

MEDICAL AND EMERGENCY INFORMATION

Volunteer Name: _____ Date of Birth: _____

Address: _____ City _____ State _____

Phone: _____ Email: _____

Name of Insurance Company: _____ Insurance ID# _____

In case of emergency, notify – Name: _____

Home Phone # _____ Cell _____

Alternate emergency contact Name: _____

Home Phone # _____ Cell _____

Doctor's Name: _____ Phone: _____

Doctor's Address: _____

List any medications you use, including over-the-counter: _____

List any known medical or physical condition: _____

List any known allergies to food or medicine: _____

List any special diets you have (vegetarian, vegan, no pork... etc): _____

ETFB, Inc. CODE OF ETHICS

MISSION

East Texas Fun Bunch's mission is to provide travel and educational activities that promote personal growth and development for adults with special needs. We seek to enhance and enrich their lives through recreational experiences that are not normally available in their present environment.

Our goal is to offer special adults a variety of fun vacations and an excellent time for bonding. Through these adventures, we give them opportunities to practice learned skills and to discover new ones. Our emphasis is always on abilities rather than disabilities.

CODE OF ETHICS

The following rules constitute ETFB's Volunteer Code of Ethics and are designed to implement the goals, objectives, and philosophy of ETFB. Volunteers/ supervisors must comply with this Code of Ethics as a condition of continued employment with ETFB.

1. The safety of travelers, volunteers, participants, employees and guests of ETFB is a top priority, and I will do everything in my power to ensure the safety of everyone travelling in an ETFB sponsored trip.
2. Volunteers shall not discriminate against any traveler on the basis of race, age, sex, color, culture, ethnic or socio-economic background, disability, creed, political belief, religion, or sexual orientation.
3. The consumption, use, or possession of alcoholic beverages or illegal drugs while traveling with ETFB sponsored trips is prohibited. Using, possessing or being under the influence of alcohol or illegal drugs while on a trip is prohibited and will NOT be tolerated.
4. Volunteers/supervisors shall not abuse or neglect travelers, including:
 - a. Physical abuse – To inflict bodily injury on a traveler such as strike, spank, shake, slap etc.
 - b. Verbal abuse – Type of abuse using language such as to humiliate, degrade, and threaten.
 - c. Sexual abuse – Using a traveler in or exposing a traveler to sexual activities with or without the travelers consent.
 - d. Physical neglect – Failure to provide enough food, clothing, shelter, medical care, education, and/or supervision.
 - e. Mental & Emotional abuse – Demanding the traveler to do more than they are able to do; severely criticizing or humiliating a traveler, or establishing unclear requirements so that the traveler does not understand what he/she is supposed to do.
 - f. Emotional neglect – Failure to give the love and affection needed.

5. Texas law requires that all citizens report any suspected abuse or neglect of a child to the Texas Department of Human Services or a law enforcement agency. Therefore, volunteers/supervisors shall immediately report any suspected abuse or neglect to ETFB Director or its other executives and shall cooperate with ETFB Director and/or its executives and appropriate state agency in reporting such suspected abuses.
6. Smoking while on duty with ETFB sponsored trips is prohibited except in designated areas. However, smoking even in designated areas is prohibited in the presence of ETFB travelers.
7. Volunteers/supervisors must appear clean, neat, and appropriately attired.
8. Use of profanity in the presence of ETFB travelers is prohibited.
9. Volunteers/supervisors will refrain from intimate displays of affection towards others in the presence of ETFB travelers.
10. Volunteers/supervisors shall portray a positive role model for travelers, including, but not limited to, maintaining an attitude of respect, loyalty, patience, courtesy, tact, kindness, and maturity.
11. Volunteers/supervisors shall protect travelers from abuse or maltreatment and unsafe environments.
12. Volunteers/supervisors shall immediately report to ETFB Director or its executives any known or suspected violation of these rules.

I have read the foregoing Code of Ethics, understand it fully, and understand that violation thereof may result in my dismissal. My signature hereto evidences my agreement to comply with this Code of Ethics.

Date: _____

Volunteer/Supervisor

Signature

Print Name

VOLUNTEER/SUPERVISOR REFERENCES

The following 2 reference form must be filled out completely by the applicant and submitted with the application. Please fill out this form with your choice of references so we will know who to expect references from. **It is your responsibility to give the references forms to the selected references.** They must complete the form and mail or FAX it into our office for your application to be complete.

Name of Reference: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone numbers: Home _____ Cell _____

Relationship to Reference: _____

How long have you known this reference? _____

Name of Reference: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone numbers: Home _____ Cell _____

Relationship to Reference: _____

How long have you known this reference: _____

VOLUNTEER REFERENCE

Name of applicant: _____

The applicant listed above has applied as a volunteer with ETFB, Inc., a non-profit, charitable organization which organizes trips specifically for Special Needs adults. You have been listed as a reference. Please complete the following information in black ink and return to ETFB: P.O. Box 60950, Houston, TX 77205-0950 or FAX it to 281.540.7402.

1. Check one rating in each category to assess the following qualities of the applicant to the extent of your knowledge, using the following guides:

A=Excellent B=Good C=Poor D=Not Known

	A	B	C	D
Ability to relate to persons with disabilities				
Ability to relate to work with Special Needs adults				
Ability to relate of people of all backgrounds				
Non-judgmental manner				
Communication skills				
Attitude towards differences in people				
Judgment/decision-making ability				

2. Describe the applicant's special strengths and/or skills as they relate to working with people.

3. Do you know of any problems regarding the applicant which we should be made aware of?
YES ___ NO ___ if yes, please explain:

4. How long have you known the applicant? _____

5. What is your relationship to the applicant?

6. Additional comments:

Printed Name: _____ Date: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Signature: _____

Please fax to: 281.540.7402, mail to ETFB, P.O. Box 60950, Houston, TX 77205-0950 or scan as an attachment and E-mail it to: EastTexasFunBunch@yahoo.com.

ETFB is a 501 (c) (3), tax-exempt, non-profit charitable organization. Your gift is fully tax deductible and gratefully accepted.