

## **Alternatives to Violence of the Palouse** **Volunteer Advocate Program Agreement** (updated 2/08)

*In order to receive continuous funding, ATVP has many grantor requirements to which both staff and volunteer advocates must adhere. The following grantor requirements must be completed and current in order to maintain volunteer advocate status:*

*(Please initial after each requirement)*

1. Access to a vehicle you are legally entitled to drive and maintaining a **current driver's license** and **current car insurance**. You are responsible for ensuring that the VIC has a copy of your current DL and car insurance in your file at all times; advocates whose DL or car insurance *are not* current **will be taken off the hotline immediately**.\_\_\_\_\_
2. Commitment to grantor required **ongoing training hours** for each new fiscal year (July to June) consisting of 20 hours for ICDVVA, 12 hours for OCVA, and 30 hours for DSHS. After the initial 43 hour training, advocates will complete ongoing training hours for the following fiscal year by attending monthly advocate meetings (1.5 hrs each), completing the monthly newsletter article questions (1 hr each). In addition, advocates may choose to fulfill their ongoing training requirements by doing any or all of the following: attending additional trainings provided by ATVP, doing self-study (reading and viewing videos), and attending conferences, workshops, and seminars that align with our training requirements.\_\_\_\_\_
3. Provision of information for mandatory **criminal background checks** for Idaho and Washington states, to be renewed every 2 years.\_\_\_\_\_
4. A signed document stating that you will abide by agency **confidentiality requirements**.\_\_\_\_\_
5. Scheduling a **3 month and 1 year evaluation** with the VIC, 3 months from your first hotline shift and 1 year from your first hotline shift. It is your responsibility to schedule these evaluations with the VIC when notified.\_\_\_\_\_

*ATVP's Volunteer Advocate Program also has volunteer requirements that must be completed in order to maintain status as a volunteer advocate. These requirements are:*

*(Please initial after each requirement)*

6. Attending all **advocate meetings** held on the first Thursday of every month, from 6 to 7:30 PM.\_\_\_\_\_
7. Abiding by each task on the Volunteer Advocate **Job Description**, including taking an average of 3 hotline shifts per month.\_\_\_\_\_
8. Transporting the hotline bag to the office where the next advocate on call needs it. The hotline calendar will indicate 'M' for Moscow or 'P' for Pullman, signifying which office the bag needs to be brought to. Advocates will receive mileage reimbursement at \$0.45 per mile after completing a reimbursement form with their mailing address when transporting the bag to the other office is necessary.\_\_\_\_\_
9. Providing 1 year of volunteer service, starting from the time of initial training.\_\_\_\_\_ (I will\_\_\_ will not\_\_\_ be available for hotline shifts during the summer.)

*My signature below indicates that I am willing and able to commit to these conditions of volunteer service.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_