

New Volunteer Checklist

Volunteer:

- ___ 1. Completed a Facility Waiver (digital or paper)
- ___ 2. Received Volunteer Program Resource Guide
- ___ 3. Completed Volunteer Application
- ___ 4. Completed the Emergency Contact Form
- ___ 5. Completed the Volunteer Survey
- ___ 6. Received New Volunteer Resource Guide
- ___ 7. Received the Facility Emergency Guide (digital)
- ___ 8. Completed the Facility Emergency Guide Signature Sheet
- ___ 9. Received the Code ADAM/Child Abuse Training Documents (digital)
- ___ 10. Completed Code ADAM/Child Abuse Training Acknowledgement
- ___ 11. Completed the Authorization for Background Check paper
- ___ 12. Completed the Background Check Information Form
- ___ 13. Received Background Check Disclosure Document
- ___ 14. Received the Fair Credit Reporting Act

On the Rocks:

- ___ 15. Enter into "Volunteer Contact Information and Availability" Spreadsheet
- ___ 16. Add to Volunteer Email List



Volunteer Program Resource Guide

Welcome to the On the Rocks Volunteer Team! We know that your time is valuable, and we are honored that you have chosen to spend some of it with us. Members of our Volunteer Team are valued individuals in our community who would like an opportunity to become more involved with the gym. We are grateful for your energy and dedication to the success of On the Rocks. Thank you for helping us empower our community to live healthier and more active lives through climbing, fitness, and camaraderie.

Volunteer Requirements

- Top-rope Belay Certification at On the Rocks
 - At least 6 months of belaying experience preferred
- Complete the New Volunteer Packet including:
 - A Volunteer Application
 - A Facility Waiver
 - An Emergency Contact Form
 - The Volunteer Survey
 - An Emergency Action Plan training
 - Code ADAM/Child Abuse training
 - Pass a Background Check

Volunteer Responsibilities

- Perform belaying duties for party or group events
- Assist with events as needed (assist with autobelays, etc.)
 - The OTR Crew (employees) is responsible for breaking down the party and cleaning up

Volunteer Benefits

- Free Volunteer T-Shirt
 - This is to be worn whenever you are performing volunteer duties on behalf of the gym
- Free climbing the day of a volunteer shift
 - Climbing can be done before and/or after your shift
- Free Day Pass (Members: ¼ off of monthly dues, Punch Pass Holders: one free punch)
 - Upon the completion of each volunteer shift, a staff member will give you a Free Day Pass

Volunteer Considerations

- To avoid confusion, please change to a different shirt when you are training on your own time.
- When volunteering, please park on the side of the building to give our guests the closest parking spots.
- You may encounter some personal information during your time at On the Rocks; please help us maintain the confidentiality and privacy of our guests.
- On occasion, you may be offered a small tip or gift by a guest in exchange for your services working with their party or group; you may accept small tips and gifts based on your own professional judgment, but it is not okay to solicit or expect these things (we should always provide excellent service regardless).
- Please be professional at all times, and remember that this is a family-friendly facility.
- Contact David Snell (General Manager) with any questions: david@climbontherocks.com

Thank you for the part you're playing in helping us realize our mission of creating an active, happy climbing community. We appreciate you so much!



Volunteer Application

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

If selected as a volunteer, are you willing to submit to a background check?

Employment Status: (circle one) Full-Time Part-Time Unemployed Retired Student Other

Years of Experience: Climbing ____ Lead Climbing ____ Lead Belay ____ Toprope Belay ____

Please describe your rock climbing experience and list any relevant certifications:

Current availability:

What other skills & talents outside of rock climbing are you willing to share?

Signature:

Date:

Emergency Contact Form

Volunteer Name _____	Address _____
Phone Number _____	_____

Special Instructions:

In the event of a medical emergency, are there any emergency procedures or restrictions on medications of which emergency personnel should be aware? If yes, please explain.

Emergency Contacts

Primary Contact in case of emergency:	
Name _____	Relationship _____
Address _____	Phone Number _____
_____	Alternate Phone Number _____
Secondary Contact in case of emergency:	
Name _____	Relationship _____
Address _____	Phone Number _____
_____	Alternate Phone Number _____

Physician Contact

Doctor's Name _____	Address _____
Phone Number _____	_____

Volunteer Authorization

I have voluntarily provided the above contact information and authorize **On The Rocks, LLC** and its representatives to contact any of the above individuals on my behalf in the event of an emergency.

Volunteer Signature

Date



Volunteer Survey

1) If you could have a gift card to anywhere, where would it be?

2) What are some of your hobbies and interests?

3) What size t-shirts do you wear?



New Volunteer Resource Guide

Welcome to the Volunteer Team at On the Rocks Climbing Gym! Thank you so much for your help!

This page and the *remaining pages of this new volunteer packet are yours to keep* for reference.

