

# National Kidney Foundation®

## Volunteer Handbook



National Kidney Foundation serving Eastern Missouri & Metro East  
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Dear Volunteer,

**Welcome** to the National Kidney Foundation Serving Eastern Missouri and Metro East!

We are pleased to have you as a member of our volunteer family. As with other non-profit organizations, volunteers are crucial to our success. Individuals such as you enable our staff to serve more patients, fund more research and offer more community and professional educational materials and opportunities.

It is our goal to make your volunteer experience a positive and rewarding experience. Enclosed you will find information about kidney disease, our mission and programs; as well as volunteer opportunities and volunteer policies and procedures. If you have any questions, please feel free to contact our Development Coordinator, Cherie Gilderbloom at [cherie.gilderbloom@kidney.org](mailto:cherie.gilderbloom@kidney.org) or 314.961.2828 ext. 486.

Again, welcome aboard, and thank you for volunteering your time and talents!

Warmly,

**NKF Staff**

Chad Iseman, Regional Vice President

Kathleen Davis, Executive Director

Laura Benson, Senior Development Manager

Jane Delworth, Program Manager

Cherie Gilderbloom, Development Coordinator



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## WHO IS THE NATIONAL KIDNEY FOUNDATION?

The National Kidney Foundation is the leading organization in the U.S. dedicated to the awareness, prevention and treatment of kidney disease for hundreds of thousands of healthcare professionals, millions of patients and their families, and tens of millions of Americans at risk.

By supporting the National Kidney Foundation, you directly influence and positively impact the lives of those at risk for kidney disease, those living with chronic kidney disease, and those who care for and about them.

### **Kidney disease is a major public health issue.**

- 1 in 3 American adults is at risk for kidney disease.
- 1 in every 7 American adults, or 30 million people, is estimated to have Chronic Kidney Disease - and most don't know it.
- High blood pressure and diabetes are the two leading causes of kidney disease.
- Of 118,000 Americans on the waiting list for a lifesaving organ transplant, more than 96,000 need a kidney.

## NKF MISSION

The National Kidney Foundation, a major voluntary nonprofit health organization, is dedicated to preventing kidney and urinary tract diseases, improving the health and well-being of individuals and families affected by kidney disease and increasing the availability of all organs for transplantation.

## LOCAL NKF HISTORY

The National Kidney Foundation of Eastern Missouri & Metro East was founded in St. Louis in 1966 by a small group of people who had a personal involvement with kidney disease. During the early years the Foundation's main focus was funding research, as well as buying a number of artificial kidney machines, many of which were used by individuals on a free loan basis to meet those needs.

Today, as the organization leading the fight against kidney disease, we are now focusing on three major areas where we can make the greatest impact on the health and lives of those living with and at risk for kidney disease. These include awareness, prevention and treatment.

The goal of the National Kidney Foundation is to reach those at risk before kidney disease occurs, and impact those in earliest stages so that progression to later-stage disease is no longer inevitable. At-risk individuals will have the educational tools to maintain a healthy lifestyle that protects kidney health, and will be empowered to seek out testing and treatment from their physicians.



## PROGRAMS

### ***Your Kidneys & You***

Your Kidneys & You is a program designed to raise awareness among the general public about kidneys, risk factors for kidney disease, and how to protect your kidneys. The program consists of a PowerPoint presentation, along with scripted notes and handouts that National Kidney Foundation (NKF) volunteers present to at-risk groups in St. Louis.

### ***KEEP Healthy***

The *KEEP Healthy* program is intended for individuals 18 years of age or older and includes a series of assessments to help evaluate a participant's personal risk factors for kidney disease as well as an opportunity to sit down with a clinician. Program participants receive a copy of their results and are encouraged to discuss them with a healthcare provider. Participants are also directed to seek more information from the NKF, and offered a host of resources and programs, to help motivate participants to adopt a healthier lifestyle. NKF will follow up with all participants with abnormal feedback on personal lifestyle changes. All participants are invited to participate in the program annually so that outcomes can be tracked over time for areas of improvement or decline in health.

