

# Program Volunteer/Intern Application

**Please note that the information requested below is necessary to maintain Agency funding, state compliance and records for SDC.** CR- Social Development Commission is an Equal Opportunity Employer and Service Provider. Auxiliary aids and services are available upon request to individuals with disabilities. If you need this information interpreted to a language you understand or in a different format, please contact La Toya Jones, Equal Opportunity Officer, at 414-906-2823 or [ljones@cr-sdc.org](mailto:ljones@cr-sdc.org). Callers who are deaf or hearing or speech-impaired may reach us at Wisconsin Relay Number 711.

<b>Select One:</b>		<input type="checkbox"/> INTERN	<input type="checkbox"/> VITA TAX	<input type="checkbox"/> VOLUNTEER
<b>Contact Information (please print)</b>				
Name (First, Middle, Last)				
Street Address				
City ST Zip Code				
DOB (Date of Birth)				
Gender				
Race/Ethnicity	<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Unknown <input type="checkbox"/> Multi-Race (any two or more above) <input type="checkbox"/> Hispanic			
Primary Phone Number			<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work	
E-Mail Address				
Employer				
Education Level	<input type="checkbox"/> 0-8 Grade <input type="checkbox"/> 9-12/Non-Graduate <input type="checkbox"/> High School Graduate/Equivalency <input type="checkbox"/> 12+Some Post-Secondary <input type="checkbox"/> 2-4 Year College <input type="checkbox"/> Graduate of other post-secondary school			
<b>Person to Notify in Case of Emergency</b>				
Name				
Relationship				
Street Address				
City ST Zip Code				
Home Phone				
Work Phone				
Cell Phone				
<b>Volunteer /Intern Purpose (only)</b>				

Check all that apply

- Contribute to Community  
  Meet New People  
  Develop Skills  
  Explore Career Path  
 Community Service Requirement-

Name of school or program: \_\_\_\_\_

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## Length of Commitment

- 1 Day     2-5 Days     Semester     Academic Year     Summer     Full Year
- More than (please specify): \_\_\_\_\_

## Work Interest

- General Office Work     Special Event Planning     Fundraising     Tutoring
- Data Entry     Research     Other (specify): \_\_\_\_\_

## Experience (For VITA Only)

Please respond to the following questions:

Have you prepared income tax returns before?     Yes     No

If yes, have your prepared returns for:     Yourself     Others

How many years?

Have you prepared tax returns using a computer?     Yes     No

What software did you use?

Do you use computers on a regular basis at work or at home?     Yes     No

## 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.

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## Volunteer Opportunity

How did you hear about this volunteer opportunity?

- |  |   |
|--|---|
| <input type="checkbox"/> I am a returning volunteer        | <input type="checkbox"/> A SDC employee told me       |
| <input type="checkbox"/> A friend or family member told me | <input type="checkbox"/> Other (please specify _____) |
| <input type="checkbox"/> Media/Social Media                | <input type="checkbox"/> Employer                     |
| <input type="checkbox"/> Website                           |   |

What position(s) do you want to volunteer for: \_\_\_\_\_

## Availability

On which days and during which hours are you available for volunteer assignments? **\*\*FOR VITA ONLY: We require that all volunteers commit to a minimum total of 30 hours to the SDC VITA program during Tax Season (January-April)\*\***

What days are you available?

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

What hours are you available?

- From \_\_\_\_\_ to \_\_\_\_\_
- From \_\_\_\_\_ to \_\_\_\_\_
- From \_\_\_\_\_ to \_\_\_\_\_
- From \_\_\_\_\_ to \_\_\_\_\_
- From \_\_\_\_\_ to \_\_\_\_\_
- From \_\_\_\_\_ to \_\_\_\_\_

## Site Location Preference

SDC services Milwaukee County. Please indicate your location preference(s) of where you wish to serve.

**SDC North Avenue**  
1730 W North Avenue  
Milwaukee WI 53205

**SDC Teutonia**  
6948 N Teutonia Avenue  
Milwaukee WI 53209

**SDC VITA Southside**  
2968 W Chase  
Milwaukee WI 53207

First Choice:

Second Choice:

Third Choice

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SDC Policies are to ensure consistent personnel practices in order to most effectively utilize to achieve SDC's goals and objectives. Listed below are policies that will be adhering by all volunteers and interns in any entity of programs.

