



VOLUNTEER PACKET

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Contents

Welcome and Letter of Gratitude.....	3
About Village Community Services.....	4-7
Mission, Vision and Goals	4
Philosophy.....	5
History.....	6
People First Language.....	7
Volunteer Opportunités and Descriptions.....	8-15
Village Music and Arts Volunteer.....	9
Village Experience Learning Center Volunteer.....	10
Board Member.....	11
Fundraising Volunteer.....	12
Village Visitor Friend.....	13
Yard Work and Maintenance Volunteer.....	14
Special Events Volunteer.....	15
Required Volunteer Documents (to Review and Sign).....	16-47
Volunteer Overview.....	16-18
Volunteer Information.....	19-21
Mandatory Covid Vaccine Policy.....	22-23
Request Form for Disability Exemption/Accommodation Related to COVID-19 Vaccine.....	24-25
Covid-19 Vaccination Medical Certification.....	26
Request Form for Religious Exemption/Accommodation Related to COVID-19 Vaccine.....	27-28

Code of Ethics.....	29-33
Volunteer Confidentiality Statement.....	34
Mandatory Reporting Policy	35-37
Non-Discrimination Policy.....	38
Sexual Harassment.....	39-40
Online Background Check.....	41-42
Driving of Personal Vehicles.....	43-45
In-Kind Contributions.....	46-47
Conflict of Interest Policy.....	48-49
Whistle Blower Policy.....	50-51

Dear Volunteer,

Welcome, Village Community Services (VCS) is so excited to have you in our community! Without volunteer aid, VCS would not be able to continue advocating for the independence and well-being of those who have developmental disabilities and/or other life challenges in Snohomish, Island, and Skagit counties.

This packet will guide you through all you need to know to get started on your volunteering journey; from an overview of the organization to descriptions of various roles to important documents to be filled out in order for you to begin volunteering.

We are excited about the amazing events, activities, and connections that can be cultivated with your help!

Sincerely,

Village Community Services' Team

Our Mission

Village Community Services Supports people of diverse abilities in achieving personal potential at home, work, and in community life.

Who We Serve

Village Community Services advocates and directly supports any individual who experiences challenges to their life success. This includes a diverse array of people who could be living with an intellectual, developmental, physical, or mental health neurodivergence and/or those who are experiencing the impacts of intergenerational trauma whether that has been the consequence of adverse childhood experiences, drug addiction, brain injury, abuse, neglect, war and much more.

Our Vision

Our vision is to continually improve services to respond to the changing needs of the people we serve and their families through our Residential Supported Living, Employment Services, Village Experience Learning Center, and Village Music and Arts programs. VCS provides quality support through planning, training, supervision, and by fostering partnerships that are both positive and meaningful for the individuals we support. We work with every person in need of our services individually to define and achieve personal goals and to facilitate new opportunities within the community.

Our Goals

Support neurodivergent individuals to live and work independently while recognizing the abilities, strengths, and other gifts they bring to their lives and the community

Facilitate informed participant and family choices

Advocate for neurodivergent individuals to enjoy rights and responsibilities that are consistent with all citizens in the community

Link people with community to nurture dignity and mutual respect

In 1964 a 60-acre dairy farm in rural Stanwood was donated that would soon become Victoria Ranch. The ranch initially housed vulnerable youth populations but soon began to serve as a place for adults with various abilities to live and develop work skills. In 1977 Victoria Ranch merges with Source Child Development Center and in 1986, the two conjoined organizations' name changes to Developmental Training Centers.

Up until this point, Victoria Village's services were somewhat segregated in the community. In, 1990 the agency splits into three organizations. Victoria Village was the agency providing residency services for those with developmental disabilities. Chrysalis Services provides adult vocational services and Source Child Center provides residential care for vulnerable children. Then in 1992, Victoria Village and Chrysalis Services remerge to better cultivate advocacy services, and Source Child Center continues as a separate agency.

In the mid-90s the agency decides that the residents and others they support would benefit from transitioning out of rural Stanwood and into the urban community, as to not to perpetuate segregation between clients and the rest of the centralized communities. The agency sells the Victoria Ranch property and facilities and subsequently adopts the current name Village Community Services. Clients and VCS are then able to create supported living homes and seek employment opportunities in the communities of Stanwood proper, Arlington, Marysville, and Tulalip.

In 2006, Village Community Services adopts the Village Music and Arts program which continues to provide music and community building to clients and supportive community members. Most recently, in 2020, VCS launched the Village Experience Learning Center to provide individualized and group learning opportunities in work readiness, independent living, and job skills. Feel free to visit our website for more details!

Website: <http://www.villagecommunitysvcs.org/>

Village Community Services has **six guiding principles** that guide our delivery of service.

#1 Competence - Everyone should be given opportunities to be as independent, self-reliant, and self-directing as possible. 

#2 Health and Safety - The right to make choices and take risks is equally important to health and safety.

#3 Power and Choice - Power is having the ability to direct or influence our own lives. Information and experiences are basic to making choices. Choice is the opportunity to make decisions that are right for ourselves and include the opportunity to succeed or fail.

#4 Inclusion - Inclusion is being present and participating in the community using common resources and doing activities with other citizens.

#5 Relationships- Relationships offer a sense of belonging, continuity, and intimacy, and give meaning to life.

#6 Status and Contribution - Status is being valued and well regarded by others. Contribution is about recognizing and developing interests and skills and having the opportunity to contribute to the community.

Each of us has certain abilities and certain inabilities. We are all unique and different, but we all desire and deserve respect. At VCS, as with all work involving those with varying abilities, we do not de-value people for having inabilities but rather value individuals for their unique abilities. With the multitude of programs VCS has created to grow deeper connections within the community, the goal remains to not just strengthen community involvement but to advocate for our clients to have the freedom and support to choose one's life objectives.

As individuals with disabilities and/or other significant life challenges advocate for their self-sufficiency, a voice at the policy-making table, and overall rights, services such as VCS, are cultivated, funded, and constantly altered to meet their needs. VCS's purpose is to constantly re-evaluate the way we implement services while striving for meaningful and valuable relationships with and among our clients.

At VCS we utilize People First Language*. This updated vocabulary works to emphasize the individual and not the disability they live with.

Some examples of People First Language:

- **“Person with a disability”** rather than “disabled person” or “handicapped person”
- **“Person who uses a wheelchair”** instead of “crippled”
- **“Person who is blind”** instead of “the blind”

Outdated and Unacceptable Terminology

The language surrounding disabilities has changed over time. Although some words and phrases have been commonly used in the past, they can be disrespectful towards people with disabilities and should be avoided. Some words and phrases to avoid using include:

- **Handicap/Handicapped.** Instead, when referring to accommodations for people with disabilities, use the term “accessible.”
- **Differently abled/Special Needs.** Both of these terms are euphemistic, and it is typically more appropriate to say “disability” or “person with a disability.”
- **Cripple/Crippled.** Instead, use the term “person with a physical/mobility disability.”
- **Retard/Retarded.** Instead, use the term “person with a cognitive/intellectual/developmental disability.”

Avoid Words that can Alienate Others

Again, it is important to remember that people with disabilities are people first. Avoid using these words to describe people with disabilities:

- Limited
- Abnormal
- Impaired
- Afflicted
- Low functioning
- Poor/Unfortunate

*resource from <https://www.freewheelchairmission.org/person-first-language/>

*National Youth Leadership Network’s comprehensive language list
https://www.aucd.org/docs/add/sa_summits/Language%20Doc.pdf

There are a wide variety of volunteer roles that Village Community Services needs to be filled! However, VCS will work with you one on one, just as we do with those seeking our services, to find a volunteering role that fits you and is conducive to the needs of our clients and organization. If you do not think that any of these opportunities would suit you, VCS can walk with you through your skills and interests to get you volunteering in a capacity that works for you.

