

**BASIC VOLUNTEER APPLICATION**

Date \_\_\_\_\_

**PERSONAL INFO**

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Is this a temporary address? Y / N If yes, how long will the address be valid? \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Contact's Relationship to You: \_\_\_\_\_

Group Name (if you are part of a group for a Free Arts Day) \_\_\_\_\_

Have you ever been convicted of a crime or felony or violent crime? Y / N If yes, please explain \_\_\_\_\_

Do you have any disabilities that may interfere with a volunteer job? Y / N If yes, please explain \_\_\_\_\_

*Disclaimer: Free Arts NYC is an equal opportunity employer committed to ensuring diversity in our volunteer community and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Demographic information will be used solely for the purpose of meeting reporting requirements of funders. Your answers to these questions will not affect your ability to volunteer in any way, and your response is optional.*

**Gender:**

- Male
- Female

**Education**

- High School or equiv.
- Associate's
- Bachelor's
- Master's

**Race / Ethnicity (mark more than one if applicable):**

- African-American (Non-Hispanic)
- Asian/Pacific
- Caucasian (non Hispanic)
- Latino or Hispanic
- Native American, Aleut or Aboriginal Peoples
- Other

How did you hear about Free Arts NYC?  Idealist.org  NY Cares  Volunteer Match  NYCService.org

Google (Please specify your search terms) \_\_\_\_\_  Other \_\_\_\_\_

Why would you like to become a Free Arts NYC volunteer? \_\_\_\_\_

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## SKILLS AND VOLUNTEER INTERESTS

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To ensure the best program match and use of your skills and knowledge please check all interests below that you would like to utilize as a volunteer:

### VOLUNTEER INTERESTS:

- Free Arts Days
- Parents and Children Together with Art
- Weekly Mentor Program
- Administrative Assistance
- Art Materials Prep
- Data Entry/Management
- Materials/Space donation

### ARTS RELATED:

- Dance/Movement
- Drama/Theater/Film
- Drawing/Painting
- Fashion/Costumes
- Graphic Design
- Jewelry
- Photography
- Sculpture/Pottery/Ceramics

### Professional:

- Counseling/Social Work
- Event Planning
- Fundraising
- Marketing/PR/Outreach
- Tech/Web Skills

## EMPLOYER INFO

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Occupation \_\_\_\_\_ Employer / School \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

- Does your employer offer "Dollars for Doers" or similar donations to non-profits where its employees volunteer? (Your HR department should be able to provide more information about your company's policy.)

## COMMUNITY CONNECTIONS

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*Free Arts NYC reaches out to groups who may be interested in hosting, volunteering in, or funding our programs. You can support these efforts by providing the following information. Your response is optional.*

Are you a member of any of the following groups? (Please identify.)

- Alumni Associations \_\_\_\_\_
- Clubs \_\_\_\_\_
- Community-Based Organizations \_\_\_\_\_
- Religious Organizations \_\_\_\_\_
- Foundations \_\_\_\_\_
- Schools \_\_\_\_\_
- Political/Advocacy Organizations \_\_\_\_\_
- Other \_\_\_\_\_
- Would you be willing to host an information session or house party with the above groups to spread the word about Free Arts NYC?** (Free Arts can provide staff support, materials, and training if needed)

**Thank you!** We appreciate your interest in becoming a volunteer at Free Arts NYC and look forward to the creativity and compassion that you can bring to the children and families we serve. You will receive a response about volunteering in our Free Arts Day Program within 2 weeks of receipt of your application. **If you wish to volunteer in our Weekly Mentor or PACT Program, complete the Basic and Supplemental Applications.** It is our policy that new applicants attend a Volunteer Orientation. Please see our website for upcoming dates.

