



Volunteer Manual



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Welcome

Thank you so much for your interest in volunteering at Girls Place, Inc. It is without a doubt that our organization would not be the establishment it is today without the assistance from great volunteers. These volunteers work in many facets—coaches, homework helpers, field trip chaperones-- to give the girls of Alachua County a safe place to go and grow into thriving young women.

Girls Place, Inc. is dedicated to empowering girls of all racial, religious and economic backgrounds to grow confident, strong, and independent in order to thrive in the world around them. We are pleased to have you on board rely on your assistance to help us achieve our mission.

This manual will provide you with general policies and practices of Girls Place, Inc. along with any forms you might need to fill out before you begin your volunteer experience. It is for your reference and we encourage you to review it carefully before you begin any volunteer experience with our organization. Girls Place, Inc. reserves the right to amend any of the policies, rules, procedures or benefits described in this manual.

Are you ready to be the next great volunteer at Girls Place Inc?



Volunteer Job Descriptions

RECREATIONAL AIDE ASSISTANT

SUMMARY

The After School Sports and Recreational Camp and Summer Day Camp provide girls ages 5-18 the opportunity to receive the psychological, physiological, and sociological benefits of sports. The girls are introduced to a variety of sports including but not limited to: volleyball, soccer, basketball, track & field, and softball. In addition to athletics, the girls engage in arts and crafts, field trips, character building activities and social and life skill development throughout the week.

TYPE OF WORK YOU CAN EXPECT TO DO

Assist the counselors with specific activities and be a positive and encouraging person. Volunteers are assigned to a specific age group (K-1 grade, 2-3 grade, 4-5 grade, 6-8 grade) throughout the duration of their time here. An additional group of high school students participates during the summer.

DESCRIPTION OF REQUIREMENTS/SKILLS NEEDED

Patience, consistency, and the willingness to provide assistance and nurture positive experiences for the girls. Volunteers are not required to complete a minimum number of hours, but they are asked to be consistent with the days and times that they volunteer. Groups are welcome to plan an activity or take part in any previously scheduled activity. Volunteers are needed after school MTRF between 2:00 and 6:00, 1:00 and 6:00 on W and between 7:30 am and 6:00 pm during the summer. Specific times can be arranged with the program director.

CONTACT PERSON

Christi Arrington, Program Director Christi@girlsplace.net

TUTOR/HOMEWORK HELP

**this position is only available during the school year*

SUMMARY

Assist girls ages 5-14 with daily homework.

TYPE OF WORK YOU CAN EXPECT TO DO

Volunteers may identify a child that they would like to help on a consistent basis or they may help who ever requires assistance at the time. When the girls do not have homework, they are asked to read a book or they engage in academically enriching activities. The girls benefit from having one-on-one attention, whether it be reading or doing their homework. We have found that the girls are more motivated when someone comes each day to specifically help them. Girls need help with specific assignments and they need help studying for spelling and math tests. Many of the girls need encouragement to learn and complete their assignments.

DESCRIPTION OF REQUIREMENTS/SKILLS NEEDED

Patient, caring people who are willing to volunteer MTRF from at least 3:15-4:15 are needed. Wednesdays are unique days and specific times will have to be arranged. Typically, the elementary age girls are given a packet of work in the beginning of the week to complete and turn in on Friday. For that reason, Monday-Thursday we require more volunteers. Volunteers are asked to be consistent with the days and hours that they volunteer. Some computer knowledge is helpful with the older girls. Education majors would benefit greatly from this experience. Groups can make a daily, weekly or monthly commitment to the girls. These days can be arranged with the program director.

CONTACT PERSON

Christi Arrington, Program Director Christi@girlsplace.net



GIRL SCOUT LEADER/ASSISTANT LEADER

SUMMARY

Girls Place, Inc. typically offers Girl Scouts at two levels: Brownies (grades 1-3) and Juniors (grades 4-6).