## 1. Harassment and Complaint

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as the Wisconsin Fair Employment Act. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is the Social Development Commission's policy and commitment to provide a work environment free of sexual and other harassment. To that end, harassment or inappropriate conduct of Social Development Commission's employees by nonemployees such as vendors, contractors, customers, and third parties who are in the workplace is absolutely prohibited. This policy applies not only to the workplace during normal business hours, but also to all work-related social functions, whether on or off the agency premises, and business-related travel.

Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The Social Development Commission will take all steps necessary to prevent and eliminate unlawful harassment. Anyone engaging in sexual or other harassment will be subject to discipline, up to and including termination of employment.

## 2. Code of Ethics Policy

### A. Introduction

The purpose of this Code of Ethics is to set forth and to affirm, in a comprehensive manner, required standards of conduct and practices at the Social Development Commission ("SDC").

SDC expects its employees to observe the highest ethical standards in the conduct of the agency's affairs. It has, therefore, created and maintains policies that set forth standards of conduct in areas where improper activities could damage the agency's reputation and otherwise result in serious adverse consequences to the agency and to the employee or employees involved.

The degree to which an employee adheres to this Code of Ethics is a significant indicator of the employee's judgment and competence and is an important element in the evaluation of the employee for position assignments and promotion.

### B. Improper Payments

All employees are to follow only legitimate and approved practices with regard to the operations of the agency and in promoting the agency's position on issues before governmental authorities. In this regard,

1. No employee shall make a payment of a "kickback" or "bribe" intended to induce or reward favorable governmental action.
2. No employee shall, in violation of any applicable law, offer, or make directly or indirectly through any other person or firm, a payment of anything of value (in the form of compensation, gift, contribution, or otherwise) to

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- a. Any person or firm employed by or acting on behalf of any client, whether private or governmental, for the purpose of inducing or rewarding any favorable action by the private client in a commercial transaction or for the purpose of inducing or rewarding action (or the withholding of action) by a governmental entity in any governmental matter, or
- b. Any governmental official, political party, official of a political party, or any candidate for political office for the purpose of inducing or rewarding favorable action (or the withholding of action) or the exercise of influence by the official, party, or candidate in any commercial transaction or in any governmental matter.
- c. In using consultants or other contractors, employees shall contract only with reputable, qualified individuals, or entities under arrangements for compensation that are reasonable in relation to the services performed.

### **3. Gifts and Gratuities**

No employee may accept gifts, money, or gratuities from persons receiving benefits or services from the agency, from persons performing services under contract to the agency, or from entities with which the agency contracts, regardless of whether the person or entity is in a position to benefit from an employee's action.

The provisions of this section are not intended to apply to ordinary and reasonable business entertainment or gifts not of substantial value that are customary in local business relationships and not a violation of law as applied in that environment. Receipt of gifts shall be reported by the employee to his or her Manager and Managers are expected to exercise sound discretion and control in authorizing receipt of business entertainment and gifts.

### **4. Political Contributions**

SDC will not make any contribution to any political party or to any candidate for political office in support of such candidacy. Federal law strictly controls corporate involvement in the federal political process. In general, no corporation may contribute anything of value to any political party or candidate in connection with any federal election.

This policy is not intended to prevent the communication of agency views to legislators, governmental agencies, or to the general public with regard to existing or proposed legislation or governmental policies or practices. Likewise, this policy is not intended to preclude individual employees from participating in political activities of their choosing provided that they are not representing the agency, do not purport to represent the agency, and do not carry on political activities during their normal work hours or with the use of agency property.

### **5. Confidential Information**

Any disclosure or use of confidential information in a manner contrary to the best interests of the agency or of its clients is prohibited.

### **6. Improper Conduct**

"Improper conduct," as used in this Code of Ethics, has the same definition as that contained in the "Policy on Reporting and Investigating Allegations of Improper Conduct." It includes violations of this Code of Ethics.

