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[www.pathstone.org](http://www.pathstone.org)

Welcome - again - to PathStone Corporation! On behalf of the Board of Directors and staff of PathStone, I would like to thank you for your continued dedication and support of our organization. The service of PathStone's Volunteers is absolutely essential to our success as a community based organization. You are one of more than 600 volunteers who are also committed to promoting the mission of our organization:

*PathStone builds family and individual self-sufficiency by strengthening farmworker, rural and urban communities. PathStone promotes social justice through programs and advocacy.*

In order to update our corporate record of your volunteer work, we would ask you to complete the following information. You have our commitment that we will not share any vital information with any unauthorized individual or organization. We will update your information in our corporate database so that you will receive newsletters, annual reports and e-newsletters from us. Please contact me directly at [smitchell@pathstone.org](mailto:smitchell@pathstone.org) or 585-340-3368 if you have any questions regarding your volunteer work at PathStone.

With best personal regards,

A handwritten signature in black ink, appearing to read "Stuart", written in a cursive style.

Stuart J. Mitchell

# Annual Recertification of PathStone Volunteer

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

Please Print

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

## COMPLETE ONLY FOR CHANGES IN LAST 12 MONTHS

Address: \_\_\_\_\_  
Street City State Zip

Phone (Home): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

### Volunteer Category:

<b>1. Governance</b> (circle all that apply)	<b>A. PAAC*</b>	<b>B. Head Start/ Parent Council</b>	<b>C. Governance Team</b>	<b>d. Affiliate Board*</b>	<b>e. PathStone Board</b>
* Print Name of PAAC or Affiliate Board: _____					
<b>2. Administrative</b> (Print Location)					
<b>3. Program</b> (Print Program Name)					
<b>4. Other</b> (Print Title from Volunteer Description)					
<b>5. Advisory Board</b> (Print Name of Advisory Board)					

**Orientation:** I have received and reviewed the following documents:

- Volunteer Job Description
- PathStone Volunteer Handbook, including the Confidentiality Policy, Drug-Free Workplace Policy, Harassment Policy and Conflict of Interest Policy

I received the above information from: \_\_\_\_\_ on \_\_\_\_\_  
Staff Name Date

### Volunteer Certification:

My signature below attests that the information provided above is accurate to the best of my knowledge, and that I understand the agreement printed on the back of this form, including (1) Work to be performed; (2) Requirement to comply with the PathStone Volunteer Policies, including the Drug-Free Workplace Policy, Harassment Policy, Conflict of Interest Policy, Confidentiality Policy, and other policies, rules and regulations that may apply to any aspect of my volunteer activity; and (3) My volunteer status does not guarantee or imply any promise of paid employment with PathStone or any other form of compensation for the volunteer hours recorded on the time sheet form. Agency policy requires that available seasonal or year-round staff positions be advertised and competitive interview processes be conducted for all positions with more than one qualified applicant.

PRINT NAME

SIGNATURE

DATE

### Staff Certification:

My signature below attests that I have reviewed the PathStone Volunteer Policies, Handbook and Volunteer Job Description with this volunteer; and that I have reviewed appropriate identification provided by this volunteer (specify ID: \_\_\_\_\_).

PRINT NAME

SIGNATURE

DATE

## Services to be Performed & Workplace Requirements

### **The Volunteer agrees to abide by PathStone Volunteer Policies including:**

- (1) Provide copies of driver's license and auto insurance coverage if driving is part of the volunteer work.
- (2) Perform the services outlined in your Volunteer Job Description to be provided by your supervisor/liaison.
- (3) Complete Volunteer Recertification Form (reverse).
- (4) Review and agree to comply with the Confidentiality Statement by signing and returning the agreement.
- (5) Review and agree to comply with the Drug Free Workplace Agreement by signing and returning the agreement.
- (6) Review and agree to comply with the Harassment Free Workplace Agreement by signing and returning the agreement.
- (7) Review and agree to comply with the Conflict of Interest Policy Statement by signing and returning the statement.
- (8) Sign and complete the Conflict of Interest Disclosure Statement.
- (9) Maintain accurate records of time volunteered using Volunteer Time Sheet.
- (10) Complete any pre-volunteer requirements that may be required by certain agency funding sources (such as a pre-work physical and criminal record check as is required for regularly scheduled volunteers in our Migrant Head Start Program).

### **PathStone Corporation Responsibilities**

- (1) Provide supervision to the Volunteer, including a copy of the PathStone Volunteer Handbook summarizing PathStone workplace policies.
- (2) Reimburse any pre-approved out-of-pocket expenses directly related to services being performed on behalf of PathStone.
- (3) The Volunteer will not be eligible for any benefits normally associated with employment (including Worker's Compensation, Disability Benefits, and Unemployment or Health Insurance, etc.)

*Confidentiality Statement:* I agree, as a volunteer for PathStone, agree to respect the confidentiality of all PathStone program participants and staff. I understand that I must not share any information about program participants or staff, or any proprietary information about PathStone, with anyone outside of PathStone. I understand that the lack of compliance with this statement will result in disciplinary action and termination of my volunteer status. Any future questions I have about participant confidentiality will be directed to my supervisor or liaison.

*Drug-Free Workplace Policy:* PathStone prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances in the workplace and the abuse of alcohol, weapons or personal behavior while volunteering on behalf of PathStone Corporation in any capacity. If such prohibited activities are discovered, specific action will be taken to eliminate prohibited activities and discipline any involved individuals. I agree to abide by this policy as a condition of my volunteer status with PathStone Corporation. I understand that any violation of this policy will result in the immediate termination of my volunteer status.

*Harassment-Free Workplace Policy:* PathStone has a long-standing policy expressly prohibiting any and all forms of harassment in the work place, including behaviors and actions that foster a hostile work environment. All individuals have the right to work in an environment that is free of all discrimination, including sexual harassment. It is the responsibility of management to keep the workplace free of any type of harassment based on race, color, religion, national origin, sex, age, sexual orientation or disability. Harassment is illegal and against company policy. If such prohibited activities are discovered, specific action will be taken to eliminate prohibited activities and discipline any involved individuals. I agree to abide by this policy as a condition of my volunteer status with PathStone Corporation I understand that any violation of this policy will result in the immediate termination of my volunteer status.

*Conflict of Interest Policy:* By signing this form I affirm that I have received and carefully read the Conflict of Interest Policy and have considered not only the literal expression of the policy but also its intent. I understand and agree to comply with the conflict of interest policy.