



EDUCATIONAL
FIRST STEPS
2804 SWISS AVENUE
DALLAS TX 75204

one childhood
ONE CHANCE

Volunteer Group Application

We are excited your group is interested in positively impacting our affiliated child care centers!

Date

Company Name or Organization

Company Address City/State/Zip

Contact Person

First Name Last Name

Address City/State/Zip

Home Phone Cell Phone

Date of Birth Email Address

Volunteer availability

Number of people interested in Volunteering

Number of Days per week: 1 2 3 4 5

Number of Days per month 1-3 3-5 5-7 7-10

Days Requested: Monday Tuesday Wednesday Thursday Friday Saturday
Sunday No Preference

Special Skills or Interests

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Additional Comments or questions?

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Volunteer Code of Conduct

All volunteers providing service to EFS and its affiliates must observe and comply with this Volunteer Code of Conduct.

Requirements for EFS Volunteers

- 1) Volunteers are not to be left alone with children at any time without the supervision of at least one staff member.
- 2) Volunteers shall not abuse clients including but not limited to:
 - a. Physical Abuse – strike, spank, shake or slap
 - b. Verbal Abuse – humiliation, degrade or threaten
 - c. Sexual Abuse – including inappropriate touching and exposure
- 3) Volunteers are not to operate any motor vehicle while volunteering at the daycare center.
- 4) Educational First Steps is not responsible for any injury sustained by a volunteer while volunteering.
- 5) Volunteers must not discriminate against any child on the basis of race, color, ethnicity, creed, sex, age, socioeconomic status, handicap, nationality, political belief, sexual orientation, or religion.
- 6) Volunteers must maintain and protect the confidentiality and identity of children served by EFS. Except when required by law or judicial order, staff must secure the client’s informed consent before releasing information for the agency.
- 7) Volunteers must not accept payment from families or affiliates for services performed.
- 8) Using or being under the influence of alcohol or illegal drugs will not be permitted.
- 9) Volunteers will portray a positive role model for clients by maintaining an attitude of respect, patience, integrity, courtesy and maturity.

The Director agrees that:

1. Volunteers are not to be counted in the staff-child ratio of the daycare center.
2. Volunteers are to be treated fairly and are allowed to complete assigned duties at their own discretion. If they are not comfortable with an assignment for any reason they do not have to complete it.
3. Volunteers are available to assist staff in normal daily duties. Volunteers are not to be assigned duties that would normally be completed by staff members, without the staff member’s assistance.

By signing you are stating that you agree to the stated terms for volunteer involvement and agree to abide by the terms.

Volunteer Contact Signature	Date
Director Signature	Date
Volunteer Coordinator Signature	Date

Email completed form to Jodi Jordan at jjordan@educationalfirststeps.org, fax to 214.824.7428 or mail to 2804 Swiss Avenue, Dallas, TX 75204. Please call 469.826.7483 with any questions you may have.