

CREATIVE HEARTWORK, INC.®

The heart of healing children®
a non-profit 501(c)(3)charitable organization

VOLUNTEER PACKET

c/o 5 Drake Court
Boonton Twp, NJ 07005
973-889-0809 (telephone)
973-889-0203 (fax)
www.creativeheartwork.org

Dear Prospective Volunteer:

Thank you for your interest in Creative Heartwork, Inc. We are gratified you share our concern for the most fragile of our children, and look forward to working to serve them together through creative arts therapy.

Our Volunteer Packet and orientation process may appear a bit daunting to you at first, but we are certain you will understand how important it is that we carefully select and prepare our volunteers to work with children of abuse, loss, trauma, illness, and disabilities. We also hope that your volunteer experience is rewarding and one you will consider interesting, worthwhile, and even fun.

Enclosed are several documents for your review. First, the brochure and information sheets tell you about our agency and our programs. Second, our Personal Information and Consent Form allows you to share with us the talents and interests you wish to bring to our children. It also authorizes us to perform necessary background checks to screen all prospective volunteers to assure that there are no individuals admitted into the program who should not be working with children. Third, our Applicant Disclosure form authorizes individuals or entities that have certain information about you to share it with us. You should know that we respect your privacy, but you should also know and take comfort in the fact that you will be contributing your time and talents to an organization that is scrupulous about protecting its participants. Finally, our Confidentiality and Discipline Agreement describes our policies regarding protecting the safety and confidentiality of our children.

We do request that volunteers accepted into our Creative Heartwork program commit themselves to a minimum of four months of volunteer time. This enables us to provide continuity to our children. Many of them have already suffered serious losses in their lives and experience difficulties in adjusting to such changes. We are confident, though, that once you begin, you will look forward to spending time with our children in their artistic endeavors. In addition, we offer an important mandatory orientation to help our volunteers learn more about the children, our programs and how they work, and what your important role will be in working with the children and professional staff.

It takes a special kind of person to offer time and talent to helping children. We are most grateful that you are so generous. Thank you, and we are looking forward to your joining Creative Heartwork as we practice *the heart of healing children*.

Very truly yours,
The Board of Trustees of Creative Heartwork, Inc.

VOLUNTEER HISTORY:

Agency: _____ Position: _____

Length of Service: _____ Hours/Days per week _____

REFERENCES:

CONTACT PERSON AND PHONE

Civic or Volunteer Group and phone _____

Personal and phone _____

COMMITMENT/AVAILABILITY:

Available Beginning: _____

Days of week: _____ Hours: _____

Evenings: _____ Hours: _____

Work at home: _____

TASKS OF INTEREST:

CRIMINAL HISTORY:

Have you ever been convicted of a disorderly persons offense? YES NO

If yes, please describe the offense. _____

Have you ever been convicted of any of the following crimes? YES NO

1. A crime against a child, including endangering the welfare of a child, child pornography, and child molestation;

2. Abuse, abandonment or neglect of a child;

3. Endangering the welfare of an incompetent person;

4. Sexual assault, criminal sexual contact or lewdness;

5. Murder or manslaughter;

6. Stalking;

7. Kidnapping and related offenses including criminal restraint, false imprisonment, interference with custody, criminal coercion, or enticing a child into a motor

vehicle, structure or isolated area;

8. Arson or causing or risking widespread injury or damage which would constitute a crime of the second degree;

9. Terroristic threats;

10. An attempt or conspiracy to commit any of the crimes or offenses listed in 1 through 9 above.

BACKGROUND CHECK ACKNOWLEDGMENT AND CONSENT

I hereby give my consent, freely and voluntarily, to be fingerprinted for the sole purpose of conducting a background check. I am applying for a position as a volunteer, who will be working with children. Because if CH decides to offer me this opportunity, I will be present at CH's facility or providing services to children on behalf of CH, I understand that CH must ensure that all individuals working at any of its facilities or on its behalf are qualified to do so and are screened appropriately.

By signing my name below, I hereby authorized CH to submit my fingerprints, name, and/or Social Security Number for the purpose of conducting a Criminal History Record Information Background Check, a Child Abuse Record Information Background Check, and/or a substantially similar background check.

I hereby release CH and its offers, employees, agents, and affiliates from any and all liability that may arise as a result of this request.

Print Name: _____ Dated: _____

Signature _____

CREATIVE HEARTWORK, Inc.
CONFIDENTIALITY AND SUPERVISION POLICY

CONFIDENTIALITY

The mission of Creative Heartwork, Inc. is to help children and adolescents who have experienced the often painful challenges of trauma, loss, serious illness and disability. We help these individuals through healing arts programs and other creative opportunities.

We welcome you as a trusted visitor or volunteer to our program. All information obtained from (or concerning) child participants is privileged and strictly confidential. Neither employees nor volunteers may divulge any information concerning a participant to a third party without the written permission of Creative Heartwork. Kindly respect the confidentiality of our children when they interact with creative arts therapists. Honor their need for privacy and respect our desire to deliver services in a safe and secure environment that will promote healing.