TYPE OF WORK YOU CAN EXPECT TO DO

Leaders receive training through the Gateway Girl Scout Council located in Gainesville. The two-day training is offered at various times throughout the year. Any cost for training and materials is incurred by Girls Place. Once a volunteer receives training, a schedule can be arranged with the program director. Generally, a 1-2 hour meeting is held at Girls Place once a week. Troop size varies from 5-20 girls.

DESCRIPTION OF REQUIREMENTS/SKILLS NEEDED

Two leaders are preferred to lead each troop. They can be co-leaders or identify a leader and an assistant. Leaders are asked to commit to the public school year. Meetings are generally not held during school holidays, including Thanksgiving and Christmas. Leaders must be patient and able to lead the girls in on-site activities, field trips, and guide them towards "try-its" and patches. Cookie sales occur once a year and are coordinated by the troop leaders. Having some knowledge of girl scouting is beneficial.

CONTACT PERSON

Christi Arrington, Program Director Christi@girlsplace.net

SPECIALTY CLASSES

SUMMARY

Specialty Classes provide Girls Place members with the opportunity to engage in new experiences and broaden their interests.

TYPE OF WORK YOU CAN EXPECT TO DO

Teach the girls a class on a specific topic. These classes may include dance, drama, piano, karate, singing, sewing, painting, or digital photography. A goal of the Girls Place is to provide an opportunity for the girls to broaden their experiences without necessarily leaving the Club. For that reason, we offer specialty classes to enhance or encourage the talents that the girls may have.

DESCRIPTION OF REQUIREMENTS/SKILLS NEEDED

Patience, consistency, and the willingness to provide assistance and nurture positive experiences for the girls. A thorough background and knowledge of the subject is required. Volunteers can determine their level of commitment to the girls. Depending on the activity, sessions may last 2 weeks or the entire school year. Volunteers, along with the program director, can decide on a meeting time (after school between 3:00 and 6:00 Monday – Friday and between 9:30 and 6:00 during the summer) and the number and age of the participants. Volunteers are encouraged to approach the program director to determine the feasibility of carrying out an activity. In the past, a gentleman even shared his passion of coin collecting with a small group of girls. Groups are encouraged to share their talents as well.

CONTACT PERSON

Christi Arrington, Program Director Christi@girlsplace.net

AFTER SCHOOL SPORTS AND RECREATION CAMP and SUMMER DAY CAMP COACH

SUMMARY

Athletics provides girls the chance to learn the value of teamwork, goal setting, and the pursuit of excellence in performance. In addition, they are developing athletic skills, being physically active, and having a great time.

TYPE OF WORK YOU CAN EXPECT TO DO

Coach or assist in coaching a specific sport. Typically, the Camps feature a major sport and secondary activity every 4-8 weeks. Volunteers are needed to coach volleyball, soccer, basketball, softball, and track & field. Secondary activities may include yoga, aerobics, dance, cheerleading, flag football and ultimate frisbee.

DESCRIPTION OF REQUIREMENTS/SKILLS NEEDED

Volunteers are needed at least twice a week to teach girls ages 5-14 the basics of specific sports and activities. A significant background and knowledge in a specific sport is necessary. Volunteers may also opt to coach a specific age group. The elementary-age girls are broken up into groups based on the grade that they are in: K-1, 2-3, 4-5. The youngest girls will not necessarily be able to play a game or have a competition at the conclusion of the 4-8 weeks. They will, however, have knowledge of the sport and they will have developed the skills necessary to participate in the sport (i.e. hand-eye coordination). Volunteers must be patient and be willing to adapt to varying situations. Volunteers can coordinate time periods with the program director. Structured activities generally occur between 4:00 and 5:30 Monday-Friday during the after school program and vary during the summer camp between 9:30 am and 5:30 pm. No weekend opportunities are available. Small groups may be able to coordinate sporting activities. Suggestions for other activities and sports are encouraged.

CONTACT PERSON

Christi Arrington, Program Director Christi@girlsplace.net

ATHLETIC PROGRAM COACH

SUMMARY

Athletics provides girls the chance to learn the value of teamwork, goal setting, and the pursuit of excellence in performance. In addition, they are developing athletic skills, being physically active, and having a great time.

