

# YOUTH VOLUNTEER APPLICATION



**American  
Red Cross**

Greater Los Angeles

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

Phone: (866) 548-8226

Fax: (866) 711-4721

**Our Mission:** *The American Red Cross, a humanitarian organization led by volunteers, guided by its Congressional Charter and the Fundamental Principles of the International Red Cross Movement, will provide relief to victims of disasters and help people prevent, prepare for, and respond to emergencies.*

The American Red Cross respects the confidentiality of the information provided in this application.

**GENERAL INFORMATION** (Please Use Print Only) Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_ Preferred Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street Apt/Suite# City State Zip Code

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

E-mail (required): \_\_\_\_\_ Ethnicity: \_\_\_\_\_ Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Optional Month Day Year

Male  Female  Special Health/Disability Needs Identify accommodations required: \_\_\_\_\_

**SCHOOL INFORMATION**

School: \_\_\_\_\_ City: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_ Graduation Year \_\_\_\_\_

Member of Red Cross Club at School: **YES NO** Nearest Red Cross District Office (if known): \_\_\_\_\_

**SKILLS AND EXPERIENCE**

Do you have any language skills besides English? **Yes No** Language: \_\_\_\_\_  Write  Read  Speak

Special Skills and/or Hobbies: \_\_\_\_\_

Have you ever volunteered?  Yes  No If yes, name of organization \_\_\_\_\_

Volunteer jobs performed: \_\_\_\_\_

Briefly explain why you choose to volunteer for the American Red Cross: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

**CERTIFICATION OF COMMITMENT TO  
THE CODE OF BUSINESS ETHICS AND CONDUCT AND YOUTH DISCIPLINE AND CONDUCT**  
*(Please read the attached Code of Conduct BEFORE signing this section)*

I, \_\_\_\_\_, certify that I have read and understand the Code of Business Ethics and Conduct of the American Red Cross and agree to comply with it, as well as applicable laws that impact the organization, at all times. I affirm that, except as listed below, I have no personal, business or financial interest that conflicts, or appears to conflict, with the best interests of the American Red Cross. I agree to discuss any conflicts listed below with the chairman of the board or the chief executive officer of my unit or the general counsel of the American Red Cross and to refrain from participating in any discussions, deliberations, decisions and/or voting related to the matter presenting the conflict until such time as it is determined by the Red Cross that the conflict is mitigated or otherwise resolved.

At any time during the term of my affiliation with the American Red Cross, should an actual or potential conflict of interest arise between my personal, business or financial interests and the interests of the Red Cross, I agree to: (1) disclose promptly the actual or potential conflict to the chairman of the board or the chief executive officer of my Red Cross unit or the general counsel of the American Red Cross; and (2) until the Red Cross approves actions to mitigate or otherwise resolve the conflict, refrain from participating in any discussions, deliberations, decisions and/or voting related to the conflict of interest.

I, \_\_\_\_\_, certify that I have read and understand the Guidelines for Youth Conduct at the American Red Cross of Greater Los Angeles Chapter, and agree to comply with them. I will observe the laws and regulations of the state, county, city, and Chapter rules and I understand the definitions for youth discipline and conduct and the rules and procedures of due process. I certify that the information given herein is true and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Informed Consent and Release of Liability**  
**Parent Consent Form – (Mandatory for Youth under age 18)**

For good and valuable consideration, including permission for \_\_\_\_\_ (the minor) to participate in American Red Cross related activities, I, the parent/guardian of the minor for myself and on behalf of the minor:

1. Consent to the minor's participating in Red Cross related events or activities;
2. Agree that prior to the minor's participation in the event or activity, the minor and I will inspect the facilities, equipment, and areas where the event or activity is being conducted and, if either of us believes any of them are unsafe, I will immediately advise the person supervising the event, activity, facility, or area;
3. Acknowledge that the minor and I fully understand that the minor's participation may involve risk of serious injury or death, including economic losses, which may result not only from the minor's own actions, inaction, or negligence, but also from the actions, inaction, or negligence of others, the condition of the facilities, equipment, or areas where the event or activity is being conducted, the rules of play or this type of event or activity;
4. Notwithstanding any other agreement, I agree to defend, hold harmless, and indemnify the American Red Cross of Greater Los Angeles Chapter against any legal liability, including reasonable attorney fees, in respect to bodily injury, death, and property damage arising from the negligence of the said;
5. Warrant that the minor is in good health and have no physical condition that would prevent the minor from participation in the event or activity;
6. Acknowledge that the American Red Cross of Greater Los Angeles Chapter, and Permittee/Sponsor of an event or activity are not joint sponsors, joint ventures, partners, or otherwise jointly engaged in any event or activity;
7. **TRANSPORTATION RELEASE:** I allow my child to be transported to and from external Red Cross events in authorized Red Cross vehicles driven by trained and authorized drivers. I acknowledge the responsibility to pick up my child (or arrange for pick up) within one hour of conclusion of the Red Cross activity. In the instance that my child is transported to/from a Red Cross activity, I release the American Red Cross, its assignees, paid and volunteer staff from any and all liability and from all claims and demands.
8. **PHOTO RELEASE:** I give The American Red Cross of Greater Los Angeles the right to interview and/or take photographs and audiovisual recordings of my child to be used in promotional, educational or fundraising materials including, but not limited to videotapes, online content, pamphlets and brochures. I understand that my child's name may be used in connection with these materials. This release is voluntary, and I give it in the interest of public information, education, and furtherance of the goals of this institution, or other lawful purposes.