Areas of Volunteering within VCS

- Village Music & Arts Volunteer
- Fundraising Volunteer
- Village Experience Learning Center
- Board Member
- Village Visitor Friend
- Special Events
- Yard Work and Maintenance

Village Music and Arts Volunteer



Summary: The Village Music and Arts Program Volunteer helps the Program Coordinator provide support to the Music Program. You will be aiding the Program Coordinator in planning, coordinating, supervising, and providing oversight to Village Music and Arts activities.

Qualifications, Education, Experience: Ability to read and write, take direction, and a desire to work in the non-profit sector and specifically on behalf of people with disabilities. Direct service experience desirable. Music knowledge or talent is desirable but not necessary. Valid Washington State driver's license and auto insurance required for those who may be driving clients or on behalf of the agency. Approved background check required.

Required Policy to Review and Sign: Code of Ethics; Volunteer Confidentiality Statement; Mandatory Reporting Policy; Policy on Non-Discrimination; Sexual Harassment; Online Background Check; Driving of Personal Vehicles; In-Kind Contributions

Job Skills: Reliability and punctuality. Personal energy, and enthusiasm. Effective oral and written communication skills and ability to work in a team with other volunteers and staff or independently. Ability to meet deadlines and maintain confidentiality when required. Ability to problem solve and handle emergencies. Able to work with a diverse population. Willingness to operate within Village Music & Arts program guidelines and adhere to VCS policies and procedures. Must interact with people at all levels in the agency, customers, participants, parents, and the community at large.

Description of Essential Functions: To support the Program Coordinator in the following ways to meet the Village Music & Arts Program objectives of Village Community Services:

- Assists at Village Music and Arts and Voices of the Village events
- Help the Program Coordinator to maintain the overall organization of the event
- Uses positive behavior support with participants
- Follows appropriate procedures to collect fees/donations
- Assist with setup and teardown/cleanup
- Liaise with event attendees/participants
- Assist to ensure VCS equipment is secure and inventoried regularly

Physical Demands: Sitting; typing; reading; carrying and light lifting of equipment

Village Experience Learning Center Volunteer



Summary: The Village Experience Learning Center works to cultivate learning opportunities related to job readiness and other life skills for our clients. The Village Experience Learning Center also promotes healthy lifestyle habits such as nutritional cooking and fitness. Volunteering with the Village Experience Learning Center allows you to engage clients in job readiness and life skills training through hands-on learning experiences in both classroom and community settings.

Qualifications, Education, Experience: Ability to read and write, take direction, and a desire to work in the non-profit sector and specifically on behalf of people with diverse abilities. Group mediation and facilitation are desired but not required. Valid Washington State driver's license, auto insurance and approved background check required.

Required Policy to Review and Sign: Code of Ethics; Volunteer Confidentiality Statement; Mandatory Reporting Policy; Policy on Non-Discrimination; Sexual Harassment; Online Background Check; Driving of Personal Vehicles

Job Skills: Reliability and punctuality. Personal energy, and enthusiasm. Ability to co-facilitate or independently lead group facilitation. Ability to teach life and job readiness skills in group or individualized settings. Willingness to operate within and adhere to VCS policies and procedures. Ability to problem solve and handle emergencies. Able to work with a diverse population. Effective oral and written communication skills and ability to work in a team.

Description of Essential Functions:

- Engage VCS clients both in developing life skills and healthy habits
- Provide opportunities to share life skills and other skills to support independent living
- Mindfully communicate with VCS learners to produce learning opportunities that they desire
- Communicate with VCS staff about how to best create and facilitate a class or learning experience for clients

Physical Demands: Standing for most of the duration of group facilitation, sitting to create and collect resources for learning opportunities

Board Member Volunteer



Summary: Board members provide guidance, oversight, and advocacy in support of VCS's employment, residential, and music programs for people who have developmental disabilities and/or other significant life challenges. People of all abilities and diverse backgrounds and life experiences are encouraged to apply.

Qualifications, Education, Experience: Ability to read and write, take direction, and a desire to work in the non-profit sector and specifically on behalf of people with diverse abilities. Expertise in a specific field relevant to the management of VCS a plus. (e.g. law, business, financial management, community relations, fundraising, special education, health care, social work, cultural diversity, human resources, etc.). Valid Washington State driver's license, auto insurance if may drive on behalf of VCS. Approved background check required.

Required Policy to Review and Sign: Code of Ethics; Volunteer Confidentiality Statement; Mandatory Reporting Policy; Policy on Non-Discrimination; Sexual Harassment; Online Background Check; In-Kind Contributions. Additionally, will need to review VCS Board Member Packet.

Job Skills: Ability to problem solve and critically think. Able to work with a diverse population. Ability to mindfully engage in dialogue regarding VCS' programs and services. Willingness to operate within and adhere to VCS policies and procedures. Effective oral and written communication skills and ability to work in a team.

Description of Essential Functions:

- Prepare for monthly board meetings
- Attend monthly board meetings every last Tuesday of the month at 5:30 pm
- Participate in the agency's annual Village Gala fundraiser
- Serve as an advocate and ambassador for VCS's programs and clients
- Board members are encouraged to volunteer additional time for board committees, agency events, and/or other volunteer activities they find interesting

Physical Demands: Sitting for monthly meetings

Fundraising Volunteer



Summary: The Fundraising Volunteer is a volunteer who helps the Resource Development team. The Resource Development team plans, coordinates, and supervises all resource development and marketing activities of Village Community Services.

Qualifications, Education, Experience: Ability to read and write, take direction, and a desire to work in the non-profit sector and specifically on behalf of people with diverse abilities. Development and marketing experience desirable. Valid Washington State driver's license, auto insurance required if driving clients or on behalf of VCS. Approved background check required. Knowledge of Microsoft Office Suite, social media, and fundraising applications desired.

Required Policy to Review and Sign: Code of Ethics; Volunteer Confidentiality Statement; Mandatory Reporting Policy; Policy on Non-Discrimination; Sexual Harassment; Online Background Check; In-Kind Contributions

Job Skills: Able to work with a diverse population. Attention to detail. Personal energy, enthusiasm. Effective oral and written communication skills and ability to work in a team with other volunteers and staff or independently. Willingness to operate within program guidelines and adhere to VCS policies and procedures. Ability to meet deadlines and maintain confidentiality when required. Ability to proofread accurately a plus.

Description of Essential Functions: To support the Resource Development Coordinator or Director in the following ways to meet the fundraising goals of Village Community Services:

- Assist at special events
- Maintain relationships with donors and corporate sponsors
- Assist in mass mailings of newsletters, event invitations, and donor solicitations
- Work with volunteers
- Participate in meetings and planning
- Help the Resource Development team to prepare materials and staff booths at events and informational fairs
- Apply individual interest and expertise to assist with grants, marketing, donor cultivation, and more.

Physical Demands: Sedentary actions mostly (sitting; typing; reading for research purposes); may be asked to aid in fundraising event set up and or clean up

Village Visitor Volunteer



Summary: Village Community Services will work with you one on one to find you the best spot for you as a visiting friend, just as we work side by side with our clients to advocate for their needs to reach individual vocational and life goals.

We have clients in our Residential Supported Living program that would love to have company in activities such as arts and crafts, cooking, watching movies, coffee hangouts, and more! This is right for you if you wish to volunteer through crafting sustainable activities and building interpersonal relationships.

Qualifications, Education, Experience: Ability to read and write, take direction, and a desire to work in the non-profit sector and specifically on behalf of people with diverse abilities. Valid Washington State driver's license, auto insurance required if driving clients or on behalf of VCS. Approved background check required.

