



VOLUNTEER APPLICATION

****Please complete and submit to Bridget Chiaruttini, Director of Child and Family Services. You will be contacted to further discuss potential volunteer opportunities.**

Name _____ Date _____

Address _____

Home phone # _____

Cell phone # _____

Email Address _____

Occupation _____

Employer _____

Work Phone # _____

How did you hear about MARE?

Why would you like to volunteer with MARE?

How much time would you like to donate?

A full day a week (8hrs) ____

3 hours a week ____

Special Events ____

Other ____

When are you available to volunteer? (check all that apply)

****OUR PRIMARY NEED IS FOR IN-OFFICE HELP DURING WORKING HOURS.****

WEEKDAYS (office hours 9am-5pm) ____

Weekends ____

-Continued on next page-



When would you like to start? _____

Which opportunity/opportunities are you interested in? (check all that apply)

Events _____ Office Assistant _____

Photography _____ Fundraising _____

Not sure/need more info _____

Do you have any experience/expertise in the following areas? (check all that apply)

Computers _____ Website Development/Maintenance _____

Desktop Publishing _____ Arts & Crafts _____

Event Planning _____ Fundraising _____

Grant Writing _____ Statistics _____

Spanish _____ Other Language(s) _____ please specify _____

Adoption _____ QuickBooks _____

Walk for Adoption: Walk/Fundraise _____ Staff the Walk (set-up, registration, etc) _____

Other Skills _____ please specify _____

Please list your volunteer experiences, if any

Experience _____

Dates _____

Experience _____

Dates _____

Please list two references that MARE may contact.

Please use individuals other than relatives or partners.

Name _____ Phone # _____

Relationship _____

Name _____ Phone # _____

Relationship _____

Please use this area for any other information/comments you would like to provide.



INTERN AND VOLUNTEER

CONFIDENTIALITY AGREEMENT

This confidentiality agreement, dated as of _____, _____
month and day *year*
is by and between the Massachusetts Adoption Resource Exchange, Inc. (MARE), a private, non-profit agency with a place of business at 45 Franklin Street, Boston, Massachusetts, 02110-1301, and

name of intern/volunteer

RECITALS

1. In order to perform the routine tasks required of MARE interns and volunteers, such staff will encounter private and confidential information about the children MARE services.
2. MARE cannot, in good conscience, allow interns and volunteers to have access to said confidential information without the protections afforded by the non-disclosure obligations provided in this Confidentiality Agreement.

IN CONSIDERATION of these recitals and of the covenants herein contained, the signing party hereby agrees as follows:

1. **Non-disclosure of Confidential Information:** The intern or volunteer signing this document hereby agrees that he/she shall hold all Confidential Information disclosed to him/her hereunder in strictest confidence and shall not disclose said information to any person at any time.
2. **Special Relief:** The intern or volunteer signing this document hereby recognizes and agrees that the breach by him/her of the provisions of this Confidentiality Agreement will cause irreparable harm to MARE and will result in immediate dismissal of the involved party or parties from services to MARE, and that MARE will seek appropriate legal remedy.
3. **Miscellaneous:** This Confidentiality Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts. The intern or volunteer signing this document hereby consents to the jurisdiction of the United States District Court for the District of Massachusetts and of the courts of the Commonwealth of Massachusetts in any action, suit or proceeding arising out of this Confidentiality Agreement.

Signature below indicates the signing party has read and agrees to all terms contained in this Confidentiality Agreement as of the day and year first above written.

signature of intern/volunteer

printed name of intern/volunteer