### ***Primary Care Provider Seminar***

CKDintercept employs a diverse, ever-broadening strategy of activities involving primary care practitioners (PCPs), managed care, laboratories, educational institutions, government agencies, and the patients themselves. The program will offer; continuing education seminars, tools to ensure systematic change in healthcare and educational institutions, patient education and awareness programs, data gathering for a clearer clinical picture, new means of reporting patient results, ongoing consultation with leaders in education and the healthcare industry, and simple, in-office procedures with immediate results.

### ***NKF Cares***

NKF Cares is our toll-free phone and email patient help line. Trained professionals provide information, support and resources to people affected by CKD (patients, family members) on a wide variety of topics. The goal of this program is to provide free support for patients and families; promote NKF programs and resources; centralize calls/emails to standardize responses to patient inquiries; refer people to other resources as appropriate. NKF Cares is available Monday - Friday from 9:00 am - 5:00 pm Eastern Time. Call toll-free at **1.855.NKF.CARES (1.855.653.2273)** or email [nkfcare@kidney.org](mailto:nkfcare@kidney.org).

### ***NKF Peers***

NKF Peers is our free, national telephone-based support program that connects those experiencing CKD (Stage 4, dialysis patients, and transplant recipients) with an NKF-trained mentor who has been through a similar experience. The goal of this program is to connect people who want support with another patient; help people adjust to living with CKD, kidney failure, or kidney transplant; improve patient self-management and outcomes.

### ***My Food Coach by NKF***

Designed to help you understand and manage your nutritional requirements, especially if you have kidney disease or other dietary concerns. This app offers personalized nutrition information for you and your family. You can search for recipes, ingredients and meals that fit your personal nutrition needs. You can also add your



own recipes, check the nutritional content of your favorite dishes, build shopping lists, and create a personalized recipe box. <https://www.kidney.org/apps/patients/my-food-coach-app>

### ***Kidney Living***

*Kidney Living* is the National Kidney Foundation's FREE magazine for dialysis patients. Each issue features stories from people who are living well on dialysis, as well as tips for coping with kidney disease, healthy eating, and finding support.

### ***HealthUnlocked with NKF***

HealthUnlocked is the third largest health website in the United Kingdom and in the top 20 globally. With over 40 million users per year, the website increases patient engagement and contributes to improved health outcomes, through use of its online health and well-being forums. [HealthUnlocked](#) is a social platform and mobile application, which allows users to join moderated online health communities in which they can: gain access to useful information and relevant services; seek advice, support and mentorship from people like them; be empowered to make better healthcare decisions; help advance medical research and understanding. Working with NKF to provide free online support communities to those with Kidney Disease.

### ***The Big Ask: The Big Give***

The Big Ask: The Big Give is a multi-media public awareness campaign which promotes awareness of living kidney donation for both the kidney patients who have difficulty asking someone to consider a kidney donation (The Big Ask) and potential donors (The Big Give). Free for patients and professionals, the program provides factual, unbiased information addressing common concerns and offers support in making a decision about living kidney donation.

## **EVENTS**

### ***Kidney Social Summit***

Kidney Social Summit is a free event for patients, and their family members/support person. The seminars focus on empowering kidney patients from early stage to transplantation. Interactive break-out sessions encourage patients to share their stories and learn from others. Sessions are led by local health care providers and those impacted by kidney disease. There are 4 different learning tracks: CKD, Dialysis, Transplant, and Pediatrics. Individuals can attend any topics they would like, even if they do not fall under their designated learning track.

### ***Kidney Walk***

The Kidney Walk is the nation's largest walk to fight kidney disease. Held in nearly 100 communities, the event raises awareness and funds lifesaving programs that educate and support patients, their families and those at risk. The St. Louis Kidney Walk is generally held in the spring. The next St. Louis Kidney Walk will be Sunday, March 24, 2019 at Westport Plaza. Parking for this event can be found in the World Wide Technology Garage located on the south side of the Plaza.

### ***NKF Golf Classic***

The NKF Golf Classic is a national series of amateur golf tournaments benefiting the National Kidney Foundation (NKF).



