



Adult Volunteer Information Sheet

Your name: _____

Home address: _____

Cell phone: _____ Home phone: _____

E-mail address: _____

Hilton Head: Cordillo/ St. Luke's ____ Island Lutheran ____ New Oaks ____

Bluffton: Lowcountry Presbyterian ____

Beaufort: Waters at Ribaut ____ Marsh Pointe ____

Emergency information:

Name: _____ Relationship: _____

Cell phone: _____ Work phone: _____

Known allergies or medical conditions:

What are you most interested in helping with? _____

What are your hobbies or interests?



Neighborhood Outreach Connection Confidentiality Policy

The Neighborhood Outreach Connection (NOC) is committed to a high level of professional, legal, and ethical standards in the conduct of its business and interactions with its clients and partners. NOC is committed to protecting its confidential information and intellectual property, including but not limited to its business model, systems and processes, and business practices (know how). NOC's "Confidential Information" consists of data, information, materials, and knowledge concerning its business other than information that is or becomes part of the public domain or that NOC regularly gives to third parties without restriction on use or disclosure.

"Confidential Information" also includes, but is not limited to, organization business information, business model and business practices (know-how), strategic and business plans, costs, donor database, finances, data and other information relating to children and families in its outreach programs, marketing and franchise plan, trademarks, and copyrighted works. "Intellectual property" includes, but is not limited to, manuals, designs, and learning center prototypes, examples and other documents and technical information developed by NOC.

All NOC Board members, employees, volunteers or contractors agree that they will not at any time directly or indirectly disclose Confidential Information of NOC to any person or entity outside of NOC or make any use of such Confidential Information or Intellectual Property in any way, commercially or otherwise, other than as is reasonably required to carry out the services of NOC. Each Board member, employee, volunteer or contractor agrees to prevent any unauthorized person from obtaining access to Confidential Information or Intellectual Property and to take all action reasonably necessary and satisfactory to protect such Confidential Information or Intellectual Property.

Director

Staff/Volunteer Signature

Date: -----



August 1, 2022

Dear Staff, Teachers and Volunteers,

Neighborhood Outreach Connection (NOC) is doing everything we can to protect our staff, teachers, volunteers and the public. To this end, we will be following the Center for Disease Control (CDC) and local health department (DHEC) guidelines with regard to social distancing practices in order to reduce the spread of COVID-19.

This may require our staff, teachers and volunteers to maintain safe distance as much as possible. We may also be requiring this same procedure for employee-teacher, employee-volunteer and student contact in order to limit the exposure to all individuals.

We may require all individuals (students, staff, teachers, volunteers) to utilize either surgical masks or improvised masks such as scarves, bandanas, and handkerchiefs to reduce the risk of exposure to yourself and others. Everyone is required to wash hands or sanitize hands after using the restroom, sneezing, coughing, and before eating meals or preparing meals or snacks, and will properly wear and utilize sterile gloves.

I understand that I may be informed of or encounter sensitive Personal Health Information (PHI) for those that NOC (Neighborhood Outreach Connection) serves. I agree to hold this information in confidence and will not disseminate any PHI except as allowed by law and/or per the policy and procedures of said organization at which I am working or volunteering.

I understand that there is no direct medical health coverage afforded to me during my relationship with **NOC**. NOC is not responsible for any potential exposure to COVID-19 or any other infectious disease that is not a direct result of negligence on the part of their staff, teachers, volunteers, or the organization. Unless specifically stated in writing, I understand that there is no South Carolina State Labor and Industries employment security insurance provided to me.

If we all work together, we can overcome the spread of this virus as well as other infectious diseases. NOC welcomes you to our facility. By signing below, you agree to comply with the written instructions above. Failure to comply with these written instructions or verbal instructions from teachers, staff or volunteers may result in your removal from the Learning Center.

NOC Staff, Teacher or Volunteer **Printed Name**

NOC Staff, Teacher or Volunteer **Signature**

Date

Revised 7/2022



General Media Release

I, (NAME): _____

Agree to appear in media interviews, video recordings, or television broadcasts that are authorized by Neighborhood Outreach Connection (NOC). I further give permission for my photograph to be used in printed materials or in other media forms that are authorized by NOC.

SIGNATURE: _____ DATE: _____



Background Check

In order to volunteer with NOC, you must complete a background check through Beaufort County School District. The process takes about 5 minutes and is free. Please follow the instructions below.

1. Visit: The Beaufort County Schools Volunteer Site: <https://verify.identakid.com/beaufort>
2. Fill out the form with your information and the school location information below.
3. Once submitted, you will receive an email from Sterling Volunteers to open an account and register. The process is free and the billing should show up as \$0.00.
4. Create your login and profile
5. Select to apply as “Start Background Check” near the bottom of the ‘My Profile’ screen.
6. Complete all information fields.
 - a. Please select from the following schools to list in your application:
 - i. **Lowcountry Presbyterian:** Bluffton Elementary, Bluffton Middle, Red Cedar Elementary, HE McCracken Middle School
 - ii. **New Oaks, St. Luke’s, or Island Lutheran:** Hilton Head Island Elementary, Hilton Head Island School for Creative Arts, Hilton Head Island Early Childhood Center, Hilton Head Island Middle School
 - iii. **Waters at Ribaut or Marsh Pointe:** Beaufort Elementary, Beaufort Middle
7. Click Continue and complete the address fields
8. Verify your information and select “Submit my Order”. This is all free. Do not put in any credit card information.
9. Email a copy of your volunteer background check clearance to admin@noc-sc.org or provide the program manager with a copy of the verified check

COVID 19 Vaccination

NOC encourages all staff, teachers, and volunteers to be vaccinated against COVID-19 for their own protection and the safety of others.

Masks are optional at the program centers and are provided upon request. Handwashing and hand sanitizing is expected with all our staff, teachers, volunteers and students. Facilities are cleaned nightly to help prevent the spread of illness.

In the event that a staff member, a teacher or a volunteer feels ill, we ask that you stay at home until you feel better and follow CDC and DHEC guidelines. Please notify the program manager of your absence.