



American Red Cross

Orange County Chapter

601 N Golden Circle Drive
Santa Ana, CA 92705
(714) 481-5300
www.oc-redcross.org

Orientation Date:		Date of Birth (include year):	
Contact Information			
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.	Last	First	MI
Home Address		City	State Zip Code
Email:	Cell	Home	Work
Employer		Occupation	
Emergency Contact			
Name		Phone	Cell Relationship
Are you licensed to operate a motor vehicle in California? <input type="checkbox"/> Yes <input type="checkbox"/> No		Driver's license number:	Expiration Date:
Are you a student? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		School:	
Current Professional Licenses and Certifications (EMT, ham radio, RN, MD)			
Type	Number	State	Expiration Date
Type	Number	State	Expiration Date
Education (highest level achieved)			
Institution Name	City/State	Degree/Major	Dates Attended
Foreign Language Skills – please indicate languages in which you are conversational/fluent:			
<input type="checkbox"/> Spanish	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Italian	<input type="checkbox"/> Tagalog
<input type="checkbox"/> Korean	<input type="checkbox"/> French	<input type="checkbox"/> Farsi	<input type="checkbox"/> Japanese
<input type="checkbox"/> Chinese	<input type="checkbox"/> German	<input type="checkbox"/> Arabic	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Other:			
Activity Preferences			
<input type="checkbox"/> Disaster & Client Services	<input type="checkbox"/> Community Ambassador	<input type="checkbox"/> Health & Safety (Instructor)	
<input type="checkbox"/> Public Information Officer	<input type="checkbox"/> Community Outreach – Asian Pacific Islander	<input type="checkbox"/> Community Disaster Education	
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Community Outreach - Latino	<input type="checkbox"/> Office / Administrative	
Previous Red Cross Experience			
Have you ever worked as a Red Cross employee or volunteer? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, give Red Cross affiliation names, position and dates.)			

Background check

Have you ever been convicted of a felony or misdemeanor or entered a guilty plea or plea of no contest?

Yes No

If yes, please explain.

Have you ever been convicted of a crime that resulted in imprisonment? Yes No

If yes, please explain:

Note: Volunteers will be precluded from service if the background check shows a court imposed penalty for a crime within the past 7 years from the date of disposition, release from jail or prison, or release from probation or parole, whichever occurs latest.

Hobbies and Other Interests (especially if related to the Red Cross)

I do hereby authorize the American Red Cross, Orange County Chapter to investigate all information contained in this application and on attachments. All of the information I have completed is true and correct to the best of my knowledge and I understand that false statements on this application may result in denial of this application or termination of any volunteer position that is obtained. I understand that this application is for a volunteer position that may be terminated by me or by the American Red Cross, Orange County Chapter at any time for any reason at all.

I voluntarily authorize the American Red Cross, Orange County Chapter to contact any and all of the entities listed above, including my employer and reference. Also, I voluntarily authorize the American Red Cross, Orange County Chapter to obtain a copy of my driving record from the California Department of Motor Vehicles (DMV). I understand that the American Red Cross, Orange County Chapter will consider the information obtained from the above sources when making decisions regarding my application for or retention of a volunteer position.

I understand that the above information is supplied voluntarily and may be used and disclosed for Red Cross purposes. As a Red Cross volunteer, I understand I will not be paid for my services.

I understand that every attempt will be made to place volunteers in their area of expertise. However, in times of crisis/disaster, the American Red Cross may need to place volunteers in other areas of priority.

Signature: _____

Date: _____

Print Name: _____

CONFIDENTIAL

STATISTICAL INFORMATION

The Orange County Chapter of the American Red Cross, in recognition of its responsibility to employees, volunteers, and the community it serves, reaffirms its policy to assure fair and equal treatment in all of its practices, for all persons. The American Red Cross, Orange County Chapter will not discriminate on the basis of race, color, sex, religion, or national origin, or against any qualified handicapped individual, disabled veteran or veteran of the Vietnam era. The following information is requested only to determine the diversity of Red Cross volunteers.

The data will be kept in a confidential file separate from your application to volunteer.

