



Dear Prospective Volunteer:

I'm delighted to hear that you are interested in becoming a volunteer with Home Safe.

As the sole provider of shelter/foster care to abused, abandoned, neglected, and drug-exposed children in Palm Beach County, we strive to place volunteers in our organization to enhance the overall quality of care given to over 50 youth, ages newborn to 18. Volunteers are also valuable in administration areas and with special events.

In order to be considered as a volunteer, completion of the enclosed volunteer application in its entirety is required. One of the forms in the application is an Affidavit of Good Moral Character. This form must be signed in the presence of a notary public. If you are in the area of our locations, I will be happy to notarize the form for you. Please make sure that **BOTH** Law Enforcement forms are filled out completely. All print must be clearly legible. Once the forms are completed, they must be either mailed through the postal service or hand delivered. Law also requires us to have our volunteers fingerprinted. Please call or e-mail me with your mailing address, and I'll send you the card. You can take it to the Palm Beach County Sheriff's office or to your local law enforcement office where they will fingerprint you and return it to me to be processed.

***A COPY OF YOUR CURRENT DRIVER'S LICENSE WITH PHOTO I.D. MUST BE INCLUDED IN YOUR APPLICATION.***

Upon receiving your complete application, two law enforcement background checks will be done; one through your local police department and the other through the Palm Beach County Sheriff's Office. We will need to schedule an interview after we receive your volunteer packet. Following a successful law enforcement background and FBI check, you will be notified of dates of when you will be invited to attend mandatory volunteer orientation training. Once your training is completed, you may start volunteering in our organization. We will strive to place you in the area that would benefit best from your talents/expertise.

If you have additional questions or need further information, please feel free to contact me at 561-383-9800 extension 1309 or [DarleneTorres@helphomesafe.org](mailto:DarleneTorres@helphomesafe.org). I look forward to meeting you soon and thank you again for your interest.

Sincerely,

*Darlene Torres*

Darlene R. Torres  
Development Associate

## **Home Safe Boys – West Palm Beach**

Position Title: Youth Care Volunteer

### Duties To Be Performed

A residential setting for boys aged 13 – 18. Volunteers will interact with these young men along the lines of being a mentor and big brother/sister. Through games, social activities, and sport activities over a period of time they will become mentors to these boys where social and life skills may be imparted. Volunteers may interact with residents on a one-on-one basis in activity areas of mutual interest. The boys enjoy playing sports, especially football and basketball. Volunteers may be requested to help prepare dinners and supervise completion of assigned chores. Some off campus activities may be accomplished on a one-on-one basis with a volunteer and resident.

### Required Skills/Experience

No specialized skills required other than a high degree of interest in enhancing the quality of a young man's life. A lot of common sense, interest in a long-term relationship to foster a meaningful mentoring relationship.

### Days/Times Needed

All Days, various times. There is a great need for assistance on the weekends for planned events. Please call beforehand to make sure of the daily schedule even during the week since they do go out periodically. Extra help is needed especially during holidays and summer when youth are out of school.

## **Safety Net Program – Lake Worth**

Position Title: On-Site Child Care Volunteer

### Duties To Be Performed

While parents are going through group/individual counseling sessions volunteers are needed to perform childcare supervision, assist in food preparation, tutor the children, and provide youth mentoring. Safety Net also has other special events like food drives, toy drives, and holiday events where volunteers would be needed to assist.

### Required Skills/Experience

Specialized interest and/or skills in Child rearing, academic tutoring (i.e. reading, math, etc), and working well with others.

### Days/Times Needed

Safety Net: Tuesday & Wednesdays 6:00 PM – 8:30 PM and for special events.

## **Lake Worth, Boca Raton**

Position Title: Administrative Volunteer

### Duties To Be Performed

Volunteers are needed to assist with clerical duties in the administrative offices. Duties include filing, answering phones, shredding and mail distribution.

### Required Skills/Experience

Previous experience with basic reception and organizational skills. Friendly, personable and good telephone communication skills are requested.

### Days/Times Needed

Monday – Friday, 8:30 am – 4:00 pm.