**Both Parents must sign unless only one parent is living or unless only one has legal custody. Legally appointed guardians must sign and furnish a certified copy of letter of guardianship. I have read this document, understand that I will give up substantial rights by signing it and sign voluntarily.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**I have read this document signed by my parent or guardian and join in the waiver, release and assumption of risk. I am aware of the risks involved in my participation in Red Cross related events or activities.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## AMERICAN RED CROSS CODE OF BUSINESS ETHICS AND CONDUCT

The American Red Cross is a not-for-profit charitable organization dedicated to providing services to those in need. The Red Cross has traditionally demanded and received the highest ethical performance from its employees and volunteers. In an effort to maintain the high standard of conduct expected and deserved by the American public and to enable the organization to continue to offer its services, the American Red Cross operates under the Code of Business Ethics and Conduct outlined below. All employees and volunteers are required to sign the Code of Business Ethics and Conduct form certifying that, in delivering Red Cross services and in all other Red Cross activities, they shall meet the following standards of conduct:

- **Compliance Requirements.** All employees and volunteers are required to comply with applicable federal, state and local laws and regulations and with American Red Cross corporate policies and regulations.
- **Actions Prohibited by the Code of Business Ethics and Conduct.** No employee or volunteer shall engage in the following actions:
  - a. **Personal Use.** Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services or property of the American Red Cross, except in conformance with American Red Cross policy.
  - b. **Financial Advantage.** Accept or seek on behalf of or any other person, any financial advantage or gain of other than nominal value offered as a result of the employee's or volunteer's affiliation with the American Red Cross.
  - c. **Red Cross Affiliation.** Publicly use any American Red Cross affiliation in connection with the promotion of partisan politics, religious matters or positions on any issue not in conformity with the official position of the American Red Cross.
  - d. **Confidentiality.** Disclose any confidential American Red Cross information that is available solely as a result of the employee's or volunteer's affiliation with the American Red Cross to any person not authorized to receive such information, or use to the disadvantage of the American Red Cross any such confidential information, without the express authorization of the American Red Cross.
  - e. **Improper Influence.** Knowingly take any action or make any statement intended to influence the conduct of the American Red Cross in such a way as to confer any financial benefit on any person, corporation or entity in which the individual has a significant interest or affiliation.
  - f. **Conflict of Interest.** Operate or act in a manner that creates a conflict or appears to create a conflict with the interests of the American Red Cross and any organization in which the individual has a personal, business or financial interest. In the event there is a conflict, the American Red Cross has a structured conflict of interest process. First, the individual shall disclose such conflict of interest to the chairman of the board or the chief executive officer of the individual's Red Cross unit or the general counsel of the American Red Cross, as applicable. Next, a decision will be made about the conflict of interest, and, where required, the individual may be required to recuse or absent himself or herself during deliberations, decisions and/or voting in connection with the matter.
  - g. **Retaliation.** Retaliate against any employee or volunteer who seeks advice from, raises a concern with or makes a complaint to a supervisor or other member of management, the ombudsman, the Concern Connection Line, the Biomedical Regulatory Hotline or any other whistleblower program, about fraud, waste, abuse, policy violations, discrimination, illegal conduct, unethical conduct,
  - h. unsafe conduct or any other misconduct by the organization, its employees or volunteers.
  - i. **Contrary to the Best Interest of the Red Cross.** Operate or act in any manner that is contrary to the best interest of the American Red Cross.
- **Ombudsman Program – Informal Dispute Resolution.** The American Red Cross has an organizational ombudsman designated as the neutral or impartial dispute resolution practitioner whose major function is to provide confidential and informal assistance to the many constituents with concerns or complaints about the Red Cross. The constituents who seek the ombudsman's services are internal stakeholders, such as employees and volunteers, and external stakeholders, such as Red Cross clients, donors, suppliers, vendors and the public at large. The ombudsman provides a voluntary, confidential and informal process to facilitate fair and equitable resolutions and explore a range of alternatives or options to resolve the problems. If a formal investigation is what the individual seeks, referrals to the whistleblower hotlines may be appropriate.
- **Investigations, Compliance and Ethics – Formal Dispute Resolution.** Distinguishing from the actions of the ombudsman, the Office of the General Counsel and the Office of Investigations, Compliance and Ethics (IC&E) conduct formal investigations into allegations of fraud, waste, abuse, Red Cross policy violations, illegal or unethical conduct or other improprieties regarding the Red Cross. Usually, the allegations arise from whistleblower complaints of Red Cross employees and volunteers seeking formal review or investigations of their allegations of wrongdoing.
- **Whistleblower Hotline Programs.** The American Red Cross encourages open communications. All employees and volunteers are encouraged to bring any concerns they have regarding the organization or its employees and volunteers to their direct supervisor. If individuals seek an informal and confidential resolution, the ombudsman may be the appropriate choice. If a formal IC&E investigation is sought, the hotlines described below are the appropriate choice.