Gender: Male Female

Veteran: Yes No

Disabled Yes No

Ethnic group:

Hispanic or Latino	<input type="checkbox"/>
White/Caucasian	<input type="checkbox"/>
Black or African American	<input type="checkbox"/>
Native Hawaiian or Other Pacific Islander	<input type="checkbox"/>
Asian	<input type="checkbox"/>
American Indian or Alaska Native	<input type="checkbox"/>
Two or More Races	<input type="checkbox"/>
Decline to state	<input type="checkbox"/>

Age Group

12-17 years old	<input type="checkbox"/>
18-24 years old	<input type="checkbox"/>
25-64 years old	<input type="checkbox"/>
65 years & older	<input type="checkbox"/>
Decline to state	<input type="checkbox"/>

CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY AGREEMENT

For All Volunteers

This Confidential Information and Intellectual Property Agreement (“Agreement”) is made as of the date of signature below (“Effective Date”), by and between THE AMERICAN NATIONAL RED CROSS, including all chartered units (“Red Cross”, and the undersigned (“I,” “me” or “my”).

Reasons for Agreement

I desire to volunteer or to continue to volunteer with the Red Cross. I acknowledge that I may, in the course of my service to the Red Cross (“Volunteer Service”), have access to or create (alone or with others) confidential and/or proprietary information and intellectual property that is of value to Red Cross. I understand that this makes my position one of trust and confidence. I understand Red Cross’ need to limit disclosure and use of confidential and/or proprietary information and intellectual property. I understand that all restrictions are for the purpose of enabling the Red Cross to fulfill its humanitarian mission, to maintain donors, customers and clients, to develop and maintain new or unique products and processes, to protect the integrity and future of Red Cross and to protect the employment and volunteer opportunities of the Red Cross. THEREFORE, I agree to the following:

1. Definitions.

“Confidential Information” shall include but not be limited to:

- i. information relating to Red Cross’ financial, regulatory, personnel or operational matters,
- ii. information relating to Red Cross clients, customers, beneficiaries, suppliers, donors (blood and financial), employees, volunteers, sponsors or business associates and partners,
- iii. trade secrets, know-how, inventions, discoveries, techniques, processes, methods, formulae, ideas, technical data and specifications, testing methods, research and development activities, computer programs and designs,
- iv. contracts, product plans, sales and marketing plans, business plans and
- v. all information not generally known outside of Red Cross regarding Red Cross and its business, regardless of whether such information is in written, oral, electronic, digital or other form and regardless of whether the information originates from Red Cross or Red Cross agents.

“Intellectual Property” shall include but not be limited to”

- i. all inventions, discoveries, techniques, processes, methods, formulae, ideas, technical data and specifications, testing methods, research and development activities, computer programs and designs (including improvements and enhancements and regardless of patentability),
- ii. trade secrets and know-how,
- iii. all copyrightable material that is conceived, developed, or made by me, alone or with others,
- iv. trademarks and service marks and
- v. all other intellectual property.

Intellectual Property shall include any intellectual property created by me:

- vi. in the course of Volunteer Service or using Red Cross time, equipment, information or materials, and
- vii. within one (1) year after termination of Volunteer Service and relating directly to work done during Volunteer Service.

Intellectual Property may be in any form, including but not limited to written, oral, electronic, digital or other form.

2. Obligation of Confidentiality. Except as may be required for the performance of my duties during Volunteer Service, or unless specifically authorized in writing by Red Cross, I shall not use or disclose, for my or for others' benefit, either during or after Volunteer Service, any Confidential Information.

