



Judge Dan A. Gattis
Williamson County Courthouse
710 Main Street, Ste. 101
Georgetown, TX 78626

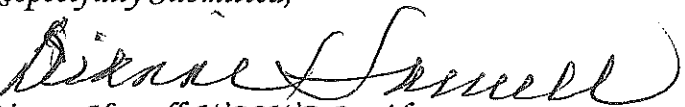
March 31, 2016

The Honorable Dan Gattis and Williamson County Commissioners:

I am requesting the Commissioner's Court to appoint Sherry Rhoden as a new board member. Sherry lives in Cedar Park and has attended several board meetings. Like many before her, she has already jumped in with both feet and is volunteering her time and talents for the good of the board and the foster children of Williamson County.

Please place this request for a new appointment to the board on your agenda at your earliest convenience and please call, fax, or email me with any questions you might have. Thank you so much for your time and the attention you give to our board and in turn enable us to partner with Williamson County to help care for the foster children of Williamson County!

Respectfully Submitted,


Dianne Howell-WCCWB President

Texas Department of Family and Protective Services

VOLUNTEER PROGRAM
WORK RULES, STANDARDS OF BEHAVIOR AND PERFORMANCE

The mission of FPS is enhanced by the contribution of volunteers. The agency is grateful to volunteers for their time and commitment. FPS requests that volunteers adhere to FPS rules and standards for volunteers as set out below.

Attendance Standards

1. The tasks you perform are highly valuable. We depend on you. Please observe scheduled volunteer time agreed upon by you and your supervisor, including scheduled coffee and lunch breaks if applicable.
2. If you are unable to report for your scheduled volunteer time, notify your supervisor as soon as possible.

Work Standards

3. Maintain conduct in accordance with the proper performance of duties, operations of the office, and goals and objectives of the department and personal conduct standards.
4. Maintain a helpful attitude toward other volunteers, employees, supervisors, clients and the general public.
5. Follow instructions issued by the supervisor related to job performance, and exercise care in performing assignments by maintaining department standards, and personal conduct standards.
6. Please refrain from excessive personal use of the telephone, personal conversations, selling products or services to volunteers or employees, or other distracting behavior.
7. All department case records, information, and names of clients are confidential. *The Volunteer Confidentiality Agreement must be signed prior to beginning placement.*
8. You must not falsify any documents or make false statements related to your FPS volunteer duties.

Personal Conduct Standards

9. Exhibit courtesy and respect in your interactions with clients, peers, FPS staff, vendors, contractors and others in the course of your job. Verbal or physical abuse, and/or discrimination against a client, a member of the community, or another FPS employee or volunteer are not acceptable