



## CPC Volunteer and Internship Application

Please fill out the application and return it to the Volunteer and Internship Program by e-mail or mail. Please note all CPC volunteers must be at least 14 years old. For more information, please submit your questions to [volunteer@cpc-nyc.org](mailto:volunteer@cpc-nyc.org) or call (212) 941-0920 ext. 154.

By e-mail: [volunteer@cpc-nyc.org](mailto:volunteer@cpc-nyc.org)

By mail: 150 Elizabeth Street  
New York, NY 10012

**Name:**

\_\_\_\_\_  
First Middle Last Pronoun(s)

**Address:**

\_\_\_\_\_  
Number, Apt #, and Street

\_\_\_\_\_  
City State Zip Code

**Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Other Contact** (\_\_\_\_\_) \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Why do you wish to volunteer at CPC? What do you hope to gain from this volunteer experience?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How many hours per week do you wish to volunteer?** \_\_\_\_\_

**When are you available?** Please be specific. Start Date \_\_\_\_\_ End Date \_\_\_\_\_

*Please specify your availability for each day of the week*

Monday	Tuesday	Wednesday	Thursday	Friday

**What language(s) do you speak fluently?** \_\_\_\_\_ English \_\_\_\_\_ Chinese (Cantonese)

\_\_\_\_\_ Chinese (Mandarin) \_\_\_\_\_ Chinese (Fujianese) \_\_\_\_\_ Spanish

\_\_\_\_\_ Other(s) \_\_\_\_\_

**What type of skills do you have?** (Software, artistic skills, etc...) \_\_\_\_\_

**Have you applied for volunteer work or an internship at CPC in the past?** \_\_\_\_\_

**Have you ever been affiliated with CPC? If so, please indicate your relationship** (family of staff, program participant, volunteer, etc...) \_\_\_\_\_

**Education Level:** *Please list your most recent education background.*

School and Location (City/State)	Major	Last Grade/Year Completed Anticipated Graduation	Degree (if any)

**Previous Work/Volunteer Experience:** *Attach additional pages if necessary.*

Organization and Location	Job Title	Date of Service	Brief Description of Responsibilities

**References:** *Please provide the names and contact information for two non-relative references.*

Name	Address	Phone / E-mail	Relation

**How did you hear about us?** \_\_\_\_\_

**Additional Comments / Questions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Certification**

I certify that the information provided on this application is true and accurate. I understand that the withholding of any information sought by this application or the giving of false information may result in my disqualification from consideration for volunteer services for CPC or, if discovered after I have begun volunteering at CPC, my termination as a volunteer at CPC.

I certify that I have read the **CPC Volunteer Code of Conduct**. I understand that if I am offered and accept a volunteer position with CPC, I am responsible for abiding by the CPC Volunteer Code of Conduct. I understand that failure to abide by the aforementioned standards is grounds for immediate dismissal without compensation.

**I HAVE READ THE ABOVE PRIOR TO SIGNING THIS APPLICATION.**

**Signature:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

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

*Parent or Guardian Signature required if under 18*



**CPC Medical Release Form  
(Sign only after Placement)**

**Name:** \_\_\_\_\_  
First Middle Last Pronoun(s)

**Address:** \_\_\_\_\_  
Number, Apt #, and Street

\_\_\_\_\_  
City State Zip Code

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Blood Type:** \_\_\_\_\_

**Insurance Carrier:** \_\_\_\_\_ **Policy Number:** \_\_\_\_\_

**Allergies:** \_\_\_\_\_

**Current Medication:** \_\_\_\_\_

**In case of an emergency, please contact:**

**Name:** \_\_\_\_\_ **Relation:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

This authorization is intended to give the Chinese-American Planning Council, Inc. (CPC) the right to give consent to not only authorization for emergency diagnostic procedures, medical, dental, surgical care and hospitalization, but for any diagnostic, medical, dental, surgical care and hospitalization that the person so designated deems advisable, and which the physician, dentist, or hospital personnel in said person's judgment may deem advisable.

It is intended that this document be presented to the physician, dentist, or appropriate hospital or medical representative at such time as the medical, dental, surgical care, or hospitalization shall be authorized. It is intended that the authorization relieve the physician, dentist, person rendering such care at the hospital or institution in which such care is given, from any liability resulting from the failure of me, the parent or guardian of the above named minor, from signing a consent or authorization to render such care. It is the intent that CPC shall act in my stead in making such decisions.

\_\_\_\_\_  
Volunteer Name (Print) Signature Date

**If under 18 years old,**

\_\_\_\_\_  
Parent/Guardian Name (Print) Signature Date

## **CPC Volunteer and Intern Code of Conduct**

***PLEASE KEEP A COPY FOR YOUR RECORDS!***

### **PART 1**

**Purpose of Volunteer and Intern Code of Conduct:** This document provides direction to staff and volunteers engaged in volunteer and volunteer management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual agreement. CPC reserves the right to change any of these policies at any time. Changes to or exceptions from these policies may only be granted by the Volunteer & Internship Program Coordinator and Director of Operations, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Volunteer & Internship Program Coordinator and Director of Operations.

**Definition of "Volunteer":** A "volunteer" is anyone who, without expectation of compensation beyond reimbursement, performs a task under the direct guidance of the agency. Unless specifically stated, volunteers shall not be considered "employees" of the agency.

### **PART 2**

**Service at the Discretion of the Agency:** CPC accepts volunteer service at the sole discretion of the agency. Volunteers agree that CPC may at any time, for whatever reason, terminate the volunteer's relationship with the agency.

The volunteer may at any time, for whatever reason, sever the volunteer's relationship with the agency. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisors.