Required Policy to Review and Sign: Code of Ethics; Volunteer Confidentiality Statement; Mandatory Reporting Policy; Policy on Non-Discrimination; Sexual Harassment; Online Background Check; Driving of Personal Vehicles

Job Skills: Reliability and punctuality. Personal energy, and enthusiasm. Able to work with a diverse population. Ability to problem solve and handle emergencies. Willingness to operate within program guidelines and adhere to VCS policies and procedures. Effective oral and written communication skills and ability to work in a team with other volunteers and staff.

Description of Essential Functions:

- spend quality time with Village participants
- invest time co-creating activities with participants (ex. games, arts & crafts, movies, coffee chats)

Physical Demands: Mostly sedentary activities (playing games, watching a movie, chatting) may be asked to drive or go for walks

Yardwork and Maintenance Volunteer



Summary: Whether at our office site in Smokey Point or our Residential Supported Living sites, VCS needs help with repairs, landscaping, maintenance, upkeep and beautification of yards, and multiple garden plots!

Qualifications, Education, Experience: Valid Washington State driver's license and auto insurance required if driving clients or on behalf of VCS. Approved background check required.

Required Policy to Review and Sign: Code of Ethics; Volunteer Confidentiality Statement; Mandatory Reporting Policy; Policy on Non-Discrimination; Sexual Harassment; Online Background Check

Job Skills: Reliability and punctuality. Willingness to operate within and adhere to VCS policies and procedures. Effective oral communication skills and ability to work in a team with other volunteers and staff or independently.

Description of Essential Functions:

- Help with Facility Improvements
- Communicate with staff about maintenance needs
- Work with others to complete yard work, light landscaping, and gardening tasks.

Physical Demands:

For maintenance, heavily depends on what maintenance work needs to be done and what skills the individual would like to offer. Could include using ladders, carrying supplies, using a hammer, etc.

Yardwork includes lifting wheelbarrows, tools, and bags as well as planting, weeding, and mowing.

Special Events Volunteer



Summary: Village Community Services has an array of annual events that serve as opportunities to fundraise, build public awareness of our services, and engage the community with our clients and organization. Some examples of these events include the Village Gala; Voices Among Us Concert; Smokey Point Community Block Party, Arbor Day Fundraiser, and the Friendship Walk and 5k.

Qualifications, Education, Experience: Ability to read and write, take direction, and a desire to work in the non-profit sector and specifically on behalf of people with diverse abilities.

Required Policy to Review and Sign: Code of Ethics; Volunteer Confidentiality Statement; Mandatory Reporting Policy; Policy on Non-Discrimination; Sexual Harassment; Online Background Check

Job Skills: Ability to communicate with clients, other volunteers, and supervisors before and on event days. Willingness to operate within and adhere to VCS policies and procedures. Ability to problem solve and handle emergencies. Ability to work with diverse populations.

Description of Essential Functions:

- event planning
- help with event day set up and clean up
- aid with helping the event run smoothly
- time commitment= 2-5 hours for each event

Physical Demands: Light lifting and carrying. Standing for long periods of time during setup and to help get the event started.

To be read, signed, and returned to VCS

Volunteers are a valuable asset to the organization and their participation in Village Community Services (VCS) programs is welcomed and encouraged. Volunteers serve in a variety of ways including board membership, fundraising, event coordination, chaperoning, and facility maintenance. Volunteers may be family members of staff and participants, community members, students, and other interested persons. Employees may volunteer their time to the organization as long as the activity does not fall within their normal job duties and responsibilities. Volunteers are not allowed to provide program participant support that falls within the job responsibilities of the organization's direct line staff. In order to ensure smooth operations and maximum protection for all concerned parties (participant, volunteer, VCS) volunteers must adhere to the following guidelines.

1. No individual, in their capacity as a VCS volunteer, may spend time with one or more program participants without the presence of paid staff until he/she has submitted all required paperwork and received clearance from management.
2. Every volunteer must submit an application for review and approval by VCS management.
3. Every volunteer must agree to a background check. Volunteers will only be approved if they receive a satisfactory clearance as required by the State of Washington.
4. Every volunteer must read, sign, and abide by the following agency statements and policies:
 - Volunteers
 - Volunteer Confidentiality Statement
5. Volunteers who solicit donations must read, sign, and abide by the following agency documents:
 - Volunteers
 - Volunteer Confidentiality Statement
 - In-Kind Contributions
 - Code of Ethics
 - Whistle-Blower Policy
 - Driving of Personal Vehicles

6. Volunteers who may have consistent or unsupervised contact with participants or serve on the VCS Board of Directors or officially represent the agency to the community must read sign, and abide by the following statements and policies:

- Volunteer Confidentiality Statement
- Code of Ethics
- Conflict of Interest Policy
- Whistle-Blower Policy
- Driving of Personal Vehicles
- In-Kind Contributions

7. Volunteers are strictly prohibited from driving agency vehicles.

8. PRIOR authorization must be obtained from BOTH an Administrator and the participant's legal guardian before a volunteer may transport a program participant in a private vehicle. Furthermore, the volunteer who drives a personal vehicle on behalf of VCS is subject to the requirements of the agency's policy entitled "Driving of Personal Vehicles".

9. The "Driving of Personal Vehicles" policy requires the following documentation for those who will drive on behalf of VCS. See the policy for a more detailed description. • A driving record (MVR) that meets the agency's guidelines. • Proof of personal automobile insurance liability limits of \$100,000/\$300,000. • A physician statement for drivers over 65 years of age.

10. Volunteers who will have direct contact with program participants will consult with the appropriate Residential Services and/or Vocational Services manager PRIOR to engaging in such activities in order to familiarize themselves with specific participant needs, programs, medical information, and precautions.

11. Volunteers will schedule IN ADVANCE their involvements with program participants and must receive approval for EACH event from the appropriate Residential Services and/or Vocational Services manager.

12. Volunteers who have direct contact with participants will be provided instruction in emergency situation protocol that will be documented in their volunteer file.

13. Volunteers are prohibited from disciplining program participants in any way.

14. Volunteers will familiarize themselves with the organization's mission statement and strive to fulfill this mission through their volunteer efforts.

15. Volunteers will keep the best interest of program participants always in mind.

16. As representatives of Village Community Services, volunteers will behave in a professional, ethical and respectful manner while carrying out their volunteer duties.

I HAVE READ AND UNDERSTAND THE FOREGOING POLICY ENTITLED "VOLUNTEERS" AND I AGREE TO ABIDE BY THESE CONDITIONS.

Date

Signature

Print Name

Position or Title

I HAVE CHOSEN TO NOT TRANSPORT VILLAGE COMMUNITY SERVICES' PROGRAM PARTICIPANTS NOR TO USE MY PERSONAL VEHICLE TO CONDUCT AGENCY BUSINESS.

BY SIGNING, I AGREE TO NOT USE MY PERSONAL VEHICLE TO TRANSPORT VILLAGE COMMUNITY SERVICES PARTICIPANTS OR CONDUCT AGENCY BUSINESS UNDER ANY CIRCUMSTANCES.

Date

Signature

Print Name

Position or Title

Volunteer Information



Contact Information	
Name	
Street Address	
City ST ZIP Code	
Phone	
Cell Phone	
E-Mail Address	
Availability	
During which hours are you available for volunteer assignments?	
<input type="checkbox"/> Weekday mornings	<input type="checkbox"/> Weekend mornings
<input type="checkbox"/> Weekday afternoons	<input type="checkbox"/> Weekend afternoons
<input type="checkbox"/> Weekday evenings	<input type="checkbox"/> Weekend evenings
Interests	
Tell us in which areas you are interested in volunteering	
<input type="checkbox"/> Administration/Office Work <input type="checkbox"/> Events <input type="checkbox"/> Mailings <input type="checkbox"/> Fundraising <input type="checkbox"/> Landscaping/ Yard Work <input type="checkbox"/> Public Relations/ Journalism <input type="checkbox"/> Village Music and Arts	<input type="checkbox"/> Arts and Crafts <input type="checkbox"/> Serve on the Board of Directors <input type="checkbox"/> Visiting Friend <input type="checkbox"/> Serve on Committee or Task Force <input type="checkbox"/> Graphic Design <input type="checkbox"/> Other (Please Describe. Your ideas are welcome) <hr/> <hr/> <hr/>

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Relevant Work and Volunteer Experience

Summarize your relevant work and volunteer experience.

