

ST. TERESA ACUPUNCTURE WELLNESS CLINIC – 501(C)(3) NONPROFIT
 1920 Hollister Street, Houston Texas 77080 • (713) 922-3474 • stteresacclinic@att.net

VOLUNTEER APPLICATION

Last name	First	Middle	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth:	Age:	Social security number:	
Physical address:		City,state:	zip:
Phone/cell:	Home:	Email:	
Emergency contact:		Relationship:	Phone:

Please provide information of your two most recent employment. Are you currently employed? Yes No

Employer 1:	From / To:	City,state:	Position:
Employer 2:	From / To:	City,state:	Position:

Please (✓) all the work that you want to volunteer for:

- | | |
|---|--|
| <input type="checkbox"/> Acupuncturist | <input type="checkbox"/> Nutritionist |
| <input type="checkbox"/> Acu-detox specialist | <input type="checkbox"/> Substance abuse counselor |
| <input type="checkbox"/> Grant writer | <input type="checkbox"/> Family, individual counselor |
| <input type="checkbox"/> Computer/IT | <input type="checkbox"/> Reiki energy healing (minimum Level 2 attunement) |
| <input type="checkbox"/> Photographer/video producer | <input type="checkbox"/> Facilitate community acupuncture |
| <input type="checkbox"/> Website design and maintenance | <input type="checkbox"/> Give lectures or workshops |
| <input type="checkbox"/> Graphic design | <input type="checkbox"/> Work health fairs or other events |
| <input type="checkbox"/> Office assistant/work appointments | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Herbal pharmacy assistant | <input type="checkbox"/> Write newsletters |
| <input type="checkbox"/> Treatment room assistant/floater | <input type="checkbox"/> Other _____ |

For the volunteer position(s) that you checked above, please provide the following information:

Volunteer position:	Years of professional experience:	Professional license number:	License issue state:	License expiration date:
1.				
2.				
3.				
4.				
5.				

ST. TERESA ACUPUNCTURE WELLNESS CLINIC – 501(C)(3) NONPROFIT
1920 Hollister Street, Houston Texas 77080 • (713) 922-3474 • stteresacclinic@att.net

VOLUNTEER APPLICATION

Volunteering requires minimum 6 months commitment.
For how long can you commit to volunteering?

- I am able to commit my service for 6 months.
- I am able to commit my service for 9 months.
- I am able to commit my service for 1 year.
- I am able to commit my service for _____.

What days and hours can you work?

I am available any day or time.

Mon Hrs_____ Thu Hrs_____ Sun Hrs_____

Tue Hrs_____ Fri Hrs_____ Offsite

Wed Hrs_____ Sat Hrs_____ Home based

Do you have prior volunteering experience? Yes No

	<u>Organization</u>	<u>Assignment</u>	<u>From</u>	<u>To</u>
1.	_____ / _____	_____ / _____	_____ / _____	_____ / _____
2.	_____ / _____	_____ / _____	_____ / _____	_____ / _____
3.	_____ / _____	_____ / _____	_____ / _____	_____ / _____
4.	_____ / _____	_____ / _____	_____ / _____	_____ / _____

Have you had any experience with acupuncture and/or Chinese herbs?

- I have had treatment before with acupuncture Chinese herbs.
- I am presently or was a practitioner of acupuncture.
- I am presently working for or had previously worked for an acupuncture clinic.
- I have no experience with acupuncture and Chinese herbs.
- Other _____

Please list all languages that you can speak or write fluently:

Please share with us your reason(s), whether personal or professional, for wanting to volunteer for St. Teresa Acupuncture Wellness Clinic:

ST. TERESA ACUPUNCTURE WELLNESS CLINIC – 501(C)(3) NONPROFIT
1920 Hollister Street, Houston Texas 77080 • (713) 922-3474 • stteresacclinic@att.net

