VOLUNTEER

CAMBODIAN AMERICAN
LITERARY ARTS ASSOCIATION 2019-2020

OVERVIEW

The Cambodian American Literary Arts Association (CALAA) works with historically underserved refugee communities including at-risk youth with a commitment to inclusion. The organization was established by a majority of Southeast Asian refugee women reflecting a diversity of educational and economic experiences.

MISSION

Through safe and welcoming spaces, CALAA's vision is to engage and cultivate the amateur, emerging, and established writers in the Cambodian diaspora, refugee, and multicultural communities through the literary and performance arts by providing creative writing workshops, intergenerational knowledge exchanges, and professional resources. CALAA also aspires to empower the voices of the Cambodian diaspora and refugee communities through healing, wellness, and self-identity workshops by bridging the intergenerational gap through comprehensive programs and resources focused on the preservation, enrichment, and creative projects of the community's historical, social, spiritual, and cultural values.

VOLUNTEER APPLICATION

Our organization 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.

VOLUNTEER POLICIES & PROCEDURES

NONPROFIT VOLUNTEER POLICIES AND PROCEDURES

In order to work well with the staff and to present CALAA in the best possible light, we ask that you adhere to the following policies and procedures while you are on duty as a volunteer. Failure to comply may result in disciplinary action or termination.

QUALIFICATIONS:

Volunteers must be at least 15 years of age to work without parental supervision, and must enjoy working with all types of people. They must show a genuine concern for the organization. A willingness to work hard, get dirty, and pitch in wherever needed. The ideal volunteer is self-motivated, mature, sensitive, dependable, a team player and reliable.

REQUIREMENTS:

Volunteers must complete a basic orientation session as scheduled before reporting to their first assignment. Additional training may also be required.

Volunteers must agree to represent CALAA, perform in a professional manner whenever doing so, and not to allow personal views and opinions from clouding (overshadowing) or conflicting with the CALAA's purpose.

TIME COMMITMENT AND SCHEDULING:

We ask each of our volunteers to sign up for as many duties (hours) as commitments permit. A minimum (average) of two hours of service per week is requested, but not required. Volunteer hours are flexible.

Once you have agreed to be available for a particular shift, we count on you to be there. In the event you are unable to be at your shift, please email CALAA at calaa.lowell@gmail.com.

VOLUNTEER POLICIES & PROCEDURES (continued)

SIGNING IN:
You must sign in each time you come to work and sign out (if applicable) each time you finish your shift.

CUSTOMER RELATIONS:
The success of our organization depends upon the quality of the relationship between CALAA, employees, volunteers, community partnerships, educators, and the general public. Our community's impression of CALAA and their interest and willingness to utilize our services is greatly formed by the people who serve them. In a sense, regardless of your position, the more goodwill you promote, the more our customers will respect and appreciate all that is done for CALAA.

MISAPPROPRIATION OF SUPPLIES:
There will be no removal of the organization's property without the approval of the manager or person on duty.

WORKPLACE SAFETY:
Safety is important to all of us. Volunteers should conduct themselves in a way that promotes safety of themselves, coworkers, community members, and clients. Volunteers should never put themselves or others into a situation that makes them fearful or uncomfortable. If you feel uncomfortable, please notify a staff member immediately.

VOLUNTEER INJURY:
Any personal injury that occurs while volunteering for CALAA should immediately be reported to a staff member. Volunteers are not covered under the organization's insurance for injury to themselves. ALL VOLUNTEERS WHO VOLUNTEER ARE VOLUNTEERING AT THEIR OWN RISK.

VOLUNTEER FEEDBACK:
CALAA encourages volunteers to make suggestions, voice concerns and give ideas about how the organization fulfills its mission to the community. We are always looking for new ideas so if you have any ideas to share, please speak with the staff.

Volunteer Application – CAMBODIAN AMERICAN LITERARY ARTS ASSOCIATION (CALAA)

Contact Information

Name	
Street Address	
City State, ZIP Code	
Home/Cell Phone	
Work Phone	
E-Mail Address	

Availability

During which hours are you available for volunteer assignments?

___ Weekday mornings ___ Weekend mornings
___ Weekday afternoons ___ Weekend afternoons
___ Weekday evenings ___ Weekend evenings

Interests

Tell us in which areas you are interested in volunteering

___ Administration

___ Events/Online Projects/Projects

___ Outreach/Promotions/Canvassing
___ Fundraising

___ Board of Directors

___ Newsletter Production

___ Volunteer Coordination

___ Grant Writing

___Program Development

___Social Media/Website

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Previous Volunteer Experience

Summarize your previous volunteer experience.

Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home/Cell Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. As a volunteer of our organization I agree to abide by the policies and procedures. I understand that I will be volunteering at my own risk and that the organization, its employees and affiliates, cannot assume any responsibility for any liability for any accident, injury or health problem which may arise from any volunteer work I perform for the organization. I agree that all the work I do is on a volunteer basis and I am not eligible to receive any monetary payment or reward.

If I am under 18 years old, I understand I will need to sign another form that contains a parent or guardian's signature, allowing me to volunteer for CALAA. It is called the "CALAA VOLUNTEER CONSENT AND RELEASE FORM."

PLEASE NOTE: ALL VOLUNTEERS ARE REQUIRED TO SIGN THE "CALAA VOLUNTEER CONSENT AND RELEASE FROM".

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. Thank you for completing this application form and for your interest in volunteering with us.

Cambodian American Literary Arts Association

Volunteer Consent and Release Form (for all ages and for 18 years and under)

I _____(Printed Full Legal Name)

of _____(Home Address)

and_____(E-mail)

and _____(phone number)

am a registered volunteer with CALAA commencing on and from ____/____/____ (insert date).

I agree to abide by CALAA's policies in relation to privacy and obtaining the informed consent of the subject for any photography or video footage that I take on behalf of CALAA.

I agree to provide all images or video taken by me during the course of my volunteer role to CALAA if requested by CALAA.

I agree the images or video taken by me during my volunteer role are the property of CALAA, and I give permission for CALAA to edit or alter the images or video I agree to abide by CALAA's policy and any instructions I receive from CALAA regarding the filming or photography of children.

I agree that CALAA may use the images or video I take during the course of my volunteer role: globally or locally for advertising, magazines, brochures, online or other marketing material, and to pass on to other partner organisations or to provide to law enforcement or other relevant government agencies.

CALAA agrees not to sell the image or video. CALAA will not pay me for the image or video. CALAA will provide me with a copy of the image or video upon request.

I will not sue CALAA and am volunteering for CALAA at my own will.

Declaration and acceptance:

By signing this consent form, I acknowledge that: I have read, understood and agree to the above terms and conditions. Please check box below if under 18 years old. A parent signature or guardian is required to volunteer with CALAA.

( ) I am under 18 years of age.

Name: _____

Signed:_____

If under age 18, Parent/Guardian permission required:

PRINT:_____

SIGNATURE:_____Date: _____/_____/_____