References (Please provide three personal references.)

Name	Relationship	Phone
		

Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Non-Discrimination Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, creed, religion, national origin, age, gender, presence of any sensory, mental, or physical disability, including

HIV/AIDS conditions, use of a trained dog guide or service animal, marital status, disability status or Vietnam veteran, gender identity or other identities, sexual orientation; and any other reasons prohibited by law.

Thank you for completing this application form and for your interest in volunteering with us.

Agreement and Signature

1. By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

2. I declare that all statements and answers in this application are true and complete and agree that any untrue or misleading answer, omission concealment, or failure to answer any question fully, completely, and accurately will be grounds for terminating my employment, regardless of when it is discovered.

3. I authorize Village Community Services (VCS) or an agent of VCS to investigate my references, to review my former employment record, and to keep and preserve records of such investigations. Additionally, I release VCS and all other parties from liability for any damage that may result from or is related to, the furnishing of information to Village Community Services.

Name (printed)	
Signature	Date

In accordance with Village Community Services' (VCS) duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our clients and visitors; and the community at large from COVID-19 that may be reduced by vaccination. This policy will comply with all applicable laws and mandates and is based on guidance from the Centers for Disease Control and Prevention (CDC), local health authorities, and State proclamations, as applicable. This policy applies to all employees, volunteers, independent contractors, and service providers.

All individuals listed above are required to receive full Covid vaccination unless a reasonable accommodation is approved. Employees not in compliance with this policy may be placed on unpaid leave until their employment status is determined by the Human Resources department. Volunteers, independent contractors, and service providers will not be allowed to interface with employees or clients until vaccination status or an exemption is confirmed.

An individual is fully vaccinated against COVID-19 two weeks after the second dose in a two-dose series or two weeks after a single-dose vaccine, with a vaccine that the U.S. Food and Drug Administration (FDA) has authorized.

Before the vaccination deadline of October 18, 2021, individuals will be required to provide either proof of full vaccination or receive an approved accommodation to meet the requirements in order to work. Starting October 18, all new employees must be fully vaccinated before starting to work. Regardless of vaccination status, individuals must continue to abide by VCS's safety requirements, and CDC, DSHS, rules which may include face coverings, physical distancing, and other safety protocols.

VCS will verify vaccination status by requesting one of these items:

- An individual's CDC vaccination card, or a copy.
- Documentation from a healthcare provider.
- Documentation from the state's online immunization database

Individuals are not required to provide any medical or family history information, and any documented vaccine status is treated as confidential medical information and accessed only on a need-to-know basis.

Accommodation

If you require an accommodation regarding this policy for reasons based on religion, disability, or other grounds protected by federal, state, or local laws, contact Human Resources at 360-653-7752 for forms and procedures.

Anti-Harassment and Discrimination

VCS does not tolerate harassment or discrimination due to vaccine status or a request for an accommodation that protects individuals from COVID-19 exposure. Individuals must report concerns or complaints regarding this policy to Human Resources.

Enforcement

If VCS has reason to believe the information provided to verify vaccine status or exemption/accommodation information is untruthful, we reserve the right to request additional proof of vaccination status or exemption/accommodation. Providing false information regarding vaccine status or exemption/accommodation is grounds for discipline, up to and including termination.

VCS reserves the right to modify this policy at any time in its sole discretion to adapt to changing local, state, and federal law and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

Please direct any questions regarding this policy to the Human Resources department at 360-653-7752.

Request Form for Disability Exemption/Accommodation Related to COVID-19 Vaccine



This document is intended for use as a reference when applying for disability exemption/accommodation to the COVID-19 immunization requirements for volunteering at VCS. Its purpose is to assist in establishing the medical basis for your request.

In order to qualify for the exemption, volunteers are required to provide a written and signed statement from a health care provider authorized to practice in Washington State outlining the need for accommodation. Please have your health care provider provide a letter or the attached form with the following information:

The letter must address all of the following elements:

- 1) The condition that prevents the volunteer from receiving the Covid vaccine.
- 2) Whether the exemption is temporary or permanent. If temporary, provide an end date.
- 3) Suggestions for accommodations that will ensure the safety of the volunteer and others and prevent the spread of Covid-19. You may also include an accommodation request on this form.

In some cases, VCS will need to obtain additional information and/or documentation about your religious beliefs and/or practices.

Please fill out the documentation on page two.

Name: _____

Email: _____

Date of Request: _____

Verification

I understand that VCS requires a COVID-19 vaccination as a condition of volunteering. I hereby certify that I believe that I have a medical condition or limitation that necessitates an exemption from this vaccination requirement. I verify that the information I provide in support of my request for an accommodation is complete and accurate to the best of my knowledge and I understand that any misrepresentation may result in disciplinary action. I also understand that my request for an accommodation may not be granted if it is not reasonable, if it poses a direct threat to the health and/or safety of others and/or to me, or if it creates an undue hardship on the agency.

Print Name: _____

Date: _____

Signature: _____

Please return this form to Tami Wierman through Therap, or e-mail finances@villagecommunitysvcs.org, fax to 360-653-7752, or send it to the office. Human Resources will notify you as to the approval or denial of your request.

Covid-19 Vaccination Medical Certification



Volunteer Name

Volunteer's Date of Birth

To be Completed by a Medical Provider:

1. Is the volunteer unable to receive a Covid-19 vaccination?

Yes

No

2. If you answered Yes to Question 1, what is the nature of the condition or limitations that prevent the volunteer from being vaccinated?

3. If you answered Yes to Question 1, what is the expected duration of the above condition or limitation?

4. If you answered YES to Question 1, do you have any suggestions for accommodations that will ensure the safety of the employee and others, and prevent the spread of Covid-19 (i.e., wearing additional PPE, remote work assignment, regular testing, etc.)? Please describe:

Name of Health Care Provider: _____

Practice Name and Address: _____

Signature of Health Care Provider: _____

Date: _____

Phone Number: _____

Request Form for Religious Exemption/Accommodation Related to COVID-19 Vaccine



This document is intended for use as a reference when applying for religious exemption/accommodation to the COVID-19 immunization requirements for volunteering at VCS. Its purpose is to assist in establishing the religious basis for your request on the basis of sincere religious belief. Philosophical, political, scientific, or sociological objections to immunization **do not** justify an exemption or accommodation.

In order to qualify for the exemption, volunteers are required to provide a written and signed statement objecting to immunization due to sincere and genuine religious beliefs which prohibit immunization.

Please attach a separate document explaining why you are requesting a Religious Exemption/Accommodation.

The statement must address all of the following elements:

1. Explain in your own words why you are requesting the religious exemption.
2. Describe the religious principles that guide your objection to immunization.
3. Indicate whether you are opposed to all immunizations and if not, the religious basis that prohibits the Covid immunization.
4. Suggest a requested accommodation (additional PPE, remote work, leave of absence, job change, other)

In some cases, VCS will need to obtain additional information and/or documentation about your religious beliefs and/or practices. Additional supporting materials may be requested, which include any of the following:

- A letter from an authorized representative of the church, temple, religious institution, etc. that you attend, or literature from the church, temple, religious institution, etc. explaining doctrine/beliefs that prohibit immunization (Note: you need not necessarily be a member of an organized religion or religious institution to obtain a religious exemption).
- Other writings or sources upon which you rely in formulating religious beliefs that prohibit immunization.

