



Volunteer Application

Gulfcoast Legal Services, Inc.
501 First Avenue North, Suite 420
Saint Petersburg, Florida 33701
E-mail: mishellb@gulfcoastlegal.org

Personal Contact Information:

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone (Home): _____

E-mail Address: _____ DOB: ____/____/____

Emergency Contact Information:

Name: _____

Phone: _____

Relation: _____

Current Employment Information:

Current Employer: _____

Employer Address: _____

Employer Phone: _____

Current Position Held: _____

Volunteer Attorneys:

Are you currently a member of any state bar association? Yes No

If you answered "Yes," please indicate the state in which you are a member: _____

Are you currently a member in good standing? Yes No

Please list your Bar Number: _____

Are you above the age of 60? Yes No

Non-Attorney Volunteers:

Have you been cleared of a Level II background check in the last five (5) years? Yes No

If you answered "No," would you be willing to get a Level II background check? Yes No

Are you below the age of 18? Yes No

Are you above the age of 60? Yes No

Driver's License Number: _____

State: _____

Have you ever been convicted of a felony? Yes No

Please note that a Level II background check is required for all non-attorneys that wish to volunteer with our elderly clients.

Confidentiality is a very important aspect of volunteering at Gulfcoast Legal Services; are you currently a volunteer with any agency or business that may result in a conflict of interest? (ie: private law firm, Guardian Ad Litem, Public Defender, or State Attorney) Yes No

If you answered "Yes," please explain: _____

Gulfcoast Legal Services offers services in the following areas of law:

Family Law
Domestic Violence
Immigration

Human Trafficking
Birth Certificates/ID Program
Foreclosure/Housing

Taxation
Consumer Protection
Financial Stability

What area(s) of law would you like to volunteer in, or may we place you on a rotating list?

How many hours a week would you like to volunteer? _____

If not on a weekly basis, how many total hours would you like to volunteer? _____

Are you receiving **CLASS** credit for your volunteer time? Yes No

Do you speak any other languages? Please list them below.

References:

List the names and telephone numbers of three (3) references not related to you.

Name	Contact Info	Relationship

Volunteer Release

GLS, as the host organization, commits to the following:

- ❖ To provide adequate information and training so you may meet organization expectations;
- ❖ To assign you with a named supervisor who will provide you with regular support and supervision;
- ❖ To treat you with respect and courtesy;
- ❖ To be receptive to any comments and feedback for improvement.

The Volunteer commits to the following:

- ❖ To fulfil their role as outlined in the attached volunteer role description;
- ❖ To perform their volunteer role to the best of their ability;
- ❖ To follow the organization's policies and procedures;
- ❖ To meet time and task commitments and to provide sufficient notice when not available;
- ❖ To act in a way that is in line with the aims, objectives, and needs of the organization.

Possible volunteer responsibilities may include:

- ❖ Reviewing applications for legal assistance from low income clients with a wide range of civil legal issues;
- ❖ Conducting phone or in person intake with clients to identify potential legal issues and to obtain necessary information;
- ❖ Making direct contact with our staff to assist with the assignment and closing of cases;
- ❖ Participate in the drafting of legal research;
- ❖ Inputting case information into our case management system, LegalServer;
- ❖ Under legal staff supervision, keep files current, draft and send letters to clients and government agencies, create new files and closing out files;

Volunteer responsibilities may vary by unit and supervisor. Volunteers must be flexible to complete additional tasks as needed.

Benefits:

- ❖ Gain experience and confidence for future job searches;
- ❖ Work with experienced legal staff to learn new skills and hone existing skills;
- ❖ Develop mentors and professional resources;
- ❖ Obtain letters of recommendation for school or work;
- ❖ Fulfill internship or externship requirements for law school.

Certification:

"I certify that the information contained in this application is true and complete. I authorize investigation of all statements contained in this application and understand that any false or misleading statements or material omissions are cause for my inability to volunteer on behalf of Gulfcoast Legal Services. I hereby authorize former and present employers/volunteer organizations, except as I have otherwise indicated on this application, to provide or verify any information that they may have regarding me, my employment and/or volunteer service with them to Gulfcoast Legal Services and release them from any liability arising from the furnishing of any employment/volunteer information."

Volunteer Signature

Date

"I hereby release, indemnify, and hold harmless Gulfcoast Legal Services, the organizers, sponsors, and supervisors of all its activities, from any and all liability in connection with any injury (including any injury caused by negligence) in any volunteer event. I likewise hold harmless from liability any person transporting me to or from any event or activity. In addition, Gulfcoast Legal Services has permission to utilize any photographs or videos taken for publicity purposes."

Volunteer Signature

Date

Please attach a current copy of your resume to this application.

Completed applications can be sent to:
Gulfcoast Legal Services
501 1st Ave N, Suite 420
St. Petersburg, FL 33701
mishellb@gulfcoastlegal.org

Thank you,

Mishell Brown

Mishell Brown
Volunteer & Outreach Manager

Volunteer Confidentiality Agreement

GLS – Gulfcoast Legal Services, hereafter referred to as the “organization.”
“I” refers to the volunteer who signs this Agreement.

1. I acknowledge and confirm that as a volunteer I may acquire information about the organizations, its clients, staff, and volunteers, and about certain matters which are of a confidential nature and that such information is the exclusive property of the organization and will remain in the strictest confidence.
2. I pledge not to disclose confidential or personal information about anyone seeking assistance at the organization to third parties without the consent of the individual.
3. I pledge to keep all information, including that which concerns individuals seeking assistance, attorneys, and volunteers, confidential both during and after my volunteer service.

Volunteer Printed Name

Volunteer Signature

Date