At no time shall the name or other personally identifying information of a participant be used or disclosed to a third party, unless it is necessary for the services being provided to that person. Participants seen in other places should not be acknowledged or approached, unless they initiate the contact.

In order to maintain confidentiality, avoid the following:

- . Discussing cases by name with other agency staff or volunteers.
- . Mentioning, to anyone, even in the strictest confidence, the name of a client.
- . Using names (when they have to be used) in a place where conversations can be overheard.
- . Using specific case histories, even without names, to illustrate a story about the agency to your daily contacts or at social gatherings.

By strictly enforcing these provisions, we are honoring, respecting, and protecting the participant's right to privacy. Moreover, any breach of confidentiality could endanger a child's safety and possibly put him or her in a life-threatening situation. Breach of confidentiality may also jeopardize the successful prosecution of the participant's abuser in cases of child abuse or neglect.

SUPERVISION

We at Creative Heartwork are committed to healing children by fostering a supportive environment in which our children will flourish. To that end, our employees' and volunteers' guidance, supervision, and feedback to the children shall:

1. Be positive;
2. Be consistent with the age and developmental needs of the children; and
3. Help the child develop and maintain self control under direction of the therapist.

Children may be removed from a group activity to another area only when they have become disruptive to the entire group, provided that the child so removed is either under the supervision of another staff member or is continuously visible to a staff member.

ACKNOWLEDGMENT

I understand how important confidentiality is to the children and their families who visit Creative Heartwork, Inc. and utilize our programs or services. I agree to respect the confidentiality of any client information that I become aware of, either directly or indirectly, during my visit to or for the program(s).

In addition, I agree to follow the above principles regarding guidance, supervision, and feedback.

Print Name

Date

Signature

Signature of Creative Heartwork
President

CREATIVE HEARTWORK, INC.
VOLUNTEER APPLICATION PROCESS

Step I
POINT OF CONTACT
Website _____ Volunteer Match _____ Friend _____
Volunteers of Morris Co. _____ Other Contact _____

Step II
AGENCY DISTRIBUTES VOLUNTEER PACKET

Step III
VOLUNTEER RETURNS APPLICATION, PRIVACY WAIVER,
CONFIDENTIALITY AGREEMENT

Step IV
STAFF ASSESSES APPLICATION FOR MATCHES
AND MAKES APPOINTMENT FOR INTERVIEW

Step V NO NEED AT THIS TIME FOR FURTHER ACTION	Step V INTERVIEW BACKGROUND CHECK
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Applicant Denied	Step VI Orientation Date	Start Date
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Examples of questions asked by the interviewer:

- . Why do you want to become a volunteer?
- . What skills or interests do you have that would make you a good candidate for this volunteer position?
- . How much time do you have to devote to volunteering with us?
- . Do you have strong feelings either way about being in contact with children entered in our programs?

(Interview may take 30 to 45 minutes)

All volunteers attend a two hour orientation session before or shortly after they begin volunteering for the agency. During orientation, volunteers may hear from therapists. These presentations will help clarify the role of the volunteer and the purpose and operations of the agency.

CREATIVE HEARTWORK VOLUNTEER OPPORTUNITIES

SPECIAL EVENTS - assist with the many tasks involved in conducting events such as our annual Dinner of Hope and silent auction, or our annual Heartwork gallery of the children's art projects made throughout the year. Other volunteer opportunities include assisting in our holiday drive for children's gifts or Children's Annual Holiday Party.

HEARTWORKERS MAY BE:

MENTORS - provide one-to-one assistance to a child in need who is disabled, homebound or at a residential facility. Create art kits for a child participant tailor made by our creative arts therapists to address a child's needs.

ASSISTANTS TO THERAPISTS - assist therapists in working with small groups of children once a week for a 12 week series. Workshops are conducted Monday -Thursday from 4:15 to 6:15 pm and occasionally on Saturday mornings or weekday evenings.

HEARTS-FROM-HOME - provide assistance from your home in numerous ways. Helping with bulk mailing, assembling arts kits, assisting in fundraising, and providing telephone outreach on behalf of the agency or shopping for arts supplies and snacks with reimbursement upon presenting receipts.

MISSION STATEMENT

Creative Heartwork utilizes the power of the arts to heal children and increase their capacities.

The Mission of Creative Heartwork, Inc. is to improve the lives of children experiencing the often painful challenges of serious illness, disability, separation, poverty, abuse or neglect by providing healing programs utilizing the visual arts, music, dance and theatre, media and culinary arts or other creative opportunities to provide the opportunity for children to reframe their experiences, channel their emotions, enhance resiliency, experience pride in their accomplishments, promote self-esteem, and encourage positive, healthy adjustment to circumstances beyond their control. Creative Heartwork, Inc. will accomplish this in an environment that will foster a sense of childhood joy, creativity, and exuberance. The organization also serves to foster and promote greater public awareness of the healing benefits of the arts and their ability to mitigate the risk factors facing many children and adolescents.

VISION STATEMENT

The vision of Creative Heartwork, Inc. is to provide an exemplary, replicable model to help children and adolescents reframe painful life experiences and losses through the healing power of the creative arts or increases the capacities of children with disabilities.