- Any documents or other information you may be willing to provide that reflect a sincerely held religious objection to immunization.

Volunteer Name

Email

Date of Request

Verification

I understand that VCS requires a COVID-19 vaccination as a condition of employment. I hereby certify that I believe that I have a sincere religious belief that necessitates an exemption from this vaccination requirement. I verify that information I provide in support of my request for an accommodation is complete and accurate to the best of my knowledge and I understand that any misrepresentation may result in disciplinary action. I also understand that my request for an accommodation may not be granted if it is not reasonable, if it poses a direct threat to the health and/or safety of others and/or to me, or if it creates an undue hardship on the agency.

Print Name: _____

Signature: _____ Date: _____

Please return this form to Tami Wierman through Therap, or e-mail finances@villagecommunitysvcs.org, fax to 360-653-7752, or send it to the office. Human Resources will notify you as to the approval or denial of your request.

Please read, sign and return to VCS

I. Mission

Village Community Services has a clearly stated mission and purpose, approved by the board of directors. All of its programs support that mission and all who work for or on behalf of the organization understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by the organization and of value to the society at large.

II. Service to Participants

The following values inform and guide the organization's program services:

- Each participant is an individual of inherent value and fully worthy of respect.
- Each participant enjoys the rights, responsibilities, and freedoms accorded to all others living in the United States.
- Each participant has the capacity and competence upon which they must be afforded the opportunity for choice, decision-making, and personal empowerment.

III. Personal and Professional Integrity

All staff, board members, and volunteers of Village Community Services act with honesty, integrity, and openness in all their dealings as representatives of the organization. VCS promotes a working environment that values respect, fairness, dignity, cooperation, teamwork, integrity, and excellence.

IV. Governance

Village Community Services has an active Board of Directors that is responsible for setting the mission and strategic direction of the organization and has oversight of the finances, operations, and policies of the organization. The Board of Directors:

- Ensures that its board members have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties;

- Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal, or other means;
- Is responsible for the hiring, firing, and regular review of the performance of the Executive Director and/or Administrators, and ensures that the compensation of those employees is reasonable and appropriate;
- Ensures that the ED, Administrators, and appropriate staff provide the Board with timely and comprehensive information so that the Board can effectively carry out its duties;
- Ensures that VCS conducts all transactions and dealings with integrity and honesty;
- Ensures that VCS promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness, and openness;
- Ensures that VCS is fair and inclusive in its hiring and promotion policies and practices for all board, staff, and volunteer positions;
- Ensures that policies of VCS are in writing, clearly articulated, and officially adopted;
- Ensures that the resources of VCS are responsibly and prudently managed; and,
- Ensures that VCS has the capacity to carry out its programs effectively.

V. Legal Compliance

Village Community Services is knowledgeable of and complies with the letter and spirit of all laws, regulations, agreements, or requirements that govern its operations and activities. Competent legal counsel is sought when legal questions arise.

VI. Responsible Stewardship

Village Community Services manages its assets responsibly and prudently. This includes the following considerations:

- VCS spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- VCS spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- VCS compensates staff reasonably and appropriately;

- VCS incurs a reasonable level of fundraising costs to help increase and diversify revenue streams;
- VCS does not accumulate operating funds excessively;
- Endowment funds of the organization are prudently drawn from consistent with donor intent and to support the organization's public purpose;
- VCS ensures that all spending practices and policies are fair, reasonable, and appropriate to fulfill its mission;
- All financial reports are factually accurate and complete in all material respects; and,
- The physical assets of the organization are duly recorded and safeguarded to prevent theft, fraudulent use, and premature decay or degradation. Personal use of agency assets by employees and volunteers is strictly prohibited.

VII. Openness and Disclosure

All information about the organization will fully and honestly reflect the policies and practices of the organization. Basic informational data about the organization, such as Form 990 and audited financial statements, is readily available for public inspection and the organization is responsive in a timely manner to reasonable requests for information. All solicitation materials accurately represent the policies and practices of VCS and will reflect the dignity of program beneficiaries. All financial, organizational and program reports will be complete and accurate in all material respects. All staff members are encouraged to review the organization's monthly budget reports and to take an active role in controlling costs and increasing revenues.

VIII. Program Evaluation

Village Community Services regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. VCS is committed to improving program and organizational effectiveness and strives for excellence. It values innovation, ingenuity, and creativity in finding new and more effective, and efficient ways to fulfill its mission and purpose. VCS seeks input from and strives to be responsive to, its stakeholders.

IX. Inclusiveness and Diversity

Village Community Services has an adopted policy of non-discrimination towards its employees and participants. Inclusiveness is a core value that drives the organization's mission of service and advocacy on behalf of individuals with disabilities. The organization

believes that a broader perspective, increased awareness, and cultural enrichment are gained by having staff and board that reflect diversity.

X. Fundraising

As a fundraising organization, VCS uses solicitation materials that are truthful. The organization respects the privacy concerns of individual donors and expends funds consistent with donor intent. VCS discloses important and relevant information to potential donors. In raising funds from the public, VCS will respect the rights of donors, as follows:

- To be informed of the mission of VCS, the way the resources will be used, and VCS' capacity to use donations effectively for their intended purposes;
- To be informed of the identity of those serving on the Board of Directors and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to the organization's most recent financial reports;
- To be assured their gifts will be used for the purposes for which they were given;
- To receive appropriate acknowledgment and recognition;
- To be assured that information about their donations is handled with respect and with confidentiality;
- To expect that all relationships with individuals representing the interests of VCS to the donor will be professional in nature;
- To be informed whether those seeking donations are volunteers, employees of VCS, or hired solicitors;
- To have the opportunity for their names to be deleted from mailing lists; and,
- Feel free to ask questions when making a donation and to receive prompt, truthful, and forthright answers.

XI. Procedures in the event of allegations of violation of ethical codes of conduct

1. _Employee reports suspected fraudulent activity or other improper conduct to an Executive. In the event that an Executive is suspected to be involved or has not taken appropriate action, the employee is expected to contact the Board President.
2. The Executive or Board President will determine if further investigation is warranted and who should appropriately conduct the investigation.

3. If an investigation is warranted, it shall be initiated within a reasonable amount of time, not to exceed 10 working days, and documented.
4. Upon completion of the investigation the Executive or the Board of Directors will determine appropriate corrective actions based on the report findings and recommendations, up to and including discharge, and legal action when warranted.

I HAVE READ AND UNDERSTAND THE FOREGOING CODE OF ETHICS. I AGREE TO ITS PRINCIPLES, AND MY ACTIONS HAVE BEEN AND WILL CONTINUE TO BE GUIDED THEREBY. FAILURE TO ABIDE BY THIS CODE WILL RESULT IN DISCIPLINARY ACTION.

Printed Name

Signature

Date

Volunteer Confidentiality Statement



Please read, sign and return to VCS

I, _____, understand as a volunteer with Village Community Services that all information regarding program participants, families, staff and the agency is strictly confidential. I will respect the confidential nature of any verbal or written communication I receive regarding program participants, staff, families and/or the agency.

Additionally, I will not copy, distribute or use written or electronic materials belonging to the agency or prepared in connection with the agency except as authorized for the benefit of Village Community Services. I agree to keep all VCS information confidential during my time of volunteer service and after I leave the agency. When I leave my volunteer position, I agree to return all copies of agency-related documents, electronically recorded agency information, and other tangible agency items to Village Community Services.

I will be discreet in any verbal communication by not discussing program participants, staff, and families in front of others. If I must communicate information within earshot of others, I will use the individual's first initial only. If I have questions regarding how this policy applies to a specific situation, I will ask a member of the agency staff where I volunteer.

