volunteer authorization. I understand that a felony conviction will prohibit my participation as a SMART volunteer.

By signing below I understand and commit to the terms stated above. I declare that my answers and all statements made by me herein are true and correct.

- No, SMART may not use images of me, captured during reading sessions or related activities.

\_\_\_\_\_  
**Volunteer Name (Printed)**

\_\_\_\_\_  
**Volunteer Signature**

\_\_\_\_\_  
**Date**

*SMART is an equal opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, marital status, national origin, handicap, or veteran status.*

Mail: SMART, 101 SW Market Street, Portland, OR 97201 · Fax: 971-634-1631 · Phone: 971-634-1634  
www.GetSMARTOregon.org