

Holistic Health Community ADMINISTRATIVE VOLUNTEER APPLICATION



Dear Prospective Volunteer,

Thank you for your interest in volunteering with the Holistic Health Community. We are grateful that you would like to join us in our mission to facilitate access to holistic healthcare for all.

Applications from administrative volunteers need the following for completion:

- ⊙ Completed Application Form
- ⊙ Professional Curriculum Vitae or Resume
- ⊙ 2 Letters of reference
- ⊙ RVHHC Code of Conduct signed

Volunteer applications, when complete, may be mailed to this address:

Ms. Donna Nisha Cohen
Coordinator of Administrative Volunteers
For the Holistic Health Community
70 Duck Pond Road
Stone Ridge, NY 12484

If you have questions or need help completing the application you may call Donna at 845-687-4836.

Thank you for striving to make a difference in the healthcare of our community!

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Date:

Full Name:

Preferred Name:

Address:

City:

State:

Zip:

Home Phone:

Mobile Phone:

Work Phone:

E-mail:

Birthday:

Preferred method of contact (please circle one): Home Work Cell e-mail

Emergency Contact:

Phone:

What other languages do you speak besides English?

What skills would you like to contribute to the Holistic Health Community (for example: customer service, computer skills, grant writing)

Why do you want to volunteer for the Holistic Health Community?

What would you like us to know about you (for example: special needs, time limitations, activity restrictions, career goals ...)?

Employment & Education *Please attach your curriculum vitae

Occupation:

Circle applicable status: Employed Self-employed Un-employed Retired Student Other

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Letter of Reference

Administrative Volunteer Candidate's Name:

Reference Name:

Address:

Phone:

Email:

Length of time known candidate:

The Holistic Health Community, Inc. is a nonprofit collection of holistic health care providers and other volunteers who offer their services to assist people holistically with their health problems during our Community Holistic Healthcare Days. Our mission is to serve our community by promoting wellness and healthy living. Insurance coverage is not needed. Services for the healthcare may be returned in kind by volunteer hours, or other local community service.

Holistic Health Community asks each applicant to provide two letters of reference. The above volunteer has submitted you as one reference. We keep the information as confidential as possible but if you are uncomfortable with your responses being written and submitted or if you wish to contact us about anything, please feel free to call Ms Donna Cohen at 845-430-0351.

Please answer the following questions (use the space below and on the back of this page).

- 1.) Is the above Volunteer Candidate one whom you support as compatible with the HHC mission?

- 2.) Is there any reason you know of why this person would be a detriment to the organization?

Please send completed letters to:

Donna Cohen, 70 Duck Pond Road, Stone Ridge, NY 12484

Thank you.

Signature of Reference

Date

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CODE OF CONDUCT for Administrative Volunteers

- ⊙ Shall apply to all administrative volunteers involved with any aspect of the functioning, operations or committee activities of the Holistic Health Community.
- ⊙ To comply with privacy regulations: Client and member confidentiality shall be maintained at all times. No client information shall be discussed in any public area. Only practitioners directly involved in any given client's care shall access client medical records.
- ⊙ For legal agent reasons: No volunteer shall promote his or her expertise in the community in conjunction with his or her participation in the work of the Holistic Health Community unless the circumstances of such promotion have been approved by the Board of Directors of the Holistic Health Community.
- ⊙ All volunteers shall conduct themselves in a professional and ethical manner at all times and in any aspect of the HHC operations or committee activities. All actions, verbal or written interactions and other behavior shall be such that the integrity of the HHC is maintained at all times and that such actions and behaviors do not impede the process of the HHC toward achieving its goals and mission. Concerns about operations, activities, administrative volunteers or practitioner volunteers shall not be discussed outside appropriate committee activities. Professionalism shall also be applied to the dress code for all volunteers.
- ⊙ The Board of Directors of the Holistic Health Community is responsible for reviewing concerns expressed by any volunteer or client for conflict resolution and for problem solving, and shall work to maintain the confidentiality and the dignity of any individual involved. This process shall include an impartial and objective review of all aspects of the concern involved.
- ⊙ No criminal behavior and no discriminatory or prejudicial behavior, actions or speech shall be tolerated at any time. Any such activity shall be cause for immediate suspension of the volunteer involved with follow-up and final recommendations to follow as appropriate.

I, _____ have received a copy of the Holistic Health
PLEASE PRINT

Community Code of Conduct for Administrative Volunteers, and as a volunteer, and by my signature below, I have read, understood and agreed to follow it.

Signature and Title (if appropriate)

Date