TYPE OF WORK YOU CAN EXPECT TO DO

Coach or assist in coaching volleyball, basketball or track and field. Volleyball has two seasons and runs from August-November and from March-May; Basketball runs from November-February; Track and Field runs from March-May; Summer Sports Camps have included basketball, volleyball, softball, soccer and cheerleading.

DESCRIPTION OF REQUIREMENTS/SKILLS NEEDED

Volunteers are needed for two practices a week (either on Mondays and Wednesdays or Tuesdays and Thursdays) to coach a specific sport to girls ages 6-14. A significant background and knowledge in a specific sport is necessary. Volunteers may opt to coach a specific age group. Each sport is different, but the girls are primarily placed on teams by grade level and secondarily by skill level. Volunteers must be patient and be willing to adapt to varying situations. Girls Place gives girls the opportunity for equal playing time in practices and games. Coaches must be able to coach various skill levels and ensure participation by all the girls on the team. Coaches must be able to commit to the entire 8-10 week season.

CONTACT PERSON

Taryn Buckley, Athletic Director taryn@girlsplace.net

Additional opportunities are available with maintenance, janitorial, and clerical duties. If you have an interest in any of these aspects of volunteering please contact the office at (353)373-4475.

Performance Standards

(Adapted from BGC of Boston)

Attendance/ Tardiness

In order to provide high quality services for our clients, we ask that our volunteers work their scheduled hours. Scheduling hours to volunteer can be done with the full time staff member that is in charge of that particular program. (ie: After School/ Summer Camp: Christi Arrington; Athletics: Taryn Buckley) If a volunteer is unable to work a scheduled shift, they should contact their supervisor with adequate notice. In the event that a volunteer will knowingly arrive late for work, they are expected to call their supervisor and/or the front office (352) 373-4475 and inform them of their estimated time of arrival.

Dress Code

While casual clothing is the norm when working with children, volunteers are expected to use their professional judgment and dress conservatively, neatly and appropriately. Some examples of inappropriate dress include clothing with advertisements, labels and/or messages that promote or depict drugs, violence, alcohol, tobacco, are sexual or discriminatory in nature. Clothing with inappropriate language or messages and clothing that is revealing or tight are other types of clothing that should be avoided when working with children.

Volunteer Application

The application can be submitted online (preferred) at www.GirlsPlace.net/volunteer or can be submitted in person at the front office Monday-Friday 9am-6pm at 2101 NW 39th Avenue; Gainesville, FL 32605. Submission of an application form does not necessarily guarantee the exact times and dates the volunteer requests. Applications are viewed once per week, so volunteers are encouraged to submit their requests for specific times and dates at least one week in advance.

Online Orientation

All volunteers will need to view the online orientation and answer the quiz at the end of the orientation to receive credit for watching the video before they can begin any volunteer experience at Girls Place. After completion of the video and upon arrival at the club on their first day of their volunteer experience, volunteers will get a tour of the building and get to meet staff members before their assignment.

Personal Conduct

Girls Place expects all volunteers to conduct themselves professionally at all times by embodying the highest ethical standards, treating people with dignity and respect, always upholding and enhancing the reputation of Girls Place and the well being of our members, and conducting business according to the mission and values of Girls Place. We view our volunteers as role models for our girls and representatives of our agency and expect you to live up to that expectation.

Harassment Policy

Girls Place is committed to the idea that all employees, volunteers, members, parents/guardians of children and children have the right to work/play/study in an environment that is free from discrimination or harassment based on race color, religion, age, sex, national origin, disability, marital status or other protected status.