I will immediately report any information disclosed to me concerning any safety matters relating to the agency and/or program participants directly to either VCS's Program or Development Executive.

I agree to adhere to the Confidentially Statement outlined above.

Signature of Volunteer

Date

(Please check agreement box and type in name and date for online submission)

Print Name of Volunteer

Authority:

Chapter 6.12 DDA Policy

Chapter 71A RCW Developmental Disabilities

Chapter 26.44 RCW Abuse of Children

Chapter 74.34 RCW Abuse of Vulnerable Adults

Chapter 388-101 WAC Certified Community Residential Services and Supports

Chapter 388-101D WAC Requirements for Providers of Residential Services and Supports

Chapter 388-825 WAC Developmental Disabilities Services

Chapter 388-826 WAC Voluntary Placement Services

Chapter 388-145 WAC Licensing Requirements for Group Care Facilities and Services

In compliance with the above-named authority and in accordance with Snohomish County Human Services Qualified Provider Agreement, all Village Community Services employees and volunteers are mandated reporters and must follow all reporting procedures when there is reasonable cause to believe there has been abandonment, abuse, exploitation, financial exploitation, neglect, or injuries of unknown origin to a vulnerable person. Verbal and written reports must be submitted with 24 hours of knowledge of the incident, unless severity dictates a different timeline, see below.

Procedures:

If incidents are suspected, they must be reported. Incidents do not need to be witnessed to be reported. The service provider, employee, contractor, or volunteer who witnessed or suspected the incident must make a report themselves.

1. Report immediately to Adult Protective Services (APS) 1-877-734-6277 or Child Protective Services (If under age 18). Report to the Complaint Resolution Unit (CRU) 1-800-562-6078 if the person is in a Residential Program. Make these calls if there is suspected or actual:

- a. Abuse, improper use of restraint, neglect, self-neglect, personal or financial exploitation, or abandonment;
- b. Any physical or sexual assault;
- c. Physical or sexual abuse, neglect, or exploitation of a child; or
- d. An act that causes fear of imminent harm.

2. Report to law enforcement, if there is reason to suspect that any of the following has occurred against a DDA client:

- a. Sexual assault;
- b. Physical assault (non-client to client);
- c. Any act that causes fear of imminent harm; or
- d. Physical Assault (client to client): Any alleged or suspected physical assault that causes bodily injury requiring more than first aid, or in the event of:
 - 1) Injuries, such as bruises or scratches, that appear on the back, face, head, neck, chest, breasts, groin, inner thigh, buttock, genital, or anal areas;
 - 2) Fractures;
 - 3) Choking attempts;
 - 4) Patterns of physical assault between the same vulnerable adults or involving the same vulnerable adults; or
 - 5) Any client-to-client assault, regardless of injury, if requested by the individual, the individual's legal representative, or family member.

3. Report to the coroner or medical examiner if there is reason to suspect that the death of a vulnerable adult was caused by abuse, neglect, or abandonment. See [RCW 74.34.035\(5\)](#).

Incident Reporting Timelines

Incidents must also be reported to DDA within the required 24-hour timelines. One-hour protocol incidents must be reported to the individual's DDA Case Resource Manager (CRM) by phone within one hour, or as soon as individual safety has been established. If the individual's case resource manager cannot be reached, contact the regional designee. (See Chapter 6.12 DDA Policy for information to determine which incidents are reported as one-hour or 24-hour protocols.)

In the case of participants not served by DDA, report to DVR, guardian, Adult Protective Services, etc.

All incidents under the scope of this policy require written notification or an incident report to the individual's CRM no more than one business day after the provider becomes aware of the incident. The written notification is based on the provider's immediate knowledge of the incident and must include:

- a. Who was involved in the incident? All persons were present at the time.
- b. Where did the incident occur? Be as specific as possible.
- c. The time and date of the incident.

- d. A description of the incident. Facts only and as descriptive as possible, using quoted words for context.
- e. Initial actions taken to keep the individual safe. What was your immediate response for the safety of the individual and self/others?

If a written notification was provided instead of an incident report, an incident report must be submitted no more than three business days after the provider becomes aware of the incident.

Instructions for Completion of Incident Report

Incident reports are formal reports which will be read by other professionals outside the agency. It is a permanent record and travels in the participant's file. It may be used for reporting positive behavior trends as well as problems. Incident reports are to be completed on any situation that is out of the ordinary for a particular participant or setting.

It is the responsibility of the staff person who was involved, witnessed, or was given the information by the participant (it is not necessary to witness an incident), to follow all reporting requirements and notify all appropriate agencies. Staff must contact their supervisor and submit the completed written incident report before the end of their shift or business day. Other county or referral sources that may need to be given the incident report are DVR, Services for the Blind, school districts, tribal vocational rehabilitation, etc.

Blank incident reports can be found on a residential server or online at www.dshs.wa.gov. Go to electronic forms, then find #20-330. This form can be filled out on a computer then printed or printed and filled out, by hand, using only black ink. Errors can be crossed out with one line then initialed by the writer.

Non-Discrimination Policy



Village Community Services celebrates and encourages cultural diversity in the workplace. Village Community Services embraces the opportunity to serve as a catalyst, enhancing the lives of the individuals we support and the communities we work and live in. All employees and program participants will recognize that Village Community Services is an equal opportunity employer.

It is the policy of Village Community Services to afford equal employment opportunity to all qualified persons regardless of race, color, creed, religion, national origin, age, gender identity, presence of any sensory, mental, or physical disability, including HIV/AIDS, use of a trained dog guide or service animal by a person with a disability, marital status, disabled status or veteran, sexual orientation, socio economic status, genetic information of the employee or family member and any other reason prohibited by law. Exception: VCS may deny employment to a person if the decision is based upon a bonafede occupational qualification.

Employees or participants of Village Community Services who believe they have experienced discrimination or who know of discrimination to another as listed above are urged to bring it to the attention of their direct supervisor. If not satisfied with the reply or result an employee or participant should take their concern to the Executive or Board of Directors, as delineated in VCS's grievance policy. If still not satisfied the employee or participant is encouraged to take the alleged discrimination report to the U.S. Department of Justice Office of Equal Opportunity.

Employees or program participants who wish to identify themselves as having a disability shall make their needs known to the Executive who shall:

- Verify disability status
- Evaluate accommodations needed and provide reasonable accommodations unless such accommodations present an undue hardship to the agency.

Employees or participants who require interpreters, whether for limited English ability or hearing impairment shall be provided with an interpreter provided the agency is given sufficient notice of such need. Alternate methods of communication, such as Braille or sign language shall be provided as requested.

The foretasted policy will be updated periodically and is available for review by all current and prospective employees.

Village Community Services Equity Statement:

Our vision and mission reflect our belief that all people belong and deserve honesty, autonomy, and inclusivity. Our strength comes from honoring diversity and we celebrate the qualities that make each person unique, including ability, race, gender, age, sexuality, religion, national origin, gender identity, and other identities. We commit to aligning our culture and practices to support equity by providing the information, support, and advocacy each person needs to realize their potential at home, work, and in community life.

Sexual Harassment Policy



Purpose: The working atmosphere at Village Community Services will be one of mutual respect and support.

1) Village Community Services prohibits and will not tolerate any form of sexual harassment. Sexual harassment is defined as:

- a) Unwelcome sexual advances
- b) Unwelcome requests for sexual favors
- c) Unwelcome verbal or physical conduct of a sexual nature and when:
 - Submission to such conduct is a term or condition of an individual's employment.
 - Submission to (or rejection of) such conduct is used to make employment decisions affecting the individual.
 - Such conduct unreasonably interferes with an individual's work performance or creates an intimidating hostile or offensive working environment.

