

RPG Research
A 501(c)3 non-profit research and human services organization.
1312 N. Monroe
Suite #114
Spokane, WA
99201
www.rpgresearch.com
info@rpgresearch.com
Toll-free phone: (833) RPG-INFO



Form version 2.20180620a

Dear Prospective Volunteer,

The Department of Volunteer Services of RPG Research was established in 2004. Its mission was and still is to extend the services of RPG Research. Our volunteers work in many departments. We make every effort to place individuals in the position of their interest, however, volunteer position availability varies.

Enclosed you will find information listing requirements needed to become an official RPG Research volunteer and a volunteer application. When completing the application please PRINT or TYPE your entries. Do not mail your application.

Please call the Department of Volunteer Services to schedule an appointment for a screening interview if you are looking for a volunteer position. Your completed application should accompany you to the interview. Once you have successfully met the requirements, which may include a reference and criminal background check either prior to the interview, or after the interview/acceptance of volunteer position.

An interview with a potential site supervisor should be scheduled. A request for a resume may be made for certain placements.

Once you have secured a volunteer position, you must complete the mandatory Volunteer Services Orientation course through either the RPG Research online platform, or by attending in-person training sessions.

You will learn about the history of RPG Research, our policies and procedures, benefits, and recognition.

We look forward to having you as a valuable addition to RPG Research team! Please note that the process of becoming a volunteer may take some time, but it will all be worth it.

For questions regarding the volunteer application process, contact the Department of Volunteer Services at (833) RPG-INFO, or info@rpgresearch.com.

We look forward to welcoming you as one of our newest volunteers.

Thank you for your interest.

Sincerely,
Brooke Lively

-

Manager, Volunteer Services
RPG Research
1312 North Monroe Street
Suite 114
Spokane, Washington
99201
USA
www.rpgresearch.com

The RPG Research Department of Volunteer Services Application Checklist

The following are the steps to become a volunteer at RPG Research. Check each step once it has been completed. When all indicator boxes are checked you will then be an RPG Research Volunteer!

1. Complete Application Packet. Do not mail application. (If you have been preselected see step #4.)
2. Schedule a screening Interview with a representative of the Department of Volunteer Services. If you have been preselected by a department, turn in all of your paperwork and contact Volunteer Services to receive your online training instructions. (A reference and criminal background check are required as part of the selection process.)
Note: Call the Department of Volunteer Services at (833) RPG-INFO to schedule the screening interview if you are looking to secure a volunteer position. Bring the completed application packet with you to the screening interview or to the Department of Volunteer Services if you have been preselected.
3. Contact Volunteer Services two days after you have completed your screening interview to confirm that your background and reference check have cleared.
4. Meet with the supervisor from your potential volunteer assignment site. (You will need to schedule this interview.)
5. Your supervisor should fill out a Placement Interview Form which must be returned to the Volunteer Office.
6. Complete the Volunteer Services Orientation course through the RPG Research online platform, or by attending in-person volunteer training sessions. Your application, background check information and placement form should be submitted prior to taking the online training and receiving instructions via e-mail.
7. Get proof of TB clearance from Occupational Health and turn documentation into the Department of Volunteer Services. Required for anyone working with any participants that may have relevant health issues. Once you have the TB screening evaluated, please bring a form stating that you qualify to be a volunteer to the Department of Volunteer Services.
8. Obtain a volunteer badge from the Department of Volunteer Services. Note: You must turn in your application, background check form, placement form, orientation certificate and TB clearance before getting a volunteer badge (pending option).
9. Procedure for signing in and out:
 - A. There is a clipboard/sheet/kiosk available at _____.
 - B. Log your hours via RPG Research online platform, email, or time sheet.
10. Volunteer Benefits: MTA tokens, parking coupons, or meal tickets.
RPG Research does not currently offer such benefits.

VOLUNTEER REQUIREMENTS

Minimum Age: 13 years and enrolled in school courses.

Number of Hours Required: Volunteers must commit to a minimum of 75 hours of service and a minimum of 4 hours of service per week is required. However, the amount of hours may be subject to change depending up on the needs of the department and volunteer and with approval of the volunteer supervisor.

Interview(s): A screening interview must be scheduled with the Department of Volunteer Services if you have not been pre-placed in a department. Applicants are reviewed and considered based on assessed skills, interests, level of demonstrated commitment and the availability of volunteer positions. The reference check and a criminal background check are then conducted. Upon successful completion of these checks, the applicant must schedule and attend an interview with a potential supervisor. During this interview a placement Interview form must be completed by the interviewer and applicant.

Volunteers who serve clinical areas must receive a TB screening on an annual basis to maintain an active status.