3. Disclosure and Ownership of Intellectual Property. I (i) shall promptly and fully disclose to Red Cross any and all Intellectual Property, (ii) agree that all Intellectual Property shall be owned by Red Cross, (iii) agree to and do hereby assign, transfer, and convey to Red Cross the entire right, title, and interest in and to all Intellectual Property, (iv) will execute and deliver any and all documents, take all actions and render any and all assistance reasonably requested by Red Cross, during or at any time after Volunteer Service, to establish Red Cross' ownership of, or to enable Red Cross to obtain patents to or register copyrights of, any Intellectual Property that is copyrightable subject matter and that qualifies as a "work made for hire" shall be automatically owned by Red Cross. In the event Red Cross is unable to for any reason whatsoever to secure my signature to any document required to apply for or execute any patent, copyright, or other applications with respect to Intellectual Property, I hereby irrevocably appoint Red Cross and its authorized officers and agents and attorneys-in-fact to execute and file any such application and to do all other acts to further the prosecution and issuance of patents, copyrights, or other rights with respect to Intellectual Property with the same legal force and effect as if executed by me. *As a reminder, Intellectual Property shall only include intellectual property created by me (y) in the course of Volunteer Service or using Red Cross time, equipment, information or materials, and (z) within one (1) years after termination of Volunteer Service and relating directly to work done during Volunteer Service.*

4. Ownership and Return of Material. All materials, including but not limited to business information, files, research, records, memoranda, books, lists, computer disks, hardware, software, cell phones and other wireless devices, documents, drawings, models, apparatus, sketches, designs and any other embodiment of Confidential Information or Intellectual Property received by me during Volunteer Service, and any tangible embodiment of such materials created by me, alone or with others, whether confidential or not, are the property of Red Cross. I shall return to Red Cross all such materials, including copies thereof, in my possession or under my control upon termination of Volunteer Service for whatever reason or upon the request of Red Cross. The return of such materials shall take place within twenty-four (24) hours of notice of termination or upon request of Red Cross, whichever comes first.

5. Survival of Obligations and Enforcement. The obligations that I have under this Agreement shall survive the termination of Volunteer Service, regardless of the reasons or method of termination. I agree that Red Cross shall be entitled to recover from me all attorneys' fees incurred in enforcing Red Cross' rights under this Agreement.

I represent that the above restrictions are necessary to protect Red Cross' legitimate interests, and that these restrictions will not prevent me from earning livelihood.

Signature

Date

Printed Name

American Red Cross
CODE OF BUSINESS ETHICS AND CONDUCT

The American Red Cross is a not-for-profit charitable organization dedicated to providing services to those in need. The Red Cross has traditionally demanded and received the highest ethical performance from its employees and volunteers. In an effort to maintain the high standard of conduct expected and deserved the American public and to enable the organization to continue to offer its services, the American Red Cross operates under the Code of Business Ethics and Conduct outlined below. All volunteers and employees are required to sign the Code of Business Ethics and Conduct form certifying that, in delivering Red Cross services and in all other Red Cross activities they shall meet the following standards of conduct:

Compliance Requirements. All volunteers and employees are required to comply with applicable federal, state and local laws and regulations and with American Red Cross corporate policies and regulations.

Actions Prohibited by the Code of Business Ethics and Conduct. No employee or volunteer shall engage in the following actions:

a. **Personal Use.** Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services or property of the American Red Cross, except in conformance with American Red Cross policy.

b. **Financial Advantage.** Accept or seek on behalf of or any other person, any financial advantage or gain of other than nominal value offered as a result of the volunteer's or employee's affiliation with the American Red Cross.

c. **Red Cross Affiliation.** Publicly use any American Red Cross affiliation in connection with the promotion of partisan politics, religious matters or positions on any issue not in conformity with the official positions of the American Red Cross.

d. **Confidentiality.** Disclose any confidential American Red Cross information that is available solely as a result of the volunteer's or employee's affiliation with the American Red Cross to any person not authorized to receive such information, or use to the disadvantage of the American Red Cross any such confidential information, without the express authorization of the American Red Cross.

e. **Improper Influence.** Knowingly take any action or make any statement intended to influence the conduct of the American Red Cross in such a way as to confer any financial benefit on any person, corporation, or entity in which the individual has a significant interest or affiliation.

f. **Conflict of Interest.** Operate or act in a manner that creates a conflict or appears to create a conflict with the interests of the American Red Cross and any organization in which the individual has a personal, business, or financial interest. In the event there is a conflict, the American Red Cross has a structured conflict of interest process. First the individual shall disclose such conflict of interest to the chairman of the board or the chief executive officer of the individual's Red Cross unit or the general counsel of the American Red Cross, as applicable. Next, a decision will be made about the conflict of interest, and, where required, the individual may be required to recuse or absent himself or herself during deliberations, decisions and/or voting in connection with the matter.