The NKF Golf Classic tournaments are the Premier Amateur Golf Event for Charity with 33 events held throughout the country each year from April through December, raising over \$3.5 million for the NKF. The NKF Golf Classic is a scramble style golf event, where each four-person team must have a combined USGA Handicap Index of 42.0 or more and only one player may have a Handicap Index of 8.0 or less to participate in the Handicap Division. A Gross Division is open to all golfers. The event provides for a competitive, yet social day of golf, whether you are a new golfer or an experienced low-handicapper.

The top-5 finishing teams (Gross and the Handicap Divisions combined) from every local tournament are invited to compete in the NKF Golf Classic National Finals at the Pebble Beach Resorts, where teams play a 54-hole tournament on The Pebble Beach Golf Links, Spyglass Hill Golf Course and The Links at Spanish Bay – the only event of its kind where you can win locally and move on to compete for a national title at The Pebble Beach Resorts.

The St. Louis NKF Golf Classic is generally held in June at Whitmoor Country Club located in St. Charles, MO. The 2019 Tournament is scheduled for Thursday, June 13<sup>th</sup>.

### **Gala**

The St. Louis Gala is a local event that has been hosted for 32 years and serves as fundraising event to support NKF's screening programs, services, community and professional education. The Gala honors outstanding, local individuals who have advanced the awareness, prevention, and treatment of kidney disease in St. Louis. The recognition awards include: The Drew Bauer Award of Excellence, the Corporate Friend of the Foundation and Medical Professional Award of Excellence.

The 2018 Gift of Life Gala will be held at the Sheraton Westport Chalet in Westport Plaza on Thursday, November 8, 2018.

### **Team Kidney**

Team Kidney is a nationwide community rallying support to fight kidney disease by empowering members to create their own unique fundraising events. With each mile logged, transplant anniversary celebrated, or cookie baked, Team Kidney raises funds and hope for the 26 million Americans currently battling kidney disease. Design your own fundraiser today at <https://team.kidney.org/>

## **KIDNEY DISEASE**

Your kidneys may be small, but they perform many vital functions that help maintain your overall health, including filtering waste and excess fluids from your blood. Serious kidney disease may lead to complete kidney failure and the need for dialysis treatments or a kidney transplant to stay alive. While effective treatments are available for many kidney diseases, people are sometimes unaware that kidney disease can often be prevented. The following are the ten major causes of kidney disease.

In the United States the two leading causes of kidney failure, also called end stage kidney disease or ESRD, are diabetes (also called Type 2, or adult onset diabetes) and high blood pressure. When these two diseases are controlled by treatment, the associated kidney disease can often be prevented or slowed down.



Many effective drugs are available to treat high blood pressure. In addition, healthy lifestyle changes, such as losing weight and regular exercise, often help to control, and may even help to prevent, high blood pressure.

Careful control of blood sugar in diabetics helps to prevent such complications as kidney disease, coronary heart disease and stroke. When diabetics have associated high blood pressure, special drugs called angiotensin converting enzyme (ACE) inhibitors may help to protect their kidney function.

The third leading cause of end stage kidney disease in the U.S. is glomerulonephritis, a disease that damages the kidneys' filtering units, called the glomeruli. In many cases, the cause of this disease is not known, but some cases may be inherited and others may be triggered by an infection.

Some of the other diseases that may affect the kidneys include infections, kidney stones and inherited diseases such as polycystic kidney disease. The kidneys can also be damaged by overuse of some over-the-counter pain killers and by taking illegal drugs such as heroin. Some of these diseases can be cured. In other cases, treatments can help to slow the disease and prolong life.

End stage kidney disease occurs when about 90 percent of kidney function has been lost. People with kidney failure may experience nausea, vomiting, weakness, fatigue, confusion, difficulty concentrating and loss of appetite. It can be diagnosed by blood and urine tests.

## VOLUNTEER OPPORTUNITIES

### ONGOING OPPORTUNITIES

#### Office Volunteers

Office volunteers allow us to leverage the talents of individuals to accomplish great tasks for a small office.

- Duties include but are not limited to:
  - Mailings
  - Data entry
  - Special events preparation
  - Other projects as needed

#### Your Kidneys & You Volunteers

*Your Kidneys & You* volunteers serve as NKF Ambassadors in the community. They often have a personal connection to chronic kidney disease, are familiar with NKF activities and resources in order to present "*Your Kidneys and You*" to a variety of audiences and in a variety of locations. Presentations are approximately 30-45 minutes depending on the number of questions. It is a great way for individuals to share their kidney connection story!