## FREE ARTS NYC VOLUNTEER AGREEMENT AND AUTHORIZATION FORM

The undersigned acknowledges and agrees that:

- s/he will adhere to Free Arts NYC's guidelines and staff instruction during or in advance of mentoring activities;
- s/he will not contact children/families in the Free Arts programs outside of the agreed upon time to work at an assigned facility;
- s/he will not give personal information (address, phone, etc.) to children/families in the Free Arts NYC programs;
- Free Arts NYC has the right to terminate or prohibit volunteer involvement at any point, without cause;
- s/he has the right to terminate volunteer involvement at any point with advance notice of 30 days for the PACT and Weekly Mentor Programs, 48 hours for the Free Arts Day Program;
- the agency is not obligated to assign him/her work with the children/families in the Free Arts NYC programs;
- h/she will complete all necessary screening and training, including a background check, required by Free Arts NYC and the assigned facility.

I affirm under oath and subject to penalties of perjury that the foregoing answers and statements are, to the best of my knowledge, true, correct and complete.

I understand that I may be required to be fingerprinted, submit to a TB test, drug and/or alcohol test and other health screenings deemed necessary by the facility in which I choose to volunteer.

I understand that although the agency respects the confidentiality of client and volunteer records, it must retain the right to disclose information received when, in the agency's opinion, such disclosure would be in the best interests of a child or family.

I understand that while active as a volunteer in the Free Arts program, I am obligated to report if there are any changes in my arrest record.

I understand that Free Arts NYC uses volunteer photos and feedback in a variety of activities for recruiting and promotional purposes. I am willing to support these efforts. Free Arts NYC has my permission to use my name, personal quotations and likeness to promote the organization.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Please fax, scan and email, or mail the completed application along with the **volunteer agreement and background check form** to:  
**Free Arts NYC**

Attn: Vicki Raines, Volunteer Coordinator  
1431 Broadway, 7<sup>th</sup> Floor  
New York, NY 10018  
Fax: 917-289-3975  
[Vicki@freeartsnyc.org](mailto:Vicki@freeartsnyc.org)



## BACKGROUND CHECK AUTHORIZATION AND CONSENT FORM

Free Arts NYC is required to conduct a criminal background check for all employees and volunteers. While this is done in compliance with the Fair Credit Reporting Act, our screening process DOES NOT include a check on your credit history. We also maintain a strict policy of confidentiality and shredding of all personal files within two years of the completion of your volunteer tenure with Free Arts NYC.

During the application process and at any time during my tenure as a Volunteer for Free Arts NYC, I hereby authorize ChoicePoint Services Inc., on behalf of Free Arts NYC, to procure a CONSUMER REPORT, including an INVESTIGATIVE CONSUMER REPORT, on me. This report will involve gathering information pertaining to my general reputation, personal characteristics, character, mode of living, and criminal conviction record. This report may be compiled with information from credit bureaus, courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, personal interviews with neighbors, friends and associates, and any other source required to verify information that I have voluntarily supplied.

I have received a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" from Free Arts NYC. (See Page 5)

I HEREBY AUTHORIZE ChoicePoint Services, Inc., on behalf of Free Arts NYC, to procure a consumer report, including an investigative consumer report, on me before I volunteer for Free Arts NYC or at any time during the course of my volunteering with Free Arts NYC.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

I am willing to cover the \$6.50 fee to Free Arts for running my Background Check. (Checks can be made payable to Free Arts NYC or Donate [here](#))

**Please print:**

**Full Name, if different than the front of the application:**

\_\_\_\_\_

**Maiden Name or any alias ever used:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Driver's License No.:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Name as it appears on Driver's License:** \_\_\_\_\_

**Birth Date (used only to verify identity):** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Social Security #:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

Free Arts NYC confirms that before taking any adverse action based in whole or in part on a consumer report or investigative consumer report of the above-named individual, it will provide the above-named individual with a copy of the report and a written summary of his/her rights under the Fair Credit Reporting Act. Free Arts NYC will not use the information in any consumer report or investigative consumer report in violation of any applicable federal or state equal opportunity law or regulation.

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - o a person has taken adverse action against you because of information in your credit report;
  - o you are the victim of identify theft and place a fraud alert in your file;
  - o your file contains inaccurate information as a result of fraud;
  - o you are on public assistance;
  - o you are unemployed but expect to apply for employment within 60 days.o In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.
- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- You may limit “prescreened” offers of credit and insurance you get based on information in your credit report. Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5OPTOUT (1-888-567-8688).
- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit). States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General.