g. **Retaliation.** Retaliate against any employee or volunteer who seeks advice from, raises a concern with or make a complaint to a supervisor or other member of management, the ombudsman, the Concern Connection Line, the Biomedical Regulatory Hotline or any other whistleblower program, about fraud,

waste, abuse, policy violations, discrimination, illegal conduct, unethical conduct, unsafe conduct or any other misconduct by the organization, its employees or volunteers.

h. Contrary to the Best Interest of the Red Cross. Operate or act in any manner that is contrary to the best interests of the American Red Cross.

Ombudsman Program- Informal Dispute Resolution. The American Red Cross has an organizational ombudsman program designated as the neutral or impartial dispute resolution practitioner whose major function is to provide confidential and informal assistance to the many constituents with concerns or complaints about the Red Cross. The constituents who seek the ombudsman's services are internal stakeholders, such as employees and volunteers, and external stakeholders, such as a Red Cross clients, donors, suppliers, vendors, and the public at large. The ombudsman provides a voluntary, confidential and informal process to facilitate fair and equitable resolutions and explore a range of alternatives or options to resolve the problems. If a formal investigation is what the individual seeks, referrals to the whistleblower hotlines may be appropriate.

Investigations, Compliance and Ethics- Formal Dispute Resolution. Distinguishing from the actions of the ombudsman, the Office of the General Counsel and Office of Investigations, Compliance and Ethics (IC&E) conduct formal investigations into allegations of fraud, waste, abuse, Red Cross policy violations, illegal or unethical conduct or other improprieties regarding the Red Cross. Usually, the allegations arise from whistleblower complaints of Red Cross employees and volunteers seeking formal review or investigations of their allegations of wrongdoing.

Whistleblower Hotline Programs. The American Red Cross encourages open communications. All employees and volunteers are encouraged to bring any concerns they have regarding the organization or its employees or volunteers to their direct supervisor. If individuals seek an informal and confidential resolution, the ombudsman may be the appropriate choice. If a formal IC&E investigation is sought, the hotlines described below are the appropriate choice.

If an employee or volunteer suspects or knows about misappropriations, fraud, waste, abuse, Red Cross policy violations, illegal or unethical conduct, unsafe conduct or any other misconduct by the organization or its employees or volunteers, that individual should alert his or her supervisor or other member of local management. In those cases where an employee or volunteer is not comfortable telling his or her supervisor or local management, the employee or volunteer may contact the Concern Connect Line at 1-888-309-9679. For concerns about the collection, manufacturing, processing, distribution or utilization of blood or blood components (e.g, violations of FDA or OSHA regulations, falsification, quality failures, training, Biomedical Services computers and equipment issues), an employee or volunteer who is not comfortable with contacting his or her supervisor of local management unit may contact the Biomedical Regulatory Hotline at 1-800-741-4738.

CERTIFICATION OF COMMITMENT TO THE CODE OF BUSINESS ETHICS AND CONDUCT

I, _____, certify that I have read and understand the Code of Business Ethics and Conduct of the American Red Cross and agree to comply with it, as well as applicable laws that impact the organization, at all times. I affirm that, except as listed below, I have not personal, business or financial interests that conflicts or appears to conflict, with the best interests of the American Red Cross. I agree to discuss any conflicts listed below with the chairman of the board or the chief executive officer of my unit or general counsel of the American Red Cross and to refrain from participating in any discussions, deliberations, decisions and/or voting related to the matter presenting the conflict until such a time as it is determined by the Red Cross that the conflict is mitigated or otherwise resolved.

Describe any potential conflicts:

At any time during the term of my affiliation with the American Red Cross, should an actual or potential conflict of interest arise between my personal, business, or financial interests and the interests of the Red Cross, I agree to: (1) disclose promptly the actual or potential conflict to the chairman of the board or the chief executive officer of my Red Cross unit or the general counsel of the American Red Cross; and (2) until the Red Cross approves actions to mitigate or otherwise resolve the conflict, refrain from participating in any discussions, deliberations, decisions and/or voting related to the conflict of interest.