2) No employee of Village Community Services may sexually harass another employee, any participant or their family members, any vendor, contractor, or service provider of the agency. Sexual harassment is cause for serious disciplinary action, up to and including dismissal. In addition, the offended party is free to bring suit against a harasser in a court of law.

3) Employees have the right to be free of any unwelcome sexual advances, innuendoes, or threatening sexual behaviors. VCS recognizes that sexual harassment may take many forms, some overt and some subtle, and employees are strongly urged to trust their feelings. If a person feels sexually "on the spot" or uncomfortable with a situation, they should make a report rather than endure discomfort.

4) Complaints of sexual harassment must be reported immediately to your supervisor. This includes verbal, written, or third-party complaints against supervisors or peers. Any employee may make a complaint of observed or experienced sexual harassment. An investigation will be done by the individual's Supervisor and/or the Executive. The offended party should submit a written complaint. If the employee is unwilling to do so the Supervisor will write the complaint as relayed by the employee. If the complaint is against the Supervisor, the employee will report directly to the Executive. If the

complaint is against the Executive, the employee will take the complaint to the Chair of the Personnel Committee of the Board of Directors. Employees who are not able to report to their supervisor or the Executive of their program may make a complaint to any member of the Executive team.

5) The Supervisor, Executive, or the Personnel Committee Chair will contact the person who allegedly committed the harassment against the employee. The alleged offender may reply to the charge verbally or in writing within five days unless the situation is serious enough to require immediate personnel action. The Supervisor and/or Executive may opt to reassign one of the parties to avoid having the offended party and the alleged offender work in the same area during the investigation.

6) Any sexual harassment charge investigated and found to be questionable or with merit will be submitted to the Executive and the Personnel Committee of the Board of Directors.

7) The Executive and/or Personnel Committee of the Board of Directors will determine whether there has been an offense and will notify both parties of its conclusion within ten business days.

8) The Executive and/or Personnel Committee will determine the need for dispute resolution and/or the appropriate disciplinary action based upon the severity of the incident.

9) Employees who report sexual harassment may do so without fear of reprisal. Complaints and the results of the investigation will be held in confidentiality to the degree possible.

Online Background Check



Please read, sign and return to VCS

Before beginning, make sure you have the correct dates and official crime names of any pending charges or criminal convictions on your record.

If you have completed an online background check form for a similar agency within the last 90 days, you may enter your confirmation code below instead of completing a new online form.

What you need to know:

- You are entering your personal information onto a secure site maintained and monitored by DSHS.
- You cannot save an incomplete form and return it at a later time. Please allow yourself at least 15 minutes to complete the Online Applicant Form. After 30 minutes of inactivity, your session will timeout and all information will be lost. You will have to start over if the system times out.
- If you have a criminal history, you should refer to your charging or court papers to assist you in answering questions that require crime dates and official crime names when applicable.
- Help features are included throughout the form providing instructions and/or examples.
- Once your online Application Form is successfully saved, you will:
 - a. Have the ability to print and/or save the document containing your information
 - b. Have the opportunity to quickly email your name and confirmation number to the person or entity requesting the background check.
- Your complete Online Applicant Form will be saved and kept confidential for 90 days from the date you provided your personal information. On the 91st day, your information will be deleted and no longer available for an entity to retrieve and submit.
- To find out the status of your background check result, please contact the person or entity to whom you submitted your information to.

Instructions: Complete and return this form right away. A satisfactory background is a requirement for new or continued employment and for those volunteers or vendors who may have unsupervised access to clients.

Using a computer, tablet, or mobile device, go to <https://fortress.wa.gov/dshs/bcs/> to complete the DSHS Background Check Central Unit (BCCU) Online Applicant Form.

- The system recommends using the **Google Chrome** browser. You may encounter errors if using another browser.

You will receive a 10-character confirmation code when you have completed the form. Please enter the code below to allow VCS access to your background results:

Print Name: _____
First *Middle Initial* *Last*

Date of Birth: _____

Confirmation Code:

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Completed by: _____
Signature *Today's Date*

Please contact BCCU if you need assistance completing the Online Applicant Form.

Monday through Friday 8:00 AM to 4:30 PM; Phone: 360-902-0299; Email: bccuinquiry@dshs.wa.gov

Please read, sign and return to VCS

Driving of Personal Vehicles Executives, managers, administrative staff, and volunteers may use their personal vehicles to conduct agency-related business subject to the parameters described below. Other residential and vocational services employees are expected to utilize the agency vehicle fleet unless they have received prior administrator approval and meet all requirements listed below.

1. Use of a personal vehicle for agency business includes all driving necessary, on company time, to fulfill the requirements of the employee's job description for which use of an agency fleet vehicle is not a reasonable choice. It excludes commuting mileage. It also excludes miles driven on personal errands during the workday.
2. Volunteers must recognize that any time they use their personal vehicles in their capacity as volunteers on behalf of the agency or to transport participants to/from agency-sponsored events they are subject to this policy.
3. All persons who drive on agency business must have been licensed for at least three (3) years regardless of age, possess a currently valid Washington State driver's license, meet agency Motor Vehicle Record (MVR) guidelines, and not have been disqualified by the agency's automobile insurance carrier.
4. MVRs will be obtained and reviewed against the agency's MVR standards before allowing employees and volunteers to drive on behalf of the agency and at least annually thereafter. MVRs will be reviewed to ensure that there have not been any accidents, violations, or automobile-related convictions during the prior year that would cause a driver to no longer meet the agency's driver eligibility requirements.
5. Drivers who do not meet the acceptability criteria for MVR's will be deemed unacceptable to drive an agency vehicle or drive a personal vehicle on agency business. Acceptability criteria include:
 - a. Drivers may not have any statutory or major violations. Statutory or major violations include: operating an unregistered vehicle, operating an uninsured vehicle, driving while intoxicated, reckless driving or hit and run, e.g.
 - b. No more than three moving violations and/or at-fault accidents within the past three years.
 - c. No active or moral suspensions (failure to have valid insurance, failure to pay ticket).
 - d. Each MVR will be reviewed on its merit looking at patterns of conduct

6. Employees and volunteers who use their personal vehicle to conduct agency business are required to carry a minimum of \$100,000/\$300,000 liability limits on their personal automobile policy.
7. Employees and volunteers bear the full cost of their own private vehicle insurance.
8. As proof of insurance, employees, and volunteers who drive their own vehicles for VCS are required to provide a copy of the declaration page of their automobile policy that shows their liability limits. A copy is required to be submitted to the Administrative Assistant at each policy renewal.
9. Staff and volunteers will check with their own private insurance carrier and/or the Washington State Insurance Commissioner regarding the transportation of participants within their vehicles and any related liability issues.
10. Any employee or volunteer driving their personal vehicle for VCS business who has a lapse in automobile insurance coverage shall immediately notify their supervisor or management and discontinue driving on behalf of the agency.
11. Family members and other unauthorized persons shall not be passengers when an employee is using his/her personal vehicle to conduct agency business.
12. Staff and volunteers will observe all traffic laws of the State of Washington and rules of the road as defined by the Washington Department of Licensing. Employees and volunteers will bear full financial responsibility for any traffic citations incurred while using their vehicles for agency business and activities.
13. Drivers over 65 years of age must submit a note from their personal physician stating that the physician is not aware of any health issues that would impair the driver's ability to drive safely.
14. Under no circumstance is a personal vehicle to be operated for agency-related business and activities by anyone under the influence of alcohol or drugs, including prescription or over-the-counter medications that cause impairment to safe driving. Violation of this rule is grounds for immediate dismissal. Prescription and over-the-counter medications do not affect all people in the same way. As such, staff and volunteers must refrain from driving their personal vehicles on behalf of the agency until they know how a new medication will affect them. Likewise, if an employee or volunteer has been told by their physician that a prescription will most likely impair driving, they must refrain from driving. In all such situations, the employee must talk with their supervisor so that alternative arrangements can be made. A citation for driving under

the influence of drugs or alcohol outside of work hours must be reported immediately to management.