Volunteer Duties include:

- Attend volunteer training
- Identify opportunities and schedule *Your Kidneys and You* presentations
- Make the presentation, sticking to notes





- Obtain and return sign-in sheet, evaluations, evaluation summary
- Do Not Give Medical Advice

### **KEEP Healthy**

*KEEP Healthy* volunteers serve at the various stations to conduct personal kidney disease risk assessments. General volunteers and technical volunteers are required for this event. All volunteers are required to undergo a KEEP Healthy volunteer training coordinated specifically before each event. Technical volunteers will be required to verify licensure in their technical field to validate their involvement.

The screenings take place throughout the entire year on varying days of the week. The duration of the screenings is 4-6 hours of volunteer time. The screenings require volunteers that are able to stand for long periods of time. Volunteers must be courteous, professional, willing to travel locally and enjoy working with people.

Volunteers serve in the following stations:

- Registration – General Volunteers
- Survey Station – General Volunteers
- Body Mass Index Station (BMI) – General Volunteers with computation skills
- Blood Pressure Check – Technical Volunteers needed (i.e. RN, NP, LPN, PA)
- Clinician Consultation – Technical Volunteers needed (i.e. Physicians, NP)
- Dietician Station – Technical Volunteers needed (i.e. Dieticians)
- Program Evaluation – General Volunteers
- NKF Resource Center – General Volunteers

### **Health Fairs**

In order to ensure that we have a presence at Health Fairs throughout the entire year at various locations throughout the greater St. Louis area we utilize volunteers to proliferate information at these events. Health Fair volunteers should expect to undergo an NKF 101 training in order to be able to represent NKF at events.

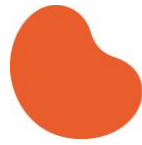
Volunteers are responsible for:

- Manning the NKF information booth for a 4 hour period
- Answering questions about NKF's mission, programs, and services to visitors

### **EPISODIC VOLUNTEERS**

#### **Event Volunteers**

We have various events that occur throughout the year that we need day of volunteers to assist us with the logistics. Duties include but are not limited to registration, raffles, set up and clean up. These events include:



- Kidney Social Summit – January
- Kidney Walk – March
- Golf – June
- Gala – November

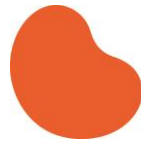
## INTERESTED VOLUNTEER PROCEDURE

1. Upon receiving an inquiry from a prospective volunteer, NKF Staff Member will conduct an immediate telephone interview to gather basic information. This will give the NKF Staff Member an opportunity to screen the prospective volunteer to determine interests, talents, and abilities. Interview questions include the following:
  - Are you familiar with the National Kidney Foundation and the programs and services we offer?
  - How did you hear about our volunteer program? Is there a particular volunteer opportunity you are interested in?
  - Are you or is someone in your family affected by Chronic Kidney Disease, Transplants, Kidney infections, or other related illnesses? If so, who?
  - What is the scope of your volunteer experiences?
2. If the volunteer is determined to be a good fit for the NKF, the NKF Staff Member will inform the prospective volunteer that they will be receiving a Volunteer Handbook to review all opportunities, policies and procedures. The NKF Staff Member will briefly describe the information in the Handbook to the applicant and the importance of completion. Applicant should return the following forms to NKF Staff Member:
  - Volunteer Application, including reference requests (*mandatory*)
  - User & Liability Waiver (*mandatory*)
  - Additional Licensure Proof (*technical volunteers only*)
3. After the forms are returned, the NKF Staff Member will review them to assure that all required information has been supplied. Upon completion of the review and appropriate background checks, the NKF Staff Member will notify the volunteer that the application has been approved and coordinate volunteer assignment, orientation and training.
4. Further screening and interviews will occur for those volunteers interested in volunteer leadership positions with the NKF.

## VOLUNTEER ORIENTATION

Following the initial phone interview and application process, long term volunteers will be invited to a formal Volunteer Orientation. These Orientations will be held as needed at the NKF Office. Orientations will include the following:

1. Welcome, Tour and Introduction to NKF Staff
2. Your Kidneys & You Review – This will allow volunteers to understand the importance of the kidneys and learn about kidney disease while experience one of our signature programs.