Orientation and Training: Once the application, background check, interviews and placement form have been completed the prospective volunteer must enroll in the required orientation courses on the RPG Research online learning portal, or attend in-person training session.

Training topics include a general overview of the volunteer program, benefits and expectations.

The online training can be taken on any computer with an internet connection.

Volunteers must repeat the Volunteer Services Orientation course annually to maintain an active status.

Volunteers should be properly trained by their departmental supervisor or designated staff to successfully complete assigned tasks.

This training is divided into two areas: basic workplace instruction (e.g. location of bathroom, where to put coat, etc.) and job instruction.

Attendance: Volunteers are expected to meet their commitments to their scheduled service hours.

Supervisors must be notified of any absences in advance or as soon as possible. The Department of Volunteer Services should be notified of any extensive absences. After 3 consecutive unexcused absences without notification, the supervisor and/or the Department of Volunteer Services reserve the right to terminate a volunteer.

All volunteers must sign-in and -out when reporting for service. Failure to do so and illegible handwriting will result in service hours not being recorded. Time can be recorded on a time sheet, online or via email.

Evaluation: All volunteers should demonstrate a good understanding of assigned tasks. A competency assessment by the supervisor should be given after 90 days of service and then on an annual basis of the start date.

RPG Research Department of Volunteer Services Volunteer Application Form

Today's Date: _____

First Name: _____

Last Name: _____

Middle Initial: _____

Current Street Address: _____

City: _____

State: _____

Zip Code: _____

Home Telephone: _____

Cell Telephone: _____

E-mail Address: _____

Education/Special Training: _____

Highest Grade Level Completed: _____

Employer's Name/School's Name: _____

Occupation/Academic Major: _____

Parent's/Guardian's Name (if under 18 yrs.)

Are you at least 18 years of age? Yes ____ No ____

Are you a CTRS? Yes ____ No ____ Expired ____

Do you have a M.D./PhD? Yes ____ No ____

Do you have a B.S. in Medicine, Psychology or Similar Field? Yes ____ No ____

How did you hear about the RPG Research Volunteer Services Department?

Are you required to volunteer? If yes, please explain.

Drivers License/ID Number: _____ State: _____ Expiration: _____

Social Security Number: _____

Have you ever been convicted (found guilty) of a crime (including probation(s) before judgment), or are there any pending criminal charges awaiting a hearing in a court of law? Yes ____ No ____

If you answered YES, please describe all convictions, when they occurred, the facts and circumstances involved, and information pertaining to rehabilitation.

Volunteer Experience: (List most recent service positions)

Position: _____

Agency: _____

Date: _____

Position: _____

Agency: _____

Date: _____

Placement Preferences: Indicate 1st(____), 2nd(____), and 3rd(____) choice

1. Community Programs: Advocacy, facilitation, GMing, player archetypes, assisting, RPG, music, etc.
2. Youth Programs: Help children with recreational/educational activities.
3. Non-Clinical: Clerical, grant writing, volunteer coordinating, fundraising, run errands, answering phones, scheduling appointments, help with setup/tear-down, etc.
4. Entertainment/media: Entertainment sessions, parties, conventions, online, marketing, social networking, etc.
5. Educational Programs: Schools, educational sessions, etc.
6. Clinical Programs: Music & recreation therapy, assist therapists, interact with patients, assist with sessions & paperwork.
7. Research: Literature review, IRB paperwork, research assistant, documentation, research project management, etc.
8. Technology: Website, Audio/Video, Streaming, programming, etc.
9. Other: _____

Proposed Start Date: _____ Proposed End Date: _____

Duration of Volunteer Services:

One Time: ____ 1-3 months: ____ More than 3 months: ____ On-call: ____

Other: _____ to _____

References

List 2-3 people other than relatives who would be willing to serve as personal references.

1. Name: _____

Telephone Number: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

E-mail Address: _____

2. Name: _____

Telephone Number: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

E-mail Address: _____

3. Name: _____

Telephone Number: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

E-mail Address: _____

Emergency Contact Information

In the event of an emergency, please list the person you would want notified.

Name: _____

Relationship: _____

Home Telephone Number: _____

Business/Work Telephone Number: _____

Cellphone Number: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

E-mail Address: _____

Statement of Understanding

I certify that all information is true and has been given voluntarily. I understand that this information may be disclosed to any party with legal and proper interest. I release the agency from any liability whatsoever for supplying such information.

I understand that I must be at least 13 years of age to volunteer at RPG Research and if I am under the age of 18 years of age and/or attending high school I will need written parental consent.

Upon being offered a volunteer position, I understand that I may be required to provide additional information pertinent to the position for which applied.

Applicant's Signature: _____

Date: _____

Parent Name (PRINT): _____

Parental Signature: _____

Date: _____