



Volunteer Information Form

Date:

Name:		Date of Birth:
Address: City, State, Zip:		
Home Phone:	Cellular Phone:	Email:
Emergency Contact (Name & Phone Number):		
Occupation:		
Languages spoken?		
How did you hear about Legacy of Life Hawai'i?		
Please describe your experience/knowledge that you have with organ donation/transplant:		
Are you a donor family? <input type="checkbox"/> Yes <input type="checkbox"/> No	Recipient: <input type="checkbox"/> Yes <input type="checkbox"/> No What organ?	Are you a living donor : <input type="checkbox"/> Yes <input type="checkbox"/> No
Know a donor or donor's family member? <input type="checkbox"/> Yes <input type="checkbox"/> No	Know a recipient? <input type="checkbox"/> Yes <input type="checkbox"/> No	Waiting for an organ? <input type="checkbox"/> Yes <input type="checkbox"/> No
Related to someone waiting for an organ? <input type="checkbox"/> Yes <input type="checkbox"/> No	Know someone waiting? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Availability:		
<input type="checkbox"/> Weekdays _____		
<input type="checkbox"/> Evenings _____		
<input type="checkbox"/> Weekends _____		
Do you have a CPR card? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you drive? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you know first aid? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have access to a Car? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have current car insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Yes? Please list:	Is your vehicle current in registration? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Areas of Interest		
<input type="checkbox"/> Health Fairs & Expo's	<input type="checkbox"/> Green Ribbon Making	<input type="checkbox"/> Public Speaking <input type="checkbox"/> Office Work
<input type="checkbox"/> DMV Outreach	<input type="checkbox"/> Green Ribbon & LLH Brochure Distribution	<input type="checkbox"/> Legislative Outreach

Special Skills:

Religion: _____

Church: _____

Would you be interested in our National Donor Sabbath campaign?

Do you have public speaking skills?

Please attach the following:

Copy of driver license or state ID:

Copy of volunteer contract:

Hawaii Organ Procurement Organization (HOPO)

Document Number: MK-FORM-.1	Approval Date: 04/16/2014	Effective Date: 04/16/2014	Revision: 2
Title: Volunteer Confidentiality and Non-Disclosure Agreement Form			

This agreement is made as of the _____ day of _____, 20__ by and between _____ known as "volunteer" and Hawaii Organ Procurement Organization (HOPO) dba Legacy of Life Hawaii (LLH).

This Agreement shall govern the conditions of disclosure by LLH to volunteer of certain "Confidential Information" including but not limited to organ and / or tissue donor and family information, data, documents and files relating to LLH and its operations.

With regard to the Confidential Information, volunteer hereby agrees:

1. Not to use the information therein except for volunteer-related activities authorized by LLH.
2. To safeguard the information against disclosure to others with the same degree of care as he/she exercises with his/her own information of a similar nature.
3. Not to disclose the information to others, without the express written permission of LLH.
4. This Agreement shall be governed by and construed in accordance with the laws of the State of Hawaii.
5. This Agreement contains the entire agreement of the parties relating to its subject matter and supersedes all prior or contemporaneous oral or written agreements.
6. This Agreement may not be amended except by mutual written agreement of the parties.

Signature _____

Date _____

Printed Name _____

LLH Witness

Title

Date

Hawaii Organ Procurement Organization (HOPO)

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Title: Photo/Video Release Form			

I hereby grant Hawaii Organ Procurement Organization, dba Legacy of Life Hawai'i (LLH) and its trustees, officers, employees, legal agents and assigns, the unrestricted right to use, reproduce and publish photographs, pictures or video images of me, included in whole or in part, for art, advertising, trade or any other lawful purpose whatsoever.

I hereby waive any right that I may have to inspect and /or approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. I will make no monetary or other claim against LLH for the use of any of the above listed images of me.

I hereby release LLH and its trustees, officers, employees, legal agents and assigns from any and all claims, actions and liability relating to its use of said images.

Print Name

Signature

Date

Phone Number

Address

City

State

Zip Code

If under 18, Signature of Parent/Guardian

Date

Parent/Guardian Print Name

Volunteer Rights

I have the right to...

- Be respected by staff and volunteers
- Refuse to perform certain tasks that they are not comfortable with
- Not have the responsibilities of a paid employee
- Not be left at a venue alone
- Not to be at a speaking venue alone
- Be treated fairly
- To volunteer at a safe and healthy environment
- Be recognized for volunteer services

Dress Code for Volunteers

- Please dress appropriately for the event you will be attending
 - Speakers generally wear business casual
 - Health fair volunteers generally wear shorts/jeans and their LLH t-shirts
- Understand that when you are at an event, you are representing LLH and organ donation
- Shoes: You may be standing for periods of time, in various settings – please wear comfortable shoes that you can walk around in.
- If you need of a new LLH shirt, please let us know *before* your next event, so we can bring it with us to the venue

General Emergency Procedures

Your safety is our HIGEST priority!!

- Try to note where the closest fire escape, first aid kit, or defibrillator is to your location
- If someone has collapsed, or is in need of emergency attention:
 - **CALL 911 FIRST**. Even if you hear of others calling 911, it is always better to have too many calls than none
 - The 911 dispatcher is highly trained: **IF** you are able to, follow the dispatchers instructions
 - When the situation permits, and if we don't already know, let LLH staff know what happened
- In case of a fire or emergency evacuation:
 - **DO NOT STOP TO TEXT, TWEET, OR HASHTAG!**
 - Follow the instructions given to you by emergency personnel
 - If you have to abandon the booth, that's OK!! We can replace everything except you

Other

- If you are driving to an event:
 - Do not text and drive
 - Wear your seatbelt
 - We understand that flat tires, accidents, and tickets happen – if you can call us. Great. But please don't stress over this
- Illness
 - If you are ill – stay home
 - If you become ill while at the event, let LLH staff know and go home
 - If you are getting over a cold/flu, stay home – your immune system is weak, and the last thing you need is someone sneezing on you
 - Wash your hands or use hand sanitizer
- While at an event where you are representing LLH:
 - Do not engage the public about personal business endeavors – this is not the time for you to be networking
 - Do not argue with the public – occasionally, you may encounter people vehemently opposed to organ and tissue donation, and some who find it to be offensive. Take a deep breath, smile, and say “Thank you very much for your time, have a nice day”
 - Do not argue with your fellow volunteers – if there is friction, let LLH staff know and excuse yourself from the event
- Training sessions and workshops
 - We hold an annual orientation for new and veteran volunteers. At this event we will go over any new policies and procedures, update your volunteer files, and replace your old LLH t-shirts with a new one (if needed). Your attendance is greatly appreciated! Lunch is served and it gives you an opportunity to meet fellow volunteers before an event.
 - Before certain campaigns we may hold workshops to help get everyone on the same page. If you feel you are unprepared for an event, please let us know and we will work with you on this.