3. NKF Overview
  - Mission & Vision
  - NKF Programs, Services & Events
  - Funding Sources
4. Review of Volunteer Handbook/ Signed Statement of Understanding

## **VOLUNTEER TRAINING**

In addition to the general volunteer orientation and training, additional instruction and training will be required for key volunteer positions, including Event Volunteers, *Your Kidneys & You* presenters and/or KEEP Healthy Volunteers. This training will occur as needed. Training will be conducted by NKF staff, Directors, NKF Volunteer Leaders or other professionals.

A brief Orientation / Training for short term or one-time only volunteers will occur. This training will be conducted by NKF staff or NKF Volunteer Leaders either by telephone or in person prior to the activity; or in some cases a brief training will occur *onsite* at the event or activity (such as the Kidney Walk) just prior to the volunteer's time slot. This training will be conducted by an NKF staff member or trained NKF Volunteer Leader.

## **VOLUNTEER POLICIES & PROCEDURES**

### **COMMUNITY REPRESENTATION**

The National Kidney Foundation encourages the full participation of all people and, in doing so, will strive to have the composition of its membership at all levels reflect the community it serves. An Affiliate whose service population contains a significant proportion of a minority/ethnic group that is disproportionately affected by CKD shall make proactive efforts to have such members represented on its Boards and Committees.

### **CONFLICT OF INTEREST**

All Officers, Executives, Members of the Board of Directors, and all other Members and Volunteers of the Foundation and its Affiliates shall avoid any conflict between their respective individual personal and family interests, and the interests of the Foundation.

Any individual with a conflict of interest or a potential conflict of interest shall disclose the conflict and shall not vote or otherwise attempt by any means to influence the matter. Any individual with a conflict of interest or a potential conflict of interest shall not be counted to achieve a quorum for the meeting during which the subject in conflict is to be considered. Any person having a conflict or a potential conflict shall retire from the room in which the Board or Committee is meeting and shall not participate in the deliberation or the decision regarding the matter under consideration. The minutes of the meeting shall reflect that a disclosure was made, that the individual abstained from voting, and that the individual was not counted to achieve a quorum.



Members of scientific and medical professional advisory bodies shall avoid situations of possible conflict of interest in the recommendation of grants to their own institutions. The member of any institution to which a grant is to be considered shall retire from the room during the course of the discussion and shall not participate in the deliberation or vote on the matter.

Annually, a conflict of interest disclosure statement shall be furnished to and completed by each Director, Officer and senior staff member who is serving or employed by the Foundation and its Affiliates. This policy shall be presented and discussed annually for the information and guidance of Directors, Officers, and senior staff; and any new Directors, Officers, or senior staff members shall be advised of the policy and furnished a disclosure statement upon undertaking the duties of such office.

### **CONFIDENTIALTY/HIPAA**

NKF Volunteers may be exposed to materials or information that is private and confidential in nature. Such information may include, but is not limited to: donor, patient and screening participant contact information; private health information, etc. The Health Insurance Portability and Accountability Act of 1996 requires that any organization which deals with the health information of individuals to make every conceivable effort to protect the confidentiality of that information.

Volunteers are expected to honor the confidential relationship between the NKF and its constituents, including but not limited to donors, patients, screening participants, volunteers and staff. Volunteers may not make copies or remove any files, documents or records from the NKF office, events or activities. Inappropriate handling of confidential matters relating to NKF business or NKF constituents may be cause for termination.

### **DRESS CODE**

When volunteering in the NKF office, volunteers are asked to dress in business casual attire. The dress code for NKF activities, such as kidney screenings, special events, etc., will be defined in the volunteer confirmation letter which will be sent prior to the event.

### **DRUG AND ALCOHOL ABUSE**

NKF provides a safe and productive work environment. It is the policy of NKF that volunteers should not be involved with the unlawful use, possession, sale or transfer of drugs or narcotics in any manner. Furthermore, volunteers shall not possess alcoholic beverages or consume alcoholic beverages in association with their volunteer duties/assignment.