Examples of Harassment

- ❖ Unwelcome or unwanted advances, including sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact.
- ❖ Unwelcome requests or demands for favors, including sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of favor, including a sexual favor whether or not it is accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment or other status.
- ❖ Verbal abuse or kidding that is oriented toward a prohibited form of harassment, including that which is sex-oriented and considered unwelcome. This includes comments about one's national origin, race, age body, disability, or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are unwanted and considered offensive; or any tasteless, sexually oriented comments, innuendoes, epithets, slurs, negative stereotyping or actions that offend.
- ❖ Any type of sexually oriented conduct or other prohibited form of harassment that would unreasonably interfere with one's work performance, study, play, or other activities conducted on the Girl's Club premises. This includes extending unwanted sexual attentions to someone whether or not it reduces that person's productivity or time available to work at assigned tasks, study, or play.

- ❖ Creating a work/ play/ study environment that is intimidating, hostile, abusive, or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts or attentions whether sexually oriented or otherwise related to a prohibited form of harassment.
- ❖ The distribution, display, or discussion of any written or graphic material including calendars, posters, cartoons, or names that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, age, sex, national origin, disability, marital status, or other protected status.

Suspected Child Abuse/Neglect

The safety and security of Girls Place members is of utmost importance. When suspension of possible child abuse/neglect involving a member is brought to the attention of a volunteer, the volunteer must immediately notify a staff member. The staff will then take the appropriate measures to investigate the situation.

Workplace Violence Policy

Volunteers are expected to behave in an appropriate and professional manner at all times. Any actions, comments or behaviors that are threatening to the members or staff will not be tolerated. Some examples of unacceptable threatening or violent behavior include, but are not limited to the following: punching, hitting, shoving, pushing, kicking, tripping, destruction of property, threats, throwing objects or stalking. In addition to this policy, volunteers are prohibited from bringing any type of weapon or explosive onto Girls Place property, in their possession or in their vehicles. Girls Place has a zero tolerance policy for any of the above offenses.

Emergency Procedures

When an accident or an injury occurs to a child, please contact the closest staff member immediately and give as much detail about the incident as possible. The staff member will then take the appropriate steps to resolve the incident and contact parents/medical professionals if necessary.

When an accident or an injury occurs to a volunteer, they must contact staff, including the executive director, immediately and decide what action—if any—is the best to take. It is important for the injured individual to receive proper medical treatment in a timely manner. If major medical attention is required, the injured volunteer must give a full report to the executive director before they leave the premises. Volunteers who are injured on the job are encouraged to use the nearest hospital or their own medical provider to receive medical treatment.

Cell Phones, Internet, Email & Social Networking Usage

Volunteers are permitted to use their cell phones as needed on the premises; however, usage should be kept to a minimum and should not interfere with the workday or the responsibilities of the volunteer at that time. Forms of cell phone usage include, but are not limited to, phone calls, text messaging, checking email and internet usage.

Volunteers are permitted to use Girls Place computers for direct business purposes only, which include: news, weather, travel directions etc. The use of the internet for personal reasons is strictly prohibited unless permission is given from the executive director. In addition, the use of social networking sites such as Facebook, MySpace, Twitter etc. are especially prohibited.

We understand that as a volunteer, you may have a webpage on one of these social networking sites. It is strictly forbidden to post messages, pictures or posts about any of the members at Girls Place. Remember that information about our girls is to be kept confidential at all times. If at any time a member requests your “friendship” on one of these sites, it is highly recommended that you do not accept it, so that you too can keep your social life private and confidential. Remember, we view our volunteers as role models for our girls and representatives of our agency and expect you to live up to that expectation.

Personal Property

Girls Place, Inc. does not assume responsibility for loss or damage to a volunteer’s personal property on Girls Place, Inc. premises and does not reimburse for any losses or damage to personal property resulting from theft, fire, automobile accidents or any other condition for which personal insurance is available.

Smoking Policy

In order to provide a safe and healthy environment for our members, their families and our staff we ask you to follow the no-smoking policy we have on the premises. The policy is as follows:

- ❖ Smoking is prohibited in the presence of Girls Place Members
- ❖ Smoking is prohibited in any part of the Girls Place, Inc. facility, including the area immediately surrounding the building.
- ❖ Volunteers who choose to smoke must do so off of Girls Place grounds and away from program space and children served by the agency.
- ❖ Girls Place smoking policy always complies with current state laws.