Signature

Date

Printed Name

OC ARC Code of Business Ethics and Conduct Revised 2-2009

**AMERICAN RED CROSS, ORANGE COUNTY CHAPTER
VOLUNTEER STAFF DRUG AND ALCOHOL POLICY**

Volunteer staff who are involved with the illegal use of drugs or abuse alcohol (which we define as either impaired functioning or a blood alcohol level beyond the legal limit) pose unacceptable risk to the work environment and may also undermine public confidence in the Red Cross and its programs. To comply with federal law, and to protect the work environment and public confidence in the Red Cross, our policy on drug related activity and alcohol abuse is outlined below:

WHAT IS PROHIBITED AND REQUIRED TO VOLUNTEERS

The following prohibitions apply to volunteers while on Red Cross property, in a Red Cross business and/or while performing Red Cross business, or engaging in any other activities in which the volunteer's actions can undermine public confidence in the Red Cross and its programs.

A. Alcohol

Being under the influence, possessing, consuming, or selling alcohol is prohibited. In addition, persons whose position with the Red Cross requires driving as a part of their work may be removed from such position if found to have been driving under the influence of alcohol whether on duty or off duty.

B. Legal Drugs

"Legal drugs" are those that are prescribed or over the counter and which are legally obtained by the volunteer and used for the purpose for which they were prescribed and sold. Even such legal drugs may affect the safety of the volunteer, co-workers, or members of the public. Therefore, any volunteer who is taking any legal drug which might impair safety, performance, or any motor function, must advise his or her supervisor before reporting to work under such medication. If the Red Cross determines that such use does not pose any safety or performance risk, the volunteer will be permitted to work.

C. Illegal Drugs

"Illegal Drugs" are drugs or controlled substances which are (1) not legally obtainable or (2) legally obtainable, but not obtained in a lawful manner. Examples include cocaine, marijuana, and prescription drugs which were not lawfully obtained. The use, purchase, sale, transfer possession, being under the influence, or the presence in one's system of a detectable amount of an illegal drug by any volunteer is prohibited.

D. Testing for Drugs and Alcohol

A blood test, urinalysis, or other drug or alcohol screening may be required as a condition of remaining a Red Cross volunteer:

1) Where the appropriate Red Cross official has reason to believe the volunteer may be using drugs or may be under the influence of drugs or alcohol. "Reason to believe" includes an injury or accident on the job where there is reason to believe that volunteer impairment may have been a factor.

2) As part of occasional follow-up testing, if the volunteer is found to have breached these policies but been permitted to remain employed. A volunteer's cooperation with such a drug or alcohol screening test is required as a condition of retention/employment as a volunteer. The volunteer's refusal to cooperate with such a request and to provide a specimen is grounds for termination.

E. Self Identification to Red Cross Management/Supervisor

Volunteers who take the initiative of advising their supervisor or manager in advance that they have a medical problem with regard to alcohol or drug use, who have not engaged in

misconduct or repeated poor performance in their Red Cross role(s), and who demonstrate a commitment to take the necessary remedial action, will be eligible for a temporary status change to "in-active" and will not be subjected to disciplinary action.

Violation of Policy

Any violation of this policy will be grounds for termination. However, a volunteer who (1) admits illegal drug use when questioned by the Red Cross or who tests positively for substance abuse but (2) has not engaged in misconduct, unsafe conduct, or poor job performance, may be placed on "in-active" status in lieu of termination for a maximum of one month for the purpose of rehabilitation, which may include successful completion of a Red Cross designated substance abuse rehabilitation program. However, prior to reinstatement thereafter to the next appropriate opening, the volunteer must present reliable medical evidence that he/she overcame the substance abuse problem and must consent in writing to occasional testing on request over the next twelve months, to be certain that there has not been any resumption of usage of drugs or alcohol in violation of this policy. Failure to take and pass any such requested test will result in immediate termination.

Orange County Chapter volunteers are obligated to sign a statement acknowledging they have read and understand this policy. Violation of the Chapter's policy on drug and alcohol abuse shall result in disciplinary action, up to and including termination.

Name (print) _____

Signature _____

Date _____