

Please fill out all highlighted fields in the documents below, print off all pages, sign and date all signature fields and either drop off or mail them to:

A Very Special Place, Inc.
1000 W. Main Street
Little Chute, WI 54140-1549

Or you can fax them to: 920-273-6116

If you have any questions, feel free to call the office at 920-687-6454.



Volunteer Information

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

How do you prefer we contact you:

Home Phone Cell Phone Email Other: _____

Date Available to Start Volunteering: _____

Emergency Contact Info:

Name: _____ Relationship: _____

Primary Phone: _____ Secondary Phone: _____

How did you hear about the opportunity to volunteer at AVSP?

Days available to volunteer: (Check all that apply)

Monday Tuesday Wednesday Thursday Friday
Saturday Sunday It Varies

How often would you like to volunteer:

Daily Weekly Monthly Yearly As needed
Other: _____

I would like to volunteer in the following area(s): (check all that apply)

Clients-**Adult** Clients-**Children** Respite Outings/Fieldtrips Lunch
Cleaning Organizing Fund-raising Administrative
Maintenance Other: _____

May we contact you to assist with Outings/Fieldtrips? Yes, by phone Yes, by email No

We will work with your schedule and truly appreciate any hours that you can volunteer.

Please describe any strengths, abilities, and/or special skills that you have:

Because of the nature of the information that we receive regarding the clients in our care and because of the health and mental needs of those clients, it is imperative that we keep certain information confidential. By signing below, you agree to not discuss information (health, financial, medical, and personal) to other clients, parents, staff members, or other individuals without prior consent or authorization. Violation of this policy can result in disciplinary action or termination.

Signature

Date

I am aware that I will need to have an orientation day and will need to complete the training course provided by AVSP. Please note, this will take approximately an hour.

Signature

Date

This following part will need to be completed on the orientation day if you are interested in working with children. Please note, this will take about an additional 20 minutes.

I, _____ certify that I have viewed "New York Safe Babies" in participation for volunteering at AVSP.

Signature

Date

BACKGROUND INFORMATION DISCLOSURE (BID)

For Instructions, see [F-82064A](#).

Completion of this form is required under the provisions of Chapters 48.685 and 50.065, Wis. Stats. Failure to comply may result in a denial or revocation of your license, certification, or registration; or denial or termination of your employment or contract. Refer to the instructions (F-82064A) on page 1 for additional information. Providing your social security number is voluntary; however, your social security number is one of the unique identifiers used to prevent incorrect matches.

PLEASE PRINT OR TYPE YOUR ANSWERS.

Check the box that applies to you.

Employee / Contractor (including new applicant)

Household member / lives on premises – but not a client

Applicant for a license or certification or registration (including continuation or renewal)

Other – Specify:

NOTE: If you are an owner, operator, board member, or non-client resident of a Division of Quality Assurance (DQA) facility, complete the BID, F-82064, and the [Appendix, F-82069](#), and submit both forms to the address noted in the Appendix Instructions.

Name – (First and Middle)	Name – (Last)	Position Title (Complete only if you are a prospective employee or contractor, or a current employee or contractor.)	
Any Other Names By Which You Have Been Known (Including Maiden Name)		Birth Date	Gender (M / F)
Race <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Unknown <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> White		Social Security Number(s)	
Home Address		City	State Zip Code
Business Name and Address – Employer or Care Provider (Entity)			

SECTION A – ACTS, CRIMES, AND OFFENSES THAT MAY ACT AS A BAR OR RESTRICTION	YES	NO
1. Do you have any criminal charges pending against you or were you ever convicted of any crime anywhere, including in federal, state, local, military, and tribal courts? ➤ If Yes , list each crime, when it occurred or the date of the conviction, and the city and state where the court is located. You may be asked to supply additional information including a certified copy of the judgment of conviction, a copy of the criminal complaint, or any other relevant court or police documents.		
2. Were you ever found to be (adjudicated) delinquent by a court of law on or after your 10 th birthday for a crime or offense? (NOTE: A response to this question is only required for group and family day care centers for children and day camps for children.) ➤ If Yes , list each crime, when and where it happened, and the location of the court (city and state). You may be asked to supply additional information including a certified copy of the delinquency petition, the delinquency adjudication, or any other relevant court or police documents.		
3. Has any government or regulatory agency (other than the police) ever found that you committed child abuse or neglect? A response is required if the box below is checked: <input type="checkbox"/> (Only employers and regulatory agencies entitled to obtain this information per sec. 48.981(7) are authorized to, and should, check this box.) ➤ If Yes , explain, including when and where it happened.		
4. Has any government or regulatory agency (other than the police) ever found that you abused or neglected any person or client? ➤ If Yes , explain, including when and where it happened.		
5. Has any government or regulatory agency (other than the police) ever found that you misappropriated (improperly took or used) the property of a person or client? ➤ If Yes , explain, including when and where it happened.		

Last Name –

SECTION A – ACTS, CRIMES, AND OFFENSES THAT MAY ACT AS A BAR OR RESTRICTION	YES	NO
6. Has any government or regulatory agency (other than the police) ever found that you abused an elderly person ? ➤ If Yes , explain, including when and where it happened.		
7. Do you have a government issued credential that is not current or is limited so as to restrict you from providing care to clients? ➤ If Yes , explain, including credential name, limitations or restrictions, and time period.		
SECTION B – OTHER REQUIRED INFORMATION	YES	NO
1. Has any government or regulatory agency ever limited, denied, or revoked your license, certification, or registration to provide care, treatment, or educational services? ➤ If Yes , explain, including when and where it happened.		
2. Has any government or regulatory agency ever denied you permission or restricted your ability to live on the premises of a care providing facility? ➤ If Yes , explain, including when and where it happened and the reason.		
3. Have you been discharged from a branch of the US Armed Forces, including any reserve component? ➤ If yes, indicate the year of discharge: _____ ➤ Attach a copy of your DD214 if you were discharged within the last 3 years.		
4. Have you resided outside of Wisconsin in the last 3 years? ➤ If Yes , list each state and the dates you lived there.		
5. Have you had a caregiver background check done within the last 4 years? ➤ If Yes , list the date of each check, and the name, address, and phone number of the person, facility, or government agency that conducted each check.		
6. Have you ever requested a rehabilitation review with the Wisconsin Department of Health Services, a county department, a private child placing agency, school board, or DHS designated tribe? ➤ If Yes , list the review date and the review result. You may be asked to provide a copy of the review decision.		

A “NO” answer to all questions does not guarantee employment, residency, a contract, or regulatory approval.

I understand, under penalty of law, that the information provided above is truthful and accurate to the best of my knowledge and that knowingly providing false information or omitting information may result in a forfeiture of up to \$1,000.00 and other sanctions as provided in DHS 12.05 (4), Wis. Adm. Code.

SIGNATURE	Date Signed
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