Drug & Alcohol Policy

Use of drugs, alcohol and/or any other mind-altering substances on the agency grounds at any time is strictly forbidden and will not be tolerated at Girls Place, Inc.

To maintain a drug-free workplace, Girls Place strictly prohibits all staff and volunteers from manufacturing, distributing, possessing or using drugs (including unauthorized possession/use of prescription drugs) on the grounds at any time. Volunteers and staff are also prohibited from using alcohol while at work or reporting to work while under the influence of alcohol or illicit drugs.

Again, our zero tolerance policy of drugs, alcohol or any other mind-altering substance is in full effect as well.

Confidentiality and Security of Information/ Questions from the Media

Volunteers who work with confidential information should treat the information carefully. Volunteers may not use or disclose any confidential information, knowledge or important data received or developed during their volunteer experience, unless specifically authorized to do so by Girls Place staff. Confidential information includes, but is not limited to, personnel or business records, member lists (paper or electronic), information concerning members, families or staff, and other information or documents (paper or electronic) that may be considered confidential due to personal information. When in doubt, play it safe and assume the information is confidential!

If at any time you are approached by a member of the press who is seeking any information about the organization, please refer them to the executive director. According to board policy, the executive director is the only staff member allowed to speak to the media.

Holiday Schedule

Below is a list of holidays traditionally observed by Girls Place, Inc.:

New Year's Day
Martin Luther King Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

Holidays falling on Saturday will be observed on the Friday preceding the holiday and those falling on Sunday will be observed on the Monday following the holiday.

Hints for Working with Young Ladies

(Adapted from the Mifflin County School District)

- ❖ Be Yourself! Warmth and friendliness foster volunteer- girl relationships. Maintaining a sense of humor and comfort will help ensure your success with young people.
- ❖ Always be consistent with specific rules and practices maintained by the staff. Also, be familiar with school and classroom rules (ie: encourage the girls to use ma'am/ sir when addressing authority figures)
- ❖ Maintain your position of responsibility and authority at all times. Do not let friendships or neighborly relations interfere with your role as a volunteer!
- ❖ Learn the girl's and the counselor's names! You are more likely to bond with them faster if you do!
- ❖ Be aware and sensitive to the unique gifts and needs of individual girls. This is critical (and a little different) at all age levels.
- ❖ Encourage and praise the girls when it is appropriate to do so! Your feedback is important to their growth and development!
- ❖ If problem solving with the girls (ie: homework, problems with peers, conflict resolution issues) guide the girls to work through the problem rather than giving them the answer right away.

Ways to Assist the Counselor

(Adapted from the Mifflin County School District)

- ❖ Assist with counselor-planned activity
- ❖ Read stories with the girls when they are done with homework
- ❖ Check homework that the girls have completed, and make sure they are completely done with the work they have brought home!
- ❖ Prepare the girls for any daily program changes (ie: UF Nurses coming in early for a presentation to the group)
- ❖ Help the girls understand and follow directions
- ❖ Listen to the girls read aloud to you!
- ❖ Share a hobby, talent or experience you have with them
- ❖ Help with field trips, if necessary
- ❖ Assist with parties and special events
- ❖ Keep the classroom and materials in order
- ❖ Assist the girls with practicing skills they need to develop. You can get ideas from the homework assigned to them!

The Do's and Don'ts of Volunteering

(Adapted from the Mifflin County School District)