### **EVACUATION AND EMERGENCY PROCEDURE**

The NKF urges everyone to get acquainted to the building evacuation plan, fire drill procedure and escape routes. In the event of an emergency dial 911.

### **HARASSMENT**

NKF is committed to the preservation of human dignity and the protection of its employees and volunteers from any harassment, whether it is sexual, racial, ethnic, or some other type. Harassment in any form – verbal, physical or visual – is strictly against NKF's policy and will result in disciplinary action.



### **INCLUSIVENESS & DIVERSITY**

The National Kidney Foundation maintains a policy of inclusiveness; our staff, Board and volunteers reflect diversity. The Foundation takes meaningful steps to promote inclusiveness in employment practices, in volunteer development and in services to constituents.

NKF staff will work with members of its Diversity Committee to ensure that NKF's Board of Directors, committees and volunteer cadre are representative of the community we serve. Additionally, the committee will work to assist NKF staff in reaching out to, and serving, community members that are most at risk for kidney disease – African Americans, Hispanics Pacific Islanders, Native Americans and Seniors.

### **LISCENSING VERIFICATION**

NKF Staff will ensure that the licensing of volunteer medical staff (nurses, physicians) is current and valid, by clicking on the following link and entering the volunteer's name and other necessary data:

Missouri: <https://renew.pr.mo.gov/licensee-search.asp>

Illinois: <http://www.idfpr.com/DPR/default.asp>

### **NON-DISCRIMINATION POLICY**

No person shall be excluded from participating in or receiving services from the Foundation based on that person's race, ethnic origin, religion, disability, gender, sexual orientation, or age.

The Foundation shall not discriminate against any person on the basis of race, ethnic origin, religion, disability, gender, sexual orientation or age with regard to hiring, assignment, promotion, or other conditions of employment. The Foundation shall have a written plan for action to provide equal employment opportunities in the filling of its staff positions.

### **PERSONAL & PROFESSIONAL INTERGRITY**

Staff, Board members and volunteers of the National Kidney Foundation act with honesty, integrity and openness in their dealings as representatives of the Foundation. They do so in ways which bring benefit to our constituents and provide the opportunity for personal fulfillment. The Foundation promotes a working environment that values respect, diversity, integrity and quality.

### **SMOKING**

NKF is a major voluntary health agency and, as such, recognizes smoking as an important risk factor in serious diseases. It is the policy of NKF that all employees, volunteers and visitors refrain from smoking at NKF facilities and events. NKF Offices are smoke-free facilities.

### **VOLUNTEER GRIEVANCES**

NKF has established a grievance procedure to provide volunteers with a means by which any issue can be heard and considered. This procedure is to be followed in any instance involving a problem a volunteer may experience. This grievance procedure may be utilized by any volunteer of NKF without fear of penalty. Any volunteer or former volunteer may file a formal complaint against NKF if he or she feels unfairly treated. The following steps comprise the procedure for filing a complaint.



**Step 1:** The initial complaint should be made in writing to the volunteer’s supervisor (committee chair or NKF staff member). The supervisor should consider the complaint and respond in writing within two weeks. If the response is favorable, the situation causing the complaint will be corrected.

**Step 2:** If the initial response is unfavorable, the volunteer may request consideration by the Division President. The original complaint and response will be considered along with any new information the volunteer wishes to provide. The Division President should respond within 10 working days. If the response is favorable, the situation causing the grievance will be corrected.

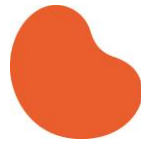
**Step 3:** If the volunteer wishes to appeal the decision to NKF’s Executive Committee, all documents, plus a request for consideration, should be sent to the Division’s Chairman of the Board (Chair of the Executive Committee). The committee will review the complaint in the manner deemed appropriate by the chairman. The decision of the Executive Committee shall be final and binding.

## **WEAPONS**

Possession of weapons including but not limited to firearms and knives, presents the possibility of danger in the workplace and therefore is a violation of NKF policy. The possession of such articles is proper cause for disciplinary action up to and including termination.