## **All Locations – Application Process is Not Necessary for the Following**

Position Title: General Maintenance Volunteer

### Duties To Be Performed

Provide landscape maintenance support at all facilities, excluding West Palm Beach. Working independently, maintain existing landscape schemes in way that enhances the visual appearance of the facilities. Landscapes are very similar to typical residential settings and are maintained in typical fashion. Volunteer support will augment landscape support provided as a contract service. Provide sprinkler system maintenance at all facility settings. Periodically test sprinkler systems to ensure all heads are in proper working order and replace those that are broken and damaged. Ensure that timing mechanisms are properly set. Sprinkler systems are typical residential type layouts. Provide carpentry support to do facility modifications/alterations. Help is also needed in the washing/detailing of the agency vehicles. Volunteers are needed to provide toy repair and maintenance.

### Required Skills/Experience

Landscape and sprinkler system maintenance skill requirements are typical of those a homeowner would have in maintaining their own residences. Individuals who have work experience in home building/remodeling would best provide carpentry support. Could work independently after general design objectives are outlined. General mechanical skills and experience in repairing small toys, bicycles, etc. Provide own tools. Repairs can be accomplished on campuses or at home with TCP providing repair parts.

### Days/Times Needed

Monday – Friday 8:00 AM – 4:30 PM unless otherwise coordinated with the Director of Facilities, Joe Lanham. Note that application process not applicable to this volunteer opportunity.

## **Special Events**

### Duties to Be Performed

Registrations, envelope stuffing, etc... Please call for a list of what is coming up.

All information below must be filled out and printed clearly or this application **cannot** be processed.



Name:
Date:
Social Security No.
Address:
City: State Zip:
Drivers License No:
Drivers License State:
Primary Phone:
Occupation
Check here if you would like to donate the \$32 cost for the FBI Fingerprinting:_____
Other Phone:
E-mail:
Our organization uses e-mail frequently to communicate to our active volunteers. These e-mails would share notices of needs and opportunities to take part in or to be aware of. Our goal is to communicate most efficiently with you. If you become an active volunteer, would we be permitted to add you to this e-mail list? YES NO I don't have an e-mail address
Employer:
Address:

**How did you hear about our agency? Please check all that apply:**

TV Radio School \_\_\_\_\_ Friend \_\_\_\_\_  
 Civic Club \_\_\_\_\_ Co-Worker \_\_\_\_\_  
 Internet \_\_\_\_\_  
 RELIGIOUS ORGANIZATION \_\_\_\_\_  
 NEWSPAPER: \_\_\_\_\_ Other: \_\_\_\_\_

*Please list any previous volunteer experience:*

Activity	Agency	Dates(From/To)

*List specific skills and talents that might be useful in your volunteer work:*

Languages other than English:

**Please List Three References Home Safe may Contact:**

**Name:**

**Phone:**

**Years Known:**

**Describe Relationship**

**Type Reference (circle one):    Employment        Personal        Volunteer**

**Name:**

**Phone:**

**Years Known:**

**Describe Relationship**

**Type Reference (circle one):    Employment        Personal        Volunteer**

**Name:**

**Phone:**

**Years Known:**

**Describe Relationship**

**Type Reference (circle one):    Employment        Personal        Volunteer**

# Affidavit of Good Moral Character State of Florida/County of Palm Beach



Before me this day personally appeared \_\_\_\_\_ who, being duly sworn, deposes and says:

I am an applicant for volunteering with Home Safe, Inc.

By signing this form, I am swearing that I have not been found guilty or entered a plea of guilty or nolo contendere (no contest), **regardless of the adjudication**, to any of the following charges under the provisions of the Florida Statutes or under any similar statute of another jurisdiction. I also attest that I do not have a delinquency record that is similar to any of these offenses.

I understand I must acknowledge the existence of any criminal records relating to the following list regardless of whether or not those records have been sealed or expunged. I understand that I am also obligated to notify my employer of any possible disqualifying offenses that may occur while employed in a position subject to background screening under Chapter 435, Florida Statutes.