If an employee or volunteer suspects or knows about misappropriation, fraud, waste, abuse, Red Cross policy violations, illegal or unethical conduct, unsafe conduct or any other misconduct by the organization or its employees or volunteers, that individual should alert his or her supervisor or other member of local management. In those cases where an employee or volunteer is not comfortable telling his or her supervisor or local management, the employee or volunteer may contact the Concern Connection Line at 1-888-309-9679. For concerns about the collection, manufacturing, processing, distribution or utilization of blood or blood components (e.g., violations of FDA or OSHA regulations, falsification, quality failures, training, Biomedical Services computer and equipment issues), an employee or volunteer who is not comfortable with contacting his or her supervisor or local management may contact the Biomedical Regulatory Hotline at 1-800-741-4738.

## **YOUTH DISCIPLINE AND CONDUCT**

### **Guidelines For Youth Conduct**

The following are guidelines for minimum youth conduct. Youth volunteering for the American Red Cross assumes an obligation to conduct themselves in a manner compatible with the Red Cross as a international community service organization. All youth will be expected to observe the laws and regulations of the state, county, city, and Chapter rules. Misconduct for which youth are subject to discipline, and which constitutes "good cause" for suspension or expulsion from Youth Services Program includes, but is not limited to, the following:

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent to defiance of authority of, or persistent abuse of Chapter personnel.
2. Failure to identify oneself when requested to do so by Chapter officials acting in the performance of their duties.
3. Forgery, alteration, or misuse of Chapter documents, records, or identification, or knowingly furnishing false information.
4. Misrepresentation of oneself or of an organization to be an agent of the Chapter.
5. Physical or verbal abuse or any threat of force or violence on or off Chapter property to the person, property, or family of any member of the Chapter community.
6. Willful misconduct which results in injury or death to a Chapter personnel, volunteer or staff, or which results in the cutting, defacing, or other injury to real or personal property of the Chapter.
7. Theft or unauthorized entry into, unauthorized use of, or misuse of Chapter property.
8. Use, sale, or possession on Chapter property or property under the control of the Chapter, or presence on Chapter property or property under the control of Chapter while under the influence of any controlled substance, or any poison classified or defined as controlled substance.
  - a. Controlled substance to include alcohol and any derivative therein.
9. Willful or persistent smoking in any area where smoking has been prohibited by lawful authority.
10. Knowing possession or use of explosives, dangerous chemicals, or deadly weapons on Chapter property or at a Chapter or Youth Services function without prior authorization of the Volunteer Resources Officer.
11. Engaging in lewd, indecent, or obscene behavior on Chapter property or at a Chapter function.
12. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
13. Youth expression which is obscene, libelous, or slanderous according to current legal standards, or which so incited students as to create a clear and present danger of the commission of unlawful acts on Chapter premises, or the violation of the lawful Red Cross regulations, or the substantial disruption of the orderly operation of the Chapter, shall be prohibited.

### **Definitions for Youth Discipline and Conduct**

**Expulsion:** The involuntary and permanent removal of youth from the Chapter and its programs by action of the Volunteer Resources Officer.

**Exclusion:** The involuntary and permanent removal of youth from the Chapter and its programs by action of the Volunteer Resources Officer where it has been demonstrated that the youth has filthy or vicious habits, suffers from a contagious or infectious disease, or that the youth's physical or mental disability is such as to cause his or her presence to be inimical to the welfare of other youth.

**Suspension:** The involuntary removal of youth from one or more Youth Services sponsored activity or event by the Volunteer Resources Officer or designee for a limited period of time.

**Removal:** The involuntary removal of youth by the Youth Supervisor.

**Formal Reprimand:** Written admonition or warning that becomes part of a youth volunteer's file and is considered in the event of future violations.

**Informal Reprimand:** Verbal admonition or warning.

### **Rules and Procedures of Due Process**

Youth charged with violations resulting in disciplinary action have a right to hear charges and the supporting evidence and to respond to these charges.

Whenever a minor youth is suspended, the Volunteer Resources Officer or designee shall notify the parent or guardian in writing.

In case of assault, the Volunteer Resources Officer shall, upon the suspension or expulsion of any youth, notify the appropriate law enforcement authorities of any acts of the youth, which may be in violation of any laws.