## **YOUTH VOLUNTEERS**

Volunteers must be sixteen or older and must complete a volunteer application or registration form. In some instances, individuals younger than 16 may volunteer, at the discretion of NKF staff. In such instances, these volunteers must be accompanied by their own parent or an appropriate guardian, and this must be approved by NKF staff in advance of the volunteer assignment.



## VOLUNTEER APPLICATION

Thank you for considering giving your valuable time to our organization. Please fill out the following information and return to our office by fax at 314-961-0888, email (tania.paini@kidney.org) or by mail to 1001 Craig Road, Suite 480, St. Louis, MO 63146. If you have any questions, please contact our Community outreach Assistant at 314-961-2828 ext. 484 or 1-800-489-9585. This application and subsequent documents are required to secure a volunteer position with the NKF.

### Personal Information:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Is applicant over the age of 16? \_\_\_\_\_ Is applicant over the age of 18? \_\_\_\_\_

### Emergency Contact Information:

In the unlikely event of an emergency, please list two people who you wish for us to contact:

**Name:** \_\_\_\_\_

**Number:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

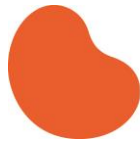
**Name:** \_\_\_\_\_

**Number:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

### References:

Please list two persons (non-relatives) who are familiar with your qualifications for volunteer service.



**Name:** \_\_\_\_\_

**Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **How long have you known this individual?** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **How long have you known this individual?** \_\_\_\_\_

I hereby give the NKF permission to contact the references listed above to verify my qualifications for a volunteer position with the NKF. Please initial here \_\_\_\_\_.

**Background Information**

How did you hear about the NKF? \_\_\_\_\_

Why have you chosen to become involved with the NKF?

\_\_\_\_\_  
\_\_\_\_\_

Please list any other organizations, clubs, or schools that you are currently or have been involved with:

\_\_\_\_\_  
\_\_\_\_\_

Please list any special skills, hobbies, or interests: (i.e. marketing, accounting, public speaking, fundraising, entertainment, data entry, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Do you have any allergies, medical conditions, or physical limitations? If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_





Please briefly indicate your general schedule availability for volunteer duties:

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Enclosed you will find a list of available volunteer positions and opportunities. Please review this list and indicate below any areas of interest:

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Do you have any areas of interest not included on the enclosed lists? If yes, please detail below.

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Have you ever been convicted of a felon/misdemeanor? \_\_\_\_ yes \_\_\_\_no If yes, please detail below.

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I certify that this application is for a volunteer position with the National Kidney Foundation Serving Eastern Missouri and Metro East for which there is no monetary compensation. The NKF does not discriminate against any individuals on the basis of gender, age, race, color, ethnicity, religion, national origin, socioeconomic status, disability, marital status, veteran status or any other basis prohibited by federal, state, or local law.

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

*If applicant is under the age of 18, the application must be filled out on behalf of the applicant and signed by a parent or legal guardian.*

**Name (printed):**

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**Signature:**

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**Date:**

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For office use only:

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

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

Assigned to: \_\_\_\_\_



## USER WAIVER & LIABILITY RELEASE

### PHOTO RELEASE

By initialing this application, I hereby give permission to be photographed or video recorded by the members and representatives of the National Kidney Foundation Serving Eastern Missouri and Metro East. I understand that all photographs and video images will become property of the NKF and that I will receive no compensation. I hereby give permission for all photographs and video images containing my likeness to be used by the NKF for lawful purposes including but not limited to: advertising, marketing, display, publicity, and the NKF newsletter. \_\_\_\_\_

### CONFIDENTIALITY

By initialing this application, I understand that as a volunteer for the National Kidney Foundation Serving Eastern Missouri and Metro East that I may be subjected to materials that may be private and confidential in nature. I promise that I will not violate the confidential relationship between the NKF and its constituents, including but not limited to donors, patients, volunteers, and staff. I will not remove from the office any files, documents, or records. I will not make or remove any copies of files, documents, or records. I accept full responsibility for maintaining the confidential and private nature of all NKF information. I understand and agree I am personally responsible and liable for any violation of the agreement. \_\_\_\_\_

### PERSONAL PROPERTY

By initialing this application, I hereby release that the National Kidney Foundation Serving Eastern Missouri and Metro East and its agents, employees, representatives, and volunteers from any liability for loss or theft of any personal property in connection with NKF activities. \_\_\_\_\_