Relating to:

- Sections: 415.111 adult abuse, neglect, or exploitation of aged persons or disabled adults
- 741.30 domestic violence and injunction for protection
- 782.04 murder
- 782.07 manslaughter, aggravated manslaughter of an elderly person or disabled adult or aggravated manslaughter of a child
- 782.071 vehicular homicide
- 782.09 killing an unborn child by injury to the mother
- 784.011 assault, if the victim of offense was a minor
- 784.021 aggravated assault
- 784.03 battery, if the victim of offense was a minor
- 784.045 aggravated battery
- 784.075 battery on a detention or commitment facility staff
- 787.01 kidnapping
- 787.02 false imprisonment
- 787.04(2) taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings
- 787.04(3) carrying a child beyond state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
- 790.115(1) exhibiting firearms or weapon or device, destructive device, or other weapon on school property
- 790.115(2)(b) possessing an electric weapon or device, destructive device, or other weapon on school property
- 794.011 sexual battery
- 794.041 prohibited acts of persons in familial or custodial authority
- Chapter: 796 prostitution
- Section: 798.02 lewd and lascivious behavior
- Chapter: 800 lewdness and indecent exposure
- Section: 806.01 arson
- Chapter: 812 felony theft and/or robbery and related crimes, if a felony
- Sections: 817.563 fraudulent sale of controlled substances, if the offense was a felony
- 825.102 abuse, aggravated abuse, or neglect of disabled adults/elderly person
- 825.1025 lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
- 825.103 exploitation of disabled adults/elderly persons, if offense was a felony
- 826.04 incest
- 827.03 child abuse, aggravated child abuse, or neglect of a child
- 827.04 contributing to the delinquency or dependency of a child
- 827.05 negligent treatment of children

- 827.071 sexual performance by a child
- 843.01 resisting arrest with violence
- 843.025 depriving an officer means of protection or communication
- 843.12 aiding in an escape
- 843.13 aiding in the escape of juvenile inmates in correctional institution
- Chapter: 847 obscene literature
- Sections: 874.05(1) encouraging or recruiting another to join a criminal gang
- Chapter: 893 drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor
- Sections: 944.35(3) inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
- 944.46 harboring, concealing, or aiding an escaped prisoner
- 944.47 introduction of contraband into a correctional facility
- 985.4045 sexual misconduct in juvenile justice programs
- 985.4046 contraband introduced into detention facilities

**ONE OF THE FOLLOWING STATEMENTS *MUST BE MADE*:**

Under the penalty of perjury, which is a first degree misdemeanor, punishable by a definite term of imprisonment, not exceeding one year and/or a fine not exceeding \$1,000 pursuant to ss. 837.012, or 775.082, or 775.083, Florida Statutes, I attest that I have read the foregoing, and I am eligible to meet the standards of good character for this volunteer position.

\_\_\_\_\_

Signature of Affiant

**OR**

To the best of my knowledge and belief, my record may contain one or more of the foregoing disqualifying acts or offenses.

\_\_\_\_\_

Signature of Affiant

*Sworn to and subscribed before me this* \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
My commission expires

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

*My signature, as a Notary Public, verifies the affiant's identification has been validated by:*

\_\_\_\_\_



## Law Enforcement Form

All information must be filled out. Please *print* clearly or this form *cannot* be processed.

Home Safe, Inc. is requesting a local records check on the below volunteer applicant. Pursuant to Chapter 85-54, Laws of Florida.

\_\_\_\_\_  
LAST                                      FIRST NAME                                      MIDDLE NAME

\_\_\_\_\_  
STREET ADDRESS                                      CITY

\_\_\_\_\_  
STATE                                      ZIP CODE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE OF BIRTH                                      SOCIAL SECURITY #                                      RACE

(PLEASE CIRCLE ONE) MALE FEMALE

I hereby authorize Home Safe, Inc., and the presiding police/Sheriff's Department to check any and all records pertaining to criminal conviction, and for any law enforcement agency to release to Home Safe, Inc., information regarding convictions under Florida Statutes or statutes of other jurisdictions.

\_\_\_\_\_  
VOLUNTEER'S SIGNATURE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

DO NOT WRITE BELOW THIS LINE

Please document the findings on this check and return any information to:

**Home Safe**

**Attention: Darlene R. Torres**

**680 Ipswich Street**

**Boca Raton, FL 33487**

**561-383-9800 x1309**

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

