

## HORTON'S KIDS, INC.

**The Program:** Horton's Kids, Inc. ("Horton's Kids") is a nonprofit corporation created to provide tutoring and mentoring services to children in Washington, D.C. Horton's Kids organizes weekly educational and recreational activities designed to improve the participants' sense of self-worth and to encourage academic excellence. The main activities sponsored by Horton's Kids are tutoring sessions on Monday and Tuesday evenings in the Rayburn House Office Building and educational and recreational excursions on Sunday afternoons. The Sunday excursions may include trips to museums, parks, movies, swimming pools, tennis courts, and bowling alleys, among others. Horton's Kids restricts participation in the Program in order to maintain an appropriate volunteer to participant ratio.

---

I am aware that my participation as a volunteer in the program described above (the "Program") involves risk of injury. I understand that the risks will vary depending upon the activities planned. I understand that certain activities (such as those involving water, running or other athletic activities) are inherently dangerous and involve many risks of injury, including, but not limited to, serious bodily injury and death.

I have provided to Horton's Kids all medical information that Horton's Kids would need to know in the event of a medical emergency, including all of my known allergies and other medical conditions. I have provided all additional information that I consider important to my participation in the Program. I will adhere to all of the rules, regulations and instructions given by Horton's Kids, its officers, directors, employees, volunteers and agents and I assume responsibility for my compliance with such rules, regulations and instructions.

In consideration for allowing me to participate in the Program, I hereby assume all the risks associated with the Program and agree to hold Horton's Kids, its officers, directors, employees, volunteers, and agents harmless and indemnify them from any and all liability, causes of action, suits, controversies, obligations, claims, debts or demands of any nature whatsoever which may arise in connection with my participation in the Program, including, without limitation, those which arise through the negligence of the officers, directors, employees, volunteers and agents of Horton's Kids or of any other participant in the Program.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_

Please indicate in this space if your participation in the program will be restricted in certain ways or if there is particular information Horton's Kids should have about you.

Restrictions on Activities:

Restrictions on Form of Transportation:

Medical Information:

Other Information:

# HORTON'S KIDS, INC.

## VOLUNTEER CODE OF ETHICS

1. Volunteers will never leave a child unattended.
2. Except during an emergency situation, a volunteer is not to be alone with children and is never to be alone with one child.
3. Fraternalizing (socializing or associating) with program participants who are under the age of 18 outside of activities sponsored by Horton's Kids is forbidden (such as babysitting, private lessons, *etc.*). Any exception to this policy requires written approval by the President or designee.
4. Volunteers will portray a positive role model for youth, including but not limited to, maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
5. Volunteers must treat all children with respect and consideration. A volunteer may not treat a child differently because of that child's race, color, religion, sex, national origin, age, physical handicap, personal appearance, sexual orientation, family responsibilities, source of income, or place of residence, except that accommodations may be made to promote a child's participation in activities sponsored by Horton's Kids.
6. Volunteers will not abuse children. Examples of prohibited abuse include:
  - a. Physical Abuse – strike, spank, shake, slap
  - b. Verbal Abuse – humiliate, degrade, threaten
  - c. Sexual Abuse – including inappropriate physical contact
  - d. Mental Abuse
7. Volunteers will use positive techniques for guidance, including redirection, anticipation of and elimination of potential problems, positive reinforcement and encouragement rather than competition, comparison or criticism.
8. Using, possessing or being under the influence of alcohol or illegal drugs during activities sponsored by Horton's Kids is not allowed.
9. Smoking or using tobacco products in the presence of children or parents during activities sponsored by Horton's Kids is not allowed.
10. Volunteers will not use profanity in the presence of children or parents.
11. Volunteers must appear clean, neat, and appropriately attired.
12. Volunteers will refrain from intimate displays of affection toward others in the presence of children, parents and other volunteers.
13. Volunteers must be free of physical and psychological conditions that might adversely affect children's health, including significant fever or readily contagious conditions.

I agree to abide by the Code of Ethics, as amended from time to time. I understand that any violation of the Code of Ethics may result in my exclusion from future activities sponsored by Horton's Kids.