### HOLD HARMLESS AGREEMENT

By initialing this application, I hereby release, discharge and/or otherwise hold harmless and indemnify the National Kidney Foundation Serving Eastern Missouri and Metro East, National Kidney Foundation, Inc., its employees, volunteers and associated personnel, from and against any and all demands, claims, and causes of action arising, directly or indirectly from my participation in its programs and events. \_\_\_\_\_

### AGREEMENT

I acknowledge that I have fully read and do fully understand this agreement. By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

**Name** *(printed)*:

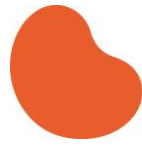
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**Signature:**

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**Date:**

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**VOLUNTEER ORIENTATION &  
HANDBOOK STATEMENT OF UNDERSTANDING**

- Introductions to NKF Staff
- Tour of the NKF Office
- Your Kidneys & You* Review
- NKF Overview
  - Mission & Vision
  - NKF Programs, Services & Events
  - Funding Sources
- Volunteer Handbook

*I certify that I, \_\_\_\_\_ participated in a Volunteer Orientation and received the above items. I  
(Print Full Name)  
fully understand the volunteer policies and procedures. If I have questions related to the policies or procedures, I  
will contact the NKF Volunteer Manager. If I have questions related to specific volunteer duties, I will speak with  
the Volunteer Supervisor assigned to the event, project or task.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Thank you for volunteering for National Kidney Foundation!

National Kidney Foundation serving Eastern Missouri & Metro East  
1001 Craig Road, Suite 480, St. Louis, MO 63146  
P: 314.961.2828 | F: 314.961.0888



### VOLUNTEER SELF-EVALUATION

Volunteer evaluations are in place to continually improve our volunteer program. Making time to evaluate your role as an NKF volunteer will help us to respond to our volunteer needs in order to foster a mutually beneficial relationship and create an impactful volunteer experience. Volunteers can request a self-evaluation. Otherwise, evaluations will be conducted on an annual basis.

**Name of Volunteer:** \_\_\_\_\_

**Volunteer Position:** \_\_\_\_\_ **Date Appointed:** \_\_\_\_\_

**My strengths in my volunteer position were:**

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**My areas for growth within my volunteer position include:**

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**Do you receive the help and support you need from:**

**NKF Staff?**                      Yes                      No                      **Your Fellow Volunteers?**                      Yes                      No

**If no, please explain:**

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**Please provide any suggestions about how we can better serve your needs.**

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**What training have you received in the last 12 months? Please share whether or not you found it helpful.**

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**Please provide any suggestions about how we can better serve your needs.**

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Would you like to continue volunteering in your current position?

Yes

No

Please share any other volunteer positions that you would like to consider pursuing.

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Please list any other comments.

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

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

*For office use only:*

<p><i>Self-Evaluation Review</i></p> <p><i>(To be completed by your immediate volunteer mentor or supervisor)</i></p> <p><input type="checkbox"/> <i>Volunteer is thriving in present position</i></p> <p><input type="checkbox"/> <i>Needs personal interview</i></p> <p><input type="checkbox"/> <i>Future training or re-training</i></p> <p><i>Recommendations:</i></p> <hr/> <hr/> <hr/> <p><i>Evaluator's Signature:</i> _____ <i>Date:</i> _____</p>
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**VOLUNTEER EXIT SURVEY**

1. Please tell us why you are no longer volunteering with the National Kidney Foundation.

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2. Please describe what type of volunteer experience you had with the National Kidney Foundation.

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3. Do you feel that you had adequate training to perform your assigned duties?

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4. Did your NKF liaison provide all the necessary materials and assistance needed to perform your duties?

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5. Did you receive adequate feedback about your job performance?      YES              NO

6. Do you feel that your contributions of time, talent and treasures were valued by NKF? Please explain.

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7. Do you have any suggestions for NKF staff or leadership?

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8. Will you consider volunteering for NKF at a later date?      YES              NO

***Thank you for volunteering for NKF, and thank you for completing our survey! Your feedback helps us to improve our volunteer program!***