<u>DOs</u>	<u>DON'Ts</u>
Take a personal interest in helping and working with staff and members.	DON'T Forget to sign in and out at the front desk every time you enter/exit the building.
Be willing to learn more about fostering the process of growth and development in children.	DON'T Scold when pointing out errors. Use a positive approach.
Participate in training programs offered to volunteers.	DON'T become annoyed when students don't understand you the first time. You will have to repeat yourself—several times 😊
Be willing and able to follow directions from counselors and staff.	DON'T be afraid to laugh at yourself! Open up, and realize you make silly mistakes too!
Be adaptable and flexible when working with the children.	DON'T lose your temper. If necessary, get up and walk away for a moment.
Have a cooperative attitude in working with Girls Place Personnel.	DON'T do a member's homework for them!
Be imaginative, creative and optimistic.	DON'T discuss the member's work with anyone but the staff.
Be consistent and dependable.	DON'T threaten or punish students. Let the counselor be in charge of discipline!
Keep all student information strictly confidential.	DON'T intervene or contradict a counselor at all.
Have a sense of humor as well as patience and understanding	DON'T forget to contact Girls Place if you can't fulfill your commitment.
Accept each child for who they are and let the counselor be in charge of discipline!	DON'T be alone with the girls; always make sure you are within eyesight of a staff member.



AFFIDAVIT OF GOOD MORAL CHARACTER FOR PURPOSES RELEVANT TO CHAPTER 400.512, F.S., STATE OF FLORIDA
(for personnel required to have level 1 screening)

COUNTY OF _____

Before me this day personally appeared

who, being duly sworn, deposes and says:

As an applicant for employment with _____,

I hereby attest to meeting the requirements for employment, that I am of good moral character, that I have not been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute or ordinance of another jurisdiction:

- (a) Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct.
- (b) Section 394.4593, relating to sexual misconduct with certain mental health patients and reporting of such sexual misconduct.
- (c) Section 415.111, relating to abuse, neglect, or exploitation of a vulnerable adult.
- (d) Section 782.04, relating to murder.
- (e) Section 782.07, relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child.
- (f) Section 782.071, relating to vehicular homicide.
- (g) Section 782.09, relating to killing of an unborn child by injury to the mother.
- (h) Section 784.011, relating to assault, if the victim of the offense was a minor.
- (i) Section 784.021, relating to aggravated assault.
- (j) Section 784.03, relating to battery, if the victim of the offense was a minor.
- (k) Section 784.045, relating to aggravated battery.
- (l) Section 787.01, relating to kidnapping.
- (m) Section 787.02, relating to false imprisonment.
- (n) Section 794.011, relating to sexual battery.
- (o) Former s. 794.041, relating to prohibited acts of persons in familial or custodial authority.
- (p) Chapter 796, relating to prostitution.
- (q) Section 798.02, relating to lewd and lascivious behavior.
- (r) Chapter 800, relating to lewdness and indecent exposure.
- (s) Section 806.01, relating to arson.
- (t) Chapter 812, relating to theft, robbery, and related crimes, if the offense was a felony.
- (u) Section 817.563, relating to fraudulent sale of controlled substances, only if the offense was a felony.
- (v) Section 825.102, relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult.
- (w) Section 825.1025, relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult.
- (x) Section 825.103, relating to exploitation of an elderly person or disabled adult, if the offense was a felony.
- (y) Section 826.04, relating to incest.
- (z) Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.
- (aa) Section 827.04, relating to contributing to the delinquency or dependency of a child.
- (bb) Former s. 827.05, relating to negligent treatment of children.
- (cc) Section 827.071, relating to sexual performance by a child.
- (dd) Chapter 847, relating to obscene literature.



(ee) Chapter 893, relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor.

(ff) Section 916.0175, relating to sexual misconduct with certain forensic clients and reporting of such sexual misconduct.

I further attest that I have not committed an act which constitutes domestic violence as defined in s. 741.28, F.S.

SIGN EITHER (1) OR (2) BELOW:

(1) Under the penalties of perjury, I declare that I have read the foregoing, and the facts alleged are true to the best of my knowledge and belief.

AFFIANT

(2) To the best of my knowledge and belief, my record may contain one of the foregoing disqualifying acts of offenses.

AFFIANT

This person is personally known to me or produced the following identification

_____.

Sworn to and subscribed before me this _____ day of _____ .
Month/Year

Notary Public (Type or Print Name)

Notary Public (Signature)

My Commission Expires

Notary State Seal:

AHCA 3110-0001, Revised October 2004 (supercedes previous versions)