15. Employees in positions requiring driving as an essential function must report any and all accidents, violations, or citations to their immediate supervisor as soon as possible after the occurrence not matter how minor—this includes accidents that happen off the clock.

16. Any staff or volunteer driver who has a driver’s license revoked or suspended shall immediately notify their supervisor or management and discontinue driving duties. Failure to do so may result in disciplinary action, including dismissal.

17. Drivers and passengers must use seatbelts and/or other appropriate safety devices at all times. Passengers must remain seated while the vehicle is in motion.

18. Drivers shall not talk or text on a cell phone while driving. If a driver stops to make or receive a cell phone call, care must be taken to ensure that the vehicle is parked in a safe area, well out of the way of other traffic.

19. Staff will use the Travel/Mileage Reimbursement form to keep track of the date, mileage, destination, and purpose of business use of their personal vehicles. This information will be submitted monthly to their supervisor for approval and reimbursement at the current IRS standard mileage rate.

20. Village Community Services has the right to withdraw the authorization of any employee or volunteer to drive on agency business. Employees in positions with driving as an essential function of their job may be terminated if their authorization to drive on agency business is withdrawn. In such positions, the ability to drive is essential to the continuation of employment.

I HAVE READ AND UNDERSTAND THE FOREGOING POLICY ENTITLED “DRIVING OF PERSONAL VEHICLES”. AS AN AUTHORIZED DRIVER FOR VILLAGE COMMUNITY SERVICES, I AGREE TO ABIDE BY THIS POLICY IN FULL.

Print name: _____

Signature: _____ Date: _____

In-Kind Contributions



Purpose: To properly solicit, receive, document, acknowledge, and secure donated items in accordance with prudent accounting and donor recognition practices.

The management of VCS welcomes and encourages staff and volunteers to seek donations of goods and services on behalf of VCS for current and upcoming agency programs and events. Solicitations of in-kind contributions unrelated to current and planned future programming require prior approval by an Administrator or Board Officer.

The management of VCS also welcomes unsolicited donations of goods and services that benefit current and upcoming agency programs and events. Unsolicited in-kind contributions unrelated to current and planned future programming must receive the approval of an Administrator or Board Officer before they are received.

Both solicited and unsolicited in-kind contributions must be reported on a VCS "In-Kind Contribution Procurement Form" and submitted to the Resource Development Administrator. A copy may be given to the donor upon request.

New goods and services are listed at retail value. The value of used items must be determined by the donor. If the donor does not provide a value, this line should be left blank.

The Resource Development Administrator will promptly send an acknowledgment letter and a numbered receipt to the donor.

For donated goods, the Resource Development Administrator will indicate their storage location on the bottom of the procurement form and send copies of the form to both the Accounting Technician and the Administrator who oversees the benefiting program and/or event.

The Accounting Technician will work with the Financial Administrator to properly record, and depreciate when applicable, contributed program assets.

The Resource Development Administrator will maintain a list of all in-kind contributions received by VCS and acknowledge the donors in the agency newsletter and on the agency website.

Administrators are charged with the oversight of contributed items to ensure that they are used for the purpose for which they were donated. Administrators are also

responsible for timely and cost/effective disposal of items determined to be unusable by VCS.

In no case may a VCS employee, volunteer, or board member use, borrow, sell, trade (or exchange in any other way) contributed goods or services for their personal benefit or private inurement, or that of a friend, relative, or business associate.

Please read, sign and return to VCS

Conflict of Interest arises whenever the personal or professional interest of a board member, staff member or volunteer is potentially at odds with the best interests of Village Community Services and its program participants. Conflict of interest also arises when staff behavior creates in participants a sense of dependency, reliance or favoritism. It is important for board members and staff to be sensitive to issues and circumstances that may create real or perceived conflicts of interest.

In order to maintain the highest level of public confidence in and accountability for VCS, and to provide guidance to directors and staff in recognizing and avoiding conflicts of interest, the following principles will be followed. Failure to adhere to this policy may result in dismissal and legal action when warranted:

- Whenever carrying out the business of or representing VCS, board members, staff members and volunteers will conduct their activities in such a manner that they do not advance or protect their own interest – or the private interests of their family members – to the detriment of, or in place of, the interests or goals of VCS and its participants. Rather, board members, staff and volunteers will strive always to conduct their activities in a manner that best promotes the interests of VCS and its participants.
- Board members, staff and volunteers will not accept gifts, gratuities, free trips, personal property or other items of value from any outside persons or organizations that might be provided as an inducement for VCS to support, or contract with, those organizations or interests.
- Employees or volunteers of VCS will not accept any gratuity, gift, money or in-kind donation, nor borrow money or possessions, from program participants or their family members.
- Employees or volunteers of VCS will not contract with, sell goods or services to, or give money or gifts to any program's participants.
- In the event any board member, staff or volunteer (or member or their families) has a personal financial or business interest in or is involved in any way with an

organization with whom VCS is considering a business contract or relationship, such interest or involvement shall be disclosed to the Board of Directors.

- If VCS should purchase goods or services from a board member, staff member or volunteer, the price paid shall be the fair market value of said goods or services.
- Loans to board members, staff and volunteers are strictly prohibited.
- When an issue is to be decided by the Board that involves potential conflict of interest for a board member, it is the responsibility of the board member to:
 - 1) Identify the potential conflict of interest
 - 2) Not participate in discussion of the program or motion being considered
 - 3) Not vote on the issue
- The minutes of a meeting at which a real or potential conflict is disclosed shall record the potential conflict of interest and the use of the procedures and criteria of this policy.

I HAVE READ AND UNDERSTAND THE FOREGOING CONFLICT OF INTEREST POLICY. I AGREE TO ITS TERMS, AND MY ACTIONS HAVE BEEN AND WILL CONTINUE TO BE GUIDED THEREBY.

Print Name

Signature

Date

Please read, sign and return to VCS

Village Community Services is committed to the highest standards of moral and ethical behavior. VCS does not tolerate improper conduct by its employees, board members, or volunteers, nor the taking of reprisals against those who come forward to disclose such conduct. VCS recognizes the value of transparency and accountability in its administrative and management practices. VCS supports the making of disclosures that reveal embezzlement, fraud, and forgery or falsification of reports, documents, or computer files for the purpose of misappropriation of agency assets as well as other improper conduct.

An employee or volunteer who has a reasonable belief or actual knowledge that such an action is occurring or has occurred is expected to report it and is given the following assurances:

- Disclosure may be made anonymously
- All parties involved will handle the reporting and investigation with utmost confidentiality and objectivity. (Confidentiality may be waived if a public lawsuit arises as an outcome of the investigation).
- No punishment for reporting is allowed – including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination.
- If the claim turns out to be unfounded, VCS may not reprimand the employee or volunteer (Unless the claim made was frivolous, in which case the employee or volunteer will be subject to disciplinary action).

Procedures:

- 1) Employee/Volunteer reports suspected fraudulent activity or other improper conduct to an Administrator. In the event that an Administrator is suspected to be involved or has not taken the appropriate action, the reporter is expected to contact the President of the Board of Directors.
- 2) The Administrator or Board President will determine if further investigation is warranted and who should appropriately conduct the investigation.
- 3) If an investigation is warranted, it shall be initiated within reasonable amount of time, not to exceed 10 working days, and documented.

- 4) Upon completion of the investigation the Administrator or the Board of Directors will determine appropriate corrective actions based on the report findings and recommendations, including but not limited to seeking loss recovery, discipline up to and including discharge, and legal action when warranted.

I HAVE READ AND UNDERSTAND THE FOREGOING WHISTLE BLOWER POLICY

Print Name

Date

Signature