## **7. Reporting**

Any employee who becomes aware, or who believes, that another employee has violated this Code of Ethics shall report the violation in accordance with the section on “Reporting Improper Conduct” in the “Policy on Reporting and Investigating Allegations of Improper Conduct.”

Any employee who is requested by any other person or entity including, but not limited to, a client or representative, friend, or family member of a client; representative of any entity or governmental agency with which SDC does business or has entered into a contract; and any other person or entity seeking to do business with SDC to accept or provide anything of value in violation of this Code of Ethics shall promptly report the request to his or her Manager who shall, in turn, report the request to the Audit Director.

## **8. Violations of the Code of Ethics**

Violations of the Code of Ethics are grounds for discharge or other disciplinary action adapted to the circumstances of the offense and with the primary objective the furtherance of the agency’s interest in preventing further violations.

### **SDC Standards of Dress and Grooming**

Appropriate dress and hygiene are important in promoting image to our clients, both internal and external and to provide a work environment that is free of safety hazards and offensive behavior of any kind. Therefore, SDC requires that employees be well groomed, neat, and dressed appropriately for their job function.

Managers and supervisors are responsible for interpreting and enforcing dress and grooming standards for the staff they supervise. This includes counseling employees whose appearance is inappropriate. Reasonable accommodation will be made for employees’ religious beliefs and disabilities where practical. Questions or complaints that cannot be handled to an employee’s satisfaction may be referred to the Human Resources department for interpretation.

An employee’s supervisor will evaluate the appropriate dress required for their staff and counsel an employee who does not meet these standards. If the violation is unduly distracting or unsafe, the employee may be sent home to correct the problem. Repeated disregard for dress and grooming standards may result in disciplinary action.

Following are guidelines for appropriate dress and grooming:

1. Clothing must communicate professionalism appropriate for one’s job function.
2. Clothing must be clean and in good repair.
3. Inappropriate clothing examples are shorts, bib overalls, halter tops, beachwear, spandex, or other stretch fitted garments and distracting offensive or revealing clothes. The observable lack of undergarments or exposed undergarments is not allowed. Clothing with profanity, sexually suggestive material or promotion of illegal substances is not allowed.
4. Clothing, shoes jewelry and hair, may not be worn in a manner that creates a safety hazard.
5. Employees must be clean and practice good personal hygiene. In order to be considerate of clients and other employees who have chemical sensitivities (allergies and illness), employees who are asked not to wear excessive amounts of perfumes, colognes and scented lotions.

The agency trusts that you value a professional image and will use good judgment in adhering to the SDC standards of dress and grooming.

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## Agreement and Signature

As a Volunteer or Intern, I pledge not to divulge, distribute or make public policy any client's personal or financial information.

My use or access to this information requires me to protect this data and maintain the highest degree of confidentiality regarding its use both within the SDC and/or VITA program and outside of the SDC and/or VITA program and in the community at large.

My use and/or access to confidential material as a result of my duties or assignment are to be limited to only the information required by those duties or assignment. If I use my duties or assignment to access information not required for my assignment, such action will constitute misuse. Deliberate efforts to use my duties to gain access to data with respect to which I am not authorized, by breaching installed security provisions or getting around them, will constitute an abuse. If either misuse or abuse occurs, I will be prohibited from performing volunteer duties within the SDC and/or VITA program.

By signing this form, I affirm that the facts set forth in it are true and complete. I understand that any false statements, omissions, or other misrepresentations made by me on this form may result in my immediate dismissal. **I commit to attending all the required training through the VITA program, passing the IRS certification and serving as a SDC VITA volunteer for hours specified above in the availability stated on page 3 (*minimum of 30 hours*).**

Name (printed)	
Signature	
Date	

## PROGRAM SUPERVISOR/MANAGER ONLY

Location and Program	
Please attach approved Schedule	
Supervisor Name (printed)	
Supervisor Signature	
Date	

## HRD Only

Start Date		Termination Date	
ID Issued	<input type="checkbox"/> Program ID w/ no access		<input type="checkbox"/> Agency ID w/Access