Applicant \_\_\_\_\_

Date \_\_\_\_\_

## HORTON'S KIDS, INC. Volunteer Application

NAME (First, Middle Initial, Last)		SOCIAL SECURITY NUMBER	TELEPHONE NUMBER
STREET ADDRESS			
CITY	STATE	ZIP CODE	YEARS AT PRESENT ADDRESS (Please Complete Previous Address if Under 2 Years)
PREVIOUS STREET ADDRESS			
CITY	STATE	ZIP CODE	YEARS AT PREVIOUS ADDRESS

### GENERAL INFORMATION

Type(s) of Volunteer Position Sought: <input type="checkbox"/> Tutor <input type="checkbox"/> Field Trip Supervisor <input type="checkbox"/> Other	
List skills related to position sought:	
Personal Achievements: (training/special skills/language proficiency)	
Do you have any impairments (physical, mental, or medical) which would interfere with your ability to perform the position for which you have applied? <input type="checkbox"/> YES <input type="checkbox"/> NO      If YES, please explain	
Are you over 18 years of age? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you ever been bonded? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, please list place and date:
Have you ever been refused bond? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, please explain:
Hobbies and interests:	

### EMPLOYMENT HISTORY

Present Employer:		Position:
Reference:		Employed from: _____ to _____
Business Address:		Business Telephone:
Business City:	State:	Zip Code:
Briefly describe your responsibilities:		

If present employment is less than two years in duration, provide the following information for the two years of employment preceding your present employment. Attach additional pages if necessary.

Employer:		Position:	
Reference:		Employed from: _____ to _____	
Business Address:			Business Telephone:
Business City:	State:	Zip Code:	
Briefly describe your responsibilities:			
Employer:		Position:	
Reference:		Employed from: _____ to _____	
Business Address:			Business Telephone:
Business City:	State:	Zip Code:	
Briefly describe your responsibilities:			

### VOLUNTEER EXPERIENCE

Please detail previous volunteer experience or interaction with children:
Other Community Affiliations ( <i>e.g.</i> , Religious, Athletics, Service Organizations, <i>etc.</i> )
Special training, skills, etc. relating to children:
Why do you want to work with children?
With what age group or gender do you prefer to work? Why?

## EDUCATION AND ACHIEVEMENTS

NAME & LOCATION	HIGHEST GRADE COMPLETED	Date (Mo/Yr)		MAJOR AND DEGREE OR DIPLOMA (Insert number of credit hours completed if no degree obtained)
		From	To	
GRADE SCHOOL				
CITY	STATE			
HIGH SCHOOL				
CITY	STATE			
COLLEGE OR OTHER				
CITY	STATE			
COLLEGE OR OTHER				
CITY	STATE			
COLLEGE OR OTHER				
CITY	STATE			

## PERSONAL REFERENCES

(Not former employers or relatives)

NAME	ADDRESS	OCCUPATION	TELEPHONE NUMBER

## BACKGROUND

To protect the children participating in our program, Horton's Kids, Inc. conducts a background check of all volunteers. We thank you for your cooperation in maintaining a safe environment for our children.

HAVE YOU EVER BEEN ARRESTED OR CONVICTED OF A CRIME? <input type="checkbox"/> YES <input type="checkbox"/> NO    If YES, please detail the circumstances, attaching additional pages as necessary:

Please complete the attached Authorization and Release Form

## EMERGENCY CONTACT INFORMATION

In case of an emergency, who should be notified?			
Name	Telephone	Address (Street, City, State and Zip Code)	Relationship
Please list an alternative person to contact if we are unable to reach the person listed above:			
Name	Telephone	Address (Street, City, State and Zip Code)	Relationship

The statements contained herein are true and complete, to the best of my knowledge. I authorize investigation of all statements made in this application. I understand that I shall have no right to examine any references obtained or information gathered pursuant to my application. I release Horton's Kids, Inc. and each individual acting on its behalf from all liability relating to the investigation of the statements contained herein. I will abide by the Code of Ethics for Volunteers, as amended from time to time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZATION AND RELEASE**

I, *(Name)* \_\_\_\_\_

born at *(City)* \_\_\_\_\_, *(State)* \_\_\_\_\_, *(Country)* \_\_\_\_\_

on *(Date)* \_\_\_\_\_, have applied to work as an employee for Horton's Kids, Inc. and I hereby consent to have any investigation made as to my fitness for the position. I understand that I shall have no right to examine any references obtained or information gathered pursuant to my application.

I authorize and request every person, firm, company, corporation, governmental agency (including any department of motor vehicles), law enforcement agency, court, association, or institution having any control of any documents, records, or other information pertaining to me, to furnish Horton's Kids, Inc. any such information, including documents, records, charges, or complaints filed against me, including any complaints erased by law, whether formal or informal, pending or closed, or any other data pertinent to my fitness to work directly with children; and to permit Horton's Kids, Inc. or any of its agents or representatives to inspect and make copies of such documents, records, or other information. The records, however, will not include any information with respect to juvenile offense.

I hereby release, discharge, and exonerate Horton's Kids, Inc., its agents and representatives, and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information or the investigation made by Horton's Kids, Inc.

State of \_\_\_\_\_)

)ss.

County of \_\_\_\_\_)

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

Subscribed and sworn to or affirmed before me this \_\_\_\_\_ day

Of \_\_\_\_\_ A.D., \_\_\_\_\_ .

\_\_\_\_\_  
*Notary Public*

*Seal or Stamp must be affixed to each original.*