**Representation of Agency:** Volunteers are asked to NOT contact organizations, individuals or to respond to inquiries regarding the agency unless they are given express directions to do so by the agency. Prior to any action or statement which might affect or obligate the agency, volunteers must seek prior approval from appropriate staff. Actions requiring prior approval of CPC staff may include, but are not limited to, public statements to the press, lobbying efforts, or agreements involving contractual financial obligations. Volunteers are authorized to act as representatives of the agency as specifically indicated and only to the extent of such written specifications.

Volunteers will maintain the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a staff member, intern, volunteer, client, or other person or involves overall agency business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the agency or other corrective action.

**Screening/Reference Checks:** As a precursor to being selected as a volunteer and/or for specific tasks, volunteers may be required to submit professional references and/or samples of work.

**Copyright/Ownership Issues:** Material produced by volunteers including graphics materials,

narratives, research, compilations, etc. becomes the property of the Agency upon submission.

**Attendance and Punctuality:** Volunteers should be conscientious of attendance and punctuality. As part of a team, timeliness and availability are essential in meeting the needs of clients. Volunteers should make every effort to maintain all scheduled appointments and/or meetings.

In the case of illness or unexpected circumstances, please contact your supervisor as soon as practically possible. Be sure to convey the reason for your absence and when you expect to return. Please provide notice of any anticipated absences, such as vacation, personal business, in advance. In the event you cannot fulfill your responsibilities to the agency due to excessive absences, the agency reserves the right to terminate the volunteer relationship.

**Technology Related Policy:** Computers, computer files, the e-mail system, and software furnished to volunteers are CPC property and intended for business use only. Volunteers must receive authorization before using equipment and/or accessing information authorization. The agency prohibits the use of computers and the e-mail system in ways that are disruptive, offensive, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, etc., is strictly prohibited. Other misuse includes, but is not limited to, ethnic slurs, racial comments, or anything that may be construed as harassment or discrimination. E-mail may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

The agency may purchase and license various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the agency does not have the right to reproduce such software for use on more than one computer. Volunteers may only use software on local area networks or on multiple machines according to the software license agreement. The agency prohibits the illegal duplication of software and its related documentation.

**CPC Property:** CPC may sometimes need access to materials, documents and information in the possession of volunteers, including times when a volunteer is not present. Such items must be available to CPC at all times. The agency's facilities (including, for example, computer-related items such as diskettes, flash drives and e-mail, desks, and file cabinets) are CPC's property and are not intended for personal use. The agency reserves the right to enter and review the contents of all of its facilities and property. Personal items should not be stored in the agency's facilities or property.

All information entered, inputted, transmitted, or otherwise used with CPC computers or any agency computer system including (without limitation) e-mail, are the agency's property. In addition, all computer data and e-mail messages remain stored on our computer systems. Even that which is erased or deleted by a user are subject to interception, monitoring, and review by the agency at any time.

**Volunteer Files:** CPC maintains a file on each volunteer, which includes such information as the volunteer application, reference checks, records of training, etc. These files are the property of the agency and access to the information they contain is restricted.

No information contained in volunteer files will be distributed without the volunteer's written permission, legal processes requiring access, or an approved response to a request for verification of a volunteer's status. Generally, only CPC supervisors/management personnel will review volunteer files. With reasonable advance notice, volunteers may review their own files at

CPC's discretion.

Volunteers must promptly notify CPC of any changes in personal data such as, mailing addresses, telephone numbers, and emergency contacts.

CPC reserves the right to check the references of all applications.

**Expenses:** CPC will reimburse volunteers for reasonable business expenses incurred while performing services for the agency based on prior discussion and agreement. Expenses reports, with original receipts, should be submitted at the end of the business day to appropriate supervisor.

**Dismissal of a Volunteer:** Volunteers who do not adhere to the rules and procedures of the agency or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. Possible grounds for dismissal may include, but are not limited to, the following: misconduct or insubordination, theft of property or misuse of agency materials, abuse or mistreatment of clients, staff or other volunteers, failure to abide by agency policies and procedures, and failure to satisfactorily perform assigned duties.

## **CPC Volunteer and Internship Agreement Form** **(Sign only after Placement)**

*Please affirm your acceptance of the terms of this agreement, stated below, with your signature (and your parent/guardian if you are under 18 years old).*

1. I have reviewed the job description and agree to carry out the responsibilities without the expectation of monetary or other compensation.
2. I understand that the provisions of this application do not constitute a contract (either expressed or implied) of employment between CPC and me.
3. I will endeavor to make my work of the highest quality. I will take any problems, criticisms, or suggestions to my direct supervisor and/or the Volunteer Coordinator.
4. I consent to the use of quotes and the taking of photographs, movies or video tapes of myself while I do my volunteer work at CPC. I also grant CPC the right to edit and use said products in print, on the internet, and all other forms of media.
5. I agree that any material produced during the course of volunteering, including graphics materials, web page designs, narratives, research, compilations, instructional texts, etc. becomes the property of CPC upon submission.
6. I agree to maintain confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer.
7. I understand that I am representing CPC when I use their name or reference them on any social media post. Posts made on CPC Social Media Accounts will be made in a professional nature.
8. I understand the importance and the possible safety issues regarding to certain type of work in CPC. Thus, I hereby grant permission to any person or organization to release to CPC or its representative's any and all information regarding my past experiences and my background. I waive any and all claims I might have with respect to the providing of such information.
9. CPC reserves the right to determine and change its policies and procedures applicable to volunteers at any time for any reason.
10. CPC agrees to provide the orientation, training, supervision and support necessary for my successful fulfillment of responsibilities.