VOLUNTEER AGREEMENT

- I. *Definition:* A volunteer is a person who voluntarily provides his/her time and labor to assist in the activities and functions of St. Teresa Acupuncture Wellness Clinic. A volunteer shall not receive and shall not expect to receive monetary remuneration, products, services, or any form of compensation in exchange for the work rendered during his/her term of service at St. Teresa.
- II. A volunteer is not an employee of St. Teresa Acupuncture Wellness Clinic. Nonetheless, a volunteer is required to observe and abide by all rules and regulations applicable to all staff and employees at St. Teresa throughout the volunteer's term of service.
- III. Volunteer who is not a licensed acupuncturist in the state of Texas shall not give medical diagnosis or medical advice of Chinese medicine or western medicine to patients or employees of St. Teresa at any time during the term of service.
- IV. Volunteer who is not a licensed acupuncturist in the state of Texas shall not perform any Chinese medical procedures of any kind including but not limited to acupuncture, cupping, moxibustion, bloodletting, tui na Chinese massage, gua sha, and electrical stimulation on patients or employees of St. Teresa at any time during the term of service.
- V. Volunteer who is not a licensed acupuncturist in the state of Texas shall not prescribe herbs of any kind or give herbal advice to patients or employees of St. Teresa at any time during the term of service.
- VI. Volunteer who is a licensed acu-detox specialist but is not a licensed acupuncturist in the state of Texas shall administer acupuncture only to the extent allowed by rules adopted by the Texas medical board for the treatment of alcoholism, substance abuse, or chemical dependency and shall not perform any Chinese medical procedures of any kind otherwise.
- VII. Volunteer who is not a licensed counselor shall not give any type of mental/psychological evaluation or counseling to patients or employees of St. Teresa at any time during the term of service.
- VIII. Volunteer who performs Reiki energy healing on patients shall not physically lay hands on patients' bodies at any time during the healing session. Reiki volunteer shall not disclose any information to patients about what volunteer sees, hears, perceives, or intuits during the healing session about patients' conditions or anything concerning patients – this rule applies even when a patient initiates an inquiry. Reiki volunteer is not permitted to give any medical diagnosis or health advice, whether physical, emotional, mental, or spiritual, to patients at any time during the term of service at St. Teresa. Reiki volunteer understands that the administration of Reiki serves a supportive function only to patients' healing and does not take precedence over the application of Chinese Medicine treatment in any way. Reiki volunteer shall abide by all proper conduct pertaining to patient/practitioner relationship and shall respect patients' boundaries at all times including physical, emotional, mental/psychological, and spiritual.
- IX. Volunteer shall strictly adhere to the federal privacy law governing patients' confidential health records and private personal information at all times either inside or outside of clinic premises, during and after volunteer's term of service at St. Teresa. Volunteer shall keep in confidence all information about patients at all times and shall not disclose, release, or discuss any information about patients including patients' families, friends, or anyone related to patients whether personally or professionally either inside or outside of clinic premises. Violation of patient privacy law is ground for immediate termination of volunteer's service.

ST. TERESA ACUPUNCTURE WELLNESS CLINIC – 501(C)(3) NONPROFIT
1920 Hollister Street, Houston Texas 77080 • (713) 922-3474 • stteresacclinic@att.net

VOLUNTEER AGREEMENT

- X. Volunteer shall not solicit, promote, or propagandize any religious or political philosophy or agenda to patients or employees of St. Teresa at any time while on duty.
- XI. Volunteer shall not promote his/her personal philosophy about health or medicine to patients or employees of St. Teresa that is incongruent with the philosophy and ethics of St. Teresa at any time while on duty.
- XII. Volunteer shall not claim ownership of any physical property or intellectual property of St. Teresa including but not limited to money, supplies, inventory, all patient/client information and records, all employee information and records, all volunteers' information and records, writings, photographs, photographs containing volunteer's images, artwork, video production, and all website content. All monetary, physical, and intellectual productions resulting from volunteer's work for St. Teresa shall belong to and shall remain the exclusive property of St. Teresa for an indefinite period of time.
- XIII. Volunteer's service is provided wholly on voluntary basis and volunteer reserves the right to resign from his/her position at St. Teresa at any time.
- XIV. St. Teresa reserves the right to terminate volunteer's service with or without cause at any time and with or without prior notice.
- XV. Volunteer shall not hold St. Teresa Acupuncture Wellness Clinic responsible for any personal damages, loss, theft, or any harm while operating on the premises or while attending to offsite activities or functions of St. Teresa and volunteer shall release St. Teresa Acupuncture Wellness Clinic from any and all liabilities in all directions of time.
- XVI. Volunteer shall not commit theft, fraud, deception, misuse, or abuse in any form toward properties, employees, or patients and clients of St. Teresa.
- XVII. Volunteer shall serve in good faith during the term of service at St. Teresa and shall not willfully misuse or damage St. Teresa's name and reputation.

To be considered for volunteering: 1) Applicant must be at least 18 years of age. 2) Applicant must agree to all terms and conditions in this application. 3) Some volunteer positions require a background check; applicant must agree to be submitted for a background check.

By signing below, applicant has read and agreed to all terms and conditions set forth in this application. Applicant acknowledges that all information provided in this application is truthful and correct. Applicant understands that the signing of this application does not automatically grant applicant the requested volunteer position(s) and this application is contingent upon review and approval by St. Teresa Acupuncture Wellness Clinic.

Applicant's signature: _____ / _____ / _____
Print Name Date

OFFICE USE Approved by: _____
Volunteer service start date: _____ /date _____

Please submit this application, completed and signed, to us for a review. If openings are available for the volunteer position(s) that you requested, we will contact you to arrange a personal interview. Thank you for your interest.

Mail application to: St Teresa Acupuncture Wellness Clinic
1920 Hollister St
Houston, TX 77080