



Miss B's Learning Bees Inc. Volunteer Application

Miss B's Learning Bee's Inc encourages the participation of volunteers who support our mission. If you agree with our mission and are willing to be interviewed and trained in our procedures, we encourage you to complete this application. The information on this form will be kept confidential and will help us find the most satisfying and appropriate volunteer opportunity for you.

Thank you for your interest in our organization.

Name: _____

Address: _____ **City:** _____

State: _____ **Zip:** _____ **Phone:** _____

Email: _____ **Employer:** _____ **Position:** _____

Any special talents or skills you have that you feel would benefit our organization?

Interests: Please tell us in which areas you are interested in volunteering

___ Administration

___ Events

___ Academic Enrichment

___ Fundraising

___ Communication

Please indicate days available: Mon Tues Wed Thur Fri Sat

Times available: From _____ to _____

Any physical limitations? _____



In case of emergency contact (name and phone number): _____

Have you ever been convicted of a crime? If yes, Explain _____

Are you willing to participate in a background screening with the Department of Children and Families

Yes _____ No _____

Confidentiality Policy for Employees, Volunteers and Board Members

Respecting the privacy of our clients, donors, members, staff, volunteers and of the Miss B's Learning Bees Inc. itself is a basic value of [Name of Nonprofit]. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the LaToya Bullard. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers and board members of Miss B's Learning Bee's may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Miss B's Learning Bees Inc. that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

Signature: _____ Date: _____