



## Volunteer Registration & Agreement

### Volunteer Information

- Full name: \_\_\_\_\_
- Preferred name/pronouns: \_\_\_\_\_
- Date of birth: \_\_\_\_\_ (required for background checks)
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_
- Mailing address: \_\_\_\_\_ City: \_\_\_\_\_  
\_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Emergency contact name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_

### Volunteer Assignment

- Site/location (check or specify):  Westnedge Home  Engleman Home  Community  
 Administrative Office  Other: \_\_\_\_\_
- Volunteer role / position requested: \_\_\_\_\_
- Brief description of skills / experience relevant to role:  
\_\_\_\_\_
- Availability (days/times):  
\_\_\_\_\_
- Expected start date: \_\_\_\_\_ Expected end date (if applicable): \_\_\_\_\_

### Background & Screening

- Background check completed?  Yes  No Date completed: \_\_\_\_\_
- Driver's license # (if driving residents): \_\_\_\_\_ State: \_\_\_\_\_
- Proof of auto insurance provided?  Yes  No (required if driving)
- TB test / health screening provided?  Yes  No Date: \_\_\_\_\_
- Vaccination/health notes (if applicable): \_\_\_\_\_

### Volunteer Requirements & Acknowledgements

- Confidentiality Agreement: I understand that, as a volunteer working with Reach Sober Living homes and residents, I will have access to sensitive personal information. I agree to sign and comply with Reach's Confidentiality Agreement and to protect resident privacy at all times. I understand that unauthorized disclosure of protected information may result in termination of volunteer privileges and potential legal consequences.  
Volunteer initials: \_\_\_\_\_

- Code of Conduct: I agree to follow Reach’s volunteer Code of Conduct, including maintaining professional boundaries, refraining from substance use on site, respecting residents and staff, and reporting safety concerns or suspected abuse immediately. Volunteer initials: \_\_\_\_\_
- Background checks and references: I consent to Reach conducting background checks and contacting references as part of the volunteer screening process. Volunteer initials: \_\_\_\_\_
- Photo/Media Release: I consent to  / do not consent to  use of my photo or testimonial for Reach Sober Living promotional materials (circle one).

References (two)

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Volunteer Agreement & Liability

- I acknowledge that my volunteer services are unpaid and that I am not an employee of Reach Sober Living.
- I agree to follow all safety procedures, site rules, and supervision directives while volunteering.
- I understand that Reach may require specific training prior to certain volunteer duties and that I must complete any mandatory trainings (e.g., confidentiality, naloxone use, trauma-informed care basics) before engaging in client-facing activities.
- I understand that Reach carries appropriate insurance for volunteers; however, I am encouraged to maintain personal health insurance.

Volunteer signature: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor name: \_\_\_\_\_  
 \_\_\_\_\_ Title: \_\_\_\_\_ Supervisor signature: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only

- Application received: \_\_\_\_\_ Processed by: \_\_\_\_\_
- Background check completed: \_\_\_\_\_ Result:  Approved  Pending  Denied
- References checked: \_\_\_\_\_ Notes: \_\_\_\_\_
- Confidentiality form signed: \_\_\_\_\_ Initial training completed: \_\_\_\_\_
- TB / health screening on file: \_\_\_\_\_ Driving authorization:  Yes  No
- Volunteer start date: \_\_\_\_\_ Assigned supervisor: \_\_\_\_\_
- Volunteer ID / badge issued:  Yes # \_\_\_\_\_ Date: \_\_\_\_\_

Notes / Additional requirements: \_\_\_\_\_

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Return completed form to: Reach Sober Living, Inc. Volunteer Coordinator 5047 West Main St., #518 Kalamazoo, MI 49009 Email: [info@reachsoberliving.org](mailto:info@reachsoberliving.org)

Thank you for volunteering with Reach Sober Living. Your time and support help transform lives and strengthen our recovery community.