



Carmelite Sisters of the Divine Heart of Jesus

ST. AGNES HOME
ASSISTED LIVING *Warmed* BY HIS LOVE

Volunteer Application

Name: _____

Address: (C, S, Z) _____

E-mail: _____

Cell Phone: _____

If high school student, what is your full birthday? (MM/DD/YEAR) _____

Emergency Contact: Name, Relationship, Cell Phone

1. Are you volunteering as part of a school requirement? Yes No

School:

Hours needed to fulfill and by what date?

Faculty member's Name and E-mail address:

2. How did you hear about St. Agnes Home and/or the Carmelite Child Development Center?

3. What days of the week interested in volunteering?

4. What hours during the day are you available to volunteer?



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5. In what type of activities are you interested in getting involved?

6. What special skills would you like to put to use? Do you have musical talents?

7. If you are interested in volunteering with the children, and are 18 years old and older, have you taken Protecting God's Children offered through the Archdiocese? Yes No

8. How would you like to volunteer your service/time?

☐ Visiting or helping with the St. Agnes Home residents or activities

☐ Assisting with the children at Carmelite Child Development Center (limited availability)

☐ Helping to maintain the grounds

☐ Providing musical entertainment at St. Agnes Home

☐ One-on-one visits with residents

☐ General help around home that doesn't necessarily involve resident involvement

9. Reference (other than family members)

Name: _____

Relationship: _____

E-mail and/or cell: _____

10. On what date did you last have the FLU vaccination? _____

11. If you are Covid-vaccinated, on what date did you receive your initial dose, and when was your last booster? Initial dose: _____ Last booster: _____



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Volunteer Requirements:

- A completed Volunteer Guideline and Application form
- Volunteers who will be **consistently** volunteering over 10 hours a month will be asked to have the following:
 - A two-step TB test is required initially with a one-step TB test required annually thereafter (can be administered by St. Agnes Home)
 - A Family Care Safety Registry Background Check
 - A photo-ID
 - For high school students, a completed 'Commitment to Ethical Conduct for Minors Volunteering or with Younger Children' form, is required by the Archdiocese of St. Louis
 - For anyone 18+ and graduated from high school, completion of Protecting God's Children session is required by the Archdiocese of St. Louis

Volunteer Acknowledgement and Authorization:

I hereby give The Carmelite Sisters of the Divine Heart of Jesus permission to check any references listed above and hereby release Carmelite and all persons from any liability due to furnishing such information. I hereby affirm that the information provided on this form is true and complete to the best of my knowledge, and agree that falsified information or significant omissions may disqualify me from further consideration as a volunteer, and may be justification for dismissal if discovered at a later date. I hereby understand that ALL information on ALL residents and children will be kept CONFIDENTIAL as required by the Health Insurance Portability and Accountability Act (HIPAA). I hereby acknowledge that I have received a copy of the Volunteer Guidelines and that I have read and understood it completely. There will be consideration of dismissal if any volunteer fails to comply with the Volunteer Guidelines.

Volunteer Print Name: _____

Date: _____

Volunteer Signature: _____



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Volunteer Guidelines

Thank you for your willingness to add the ministries of the Carmelite Sisters to your volunteer interests.

We welcome you to the St. Louis mission field of the Carmelite Sisters of the Divine Heart of Jesus, with operations at St. Agnes Home and Carmelite Child Development Center. We are so happy to have you share in our missions as a Volunteer! We are a Roman Catholic, Not for Profit, Assisted Living and Long-Term Care Facility and Child Development Center, owned and operated by the Carmelite Sisters of the Divine Heart of Jesus. We are dedicated to the ideal of Seeing, Serving and Loving God in the elderly and children without regard to race, color, religion, national origin, disability, age, sex, genetic information or any other classification protected by law.

We appreciate your servant leadership and we will do our utmost to ensure your volunteer experience is rewarding and safe. We are committed to respecting and valuing your skills and abilities, and in return, we ask that you value and respect the lives of each of the residents and children who we serve. In doing so, we ask your cooperation in following these guidelines:

1. Harassment of any kind is not tolerated by staff or volunteers. Any behavior intended to create discord or restricting volunteers or staff from working in an environment that is pleasant and professional will not be tolerated. Report incidents immediately to the Activities Director, Human Resources or Site Director.
2. Anyone appearing to be under the influence of drugs and/or alcohol will not be permitted to volunteer. Smoking is prohibited on our entire campus.
3. Health and Hygiene-If you are ill, please refrain from volunteering. Proper hygiene is required as well as hand-washing before handling food, after break, smoking or returning from the restroom.
4. Follow staff instruction and complete duties as assigned. Ask for help as needed. Report possible hazards or unsafe activities to staff.
5. All personal belongings, purses, backpacks, computers, etc., should be left in your vehicle. We assume no responsibility for damage to or loss of personal property of volunteers.
6. Dress according to the dress code of the facility. Closed toe shoes and modest clothing are required. Sandals, tank tops, sleeveless tops and offensive clothing are never permitted.



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7. Be safe. Use proper lifting techniques, using your legs to push upwards, keeping your back straight and body balanced. Solicit the help of another person to lift objects over 20 pounds. Ask for help if you need assistance.
8. Volunteers may never accept any gifts or tips from the residents or families. This applies to small items as well as large or expensive gifts. If a resident or family member is persistent in offering you something, please notify the Activities Director, Human Resources or the Site Director.
9. Treat all residents and children with dignity and respect at all times and under all circumstances. Mistreatment or abuse of any kind will not be tolerated.
10. No solicitation or distribution of literature throughout the Home or Child Development Center.

I have read and understand my responsibility to follow these rules while I am a volunteer for the Carmelite Sisters of the Divine Heart of Jesus, at their missions of St. Agnes Home and/or the Carmelite Child Development Center. I understand I will be asked to discontinue volunteering and leave the premises if I do not follow these requirements and show good judgment.

Volunteer Print Name: _____

Date: _____

Volunteer Signature: _____