We also have a volunteer Google Drive folder where we keep various documents and images for volunteers to access. In our Drive, we have a New Volunteer Resources folder which contains several training documents and materials that you will need to familiarize yourself with before you begin volunteering at On the Rocks.

New Hire Resources Folder Contents:

- Facility Emergency Guide
- Code ADAM Training Materials
- Child Abuse Training Materials
- Other training documents and materials

The link to the New Hire Resources folder is: <https://tinyurl.com/2p8e89ax>

We will use email as our primary means of contact regarding upcoming available shifts and other relevant communications so please ensure that you have a current email address on file with us.

David Snell is the General Manager of On the Rocks and can be reached via his email address if you have any questions: david@climbontherocks.com



Facility Emergency Guide

Updated: July 2, 2019

Note: All of the provided safety procedures and guidelines are not inclusive but if understood and executed properly can increase your chances of mitigating risk and/or dealing effectively and appropriately with any unusual or dangerous incidents should they arise.

EMPLOYEE SIGNATURE

I have read and understand the Emergency Guide for On The Rocks Climbing Gym.

Employee Name (print)

Employee Name (signature)

Date



Code ADAM & Child Abuse Awareness Training Acknowledgement

EMPLOYEE SIGNATURE

I have watched the Code ADAM video and read and understand Code ADAM procedures as well as the Child Abuse/Molestation Awareness Training for employees.

Employee Name (print)

Employee Name (signature)

Date

AUTHORIZATION FOR BACKGROUND CHECK

I authorize On The Rocks, LLC (the "Company") to obtain a consumer report(s) (or background report(s)) on me, including any investigative consumer reports. I also agree that a copy of this form is valid like the signed original.

The consumer reporting agency (CRA) ADP Screening and Selection Services, Inc. (ADP SASS) will prepare the background report for the Company. ADP SASS is located at 301 Remington Street, Fort Collins, CO, 80524, and can be reached by phone at 800-367-5933 or at www.adpselect.com.

I understand that, as allowed by applicable law, the Company may rely on this authorization to order additional background reports, including investigative consumer reports, (1) during my employment or time as a volunteer or independent contractor, as applicable and (2) from any CRA other than ADP SASS without asking me for my authorization again. I understand the Company may order background report(s) under my legal name and any other names I may have used.

I also authorize the following persons, agencies, and entities to disclose to ADP SASS and its agents all information about or concerning me, as allowed by law, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; testing facilities; motor vehicle records agencies; if applicable, worker's compensation injuries; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. As allowed by law, such disclosures may contain the following information pertaining to you: credit history; public records; a Social Security number verification; driving records; military service; credentials/certifications; and verification of prior employment and education.

Please print your legal name:

Last _____ First _____ Middle _____

Signature _____

_____/_____/_____

Date (Month/Day/Year)

BACKGROUND CHECK INFORMATION

The information requested below is collected solely for the purpose of aiding the Consumer Reporting Agency (CRA) in completing a background check on you.

First Name _____ Middle (required) _____ Last Name _____ Suffix _____

Email Address: _____

For Identification Purposes Only: Date of Birth ____/____/____ (Month/Day/Year)

Social Security Number _____

Driver's License Number _____ State Issuing License _____

Enter Nickname(s) Used _____

Enter Any Other Names Used (including maiden names):

First Name _____ Middle _____ Last Name _____

First Name _____ Middle _____ Last Name _____

First Name _____ Middle _____ Last Name _____

Addresses Within The Past Seven Years (use a separate sheet as needed)

Present Street Address _____

City/State/ZIP _____

Prior Street Address _____

Prior City/State/ZIP _____

From ____/____/____ (Month/Day/Year) To ____/____/____ (Month/Day/Year)

BACKGROUND CHECK DISCLOSURE DOCUMENT

On The Rocks, LLC (the "Company") may order a "consumer report" (a background report) about you from a consumer reporting agency (CRA) in connection with your employment or your application for employment (including independent contractor or volunteer assignments, as applicable).

The consumer report may include information about your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. **The Company may not order a consumer report about you without your written authorization** (which you may provide through a separate document called the Authorization for Background Checks).

The Company may also request an "investigative consumer report" on you. An "investigative consumer report" is a type of consumer report that involves personal interviews conducted for the Company by the CRA, most commonly with an individual's prior employers or references.

You have the right to request more information about the nature and scope of any investigative consumer report obtained on you by contacting the Company. Additionally, the Fair Credit Reporting Act gives you specific rights in dealing with CRAs. You will find these rights summarized in a separate document titled [A Summary of Your Rights Under the Fair Credit Reporting Act](#).

THE REMAINDER OF THIS DOCUMENT IS INTENTIONALLY LEFT BLANK.

PLEASE PROCEED TO THE NEXT DOCUMENT: "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT"

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates. b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552 b. Federal Trade Commission: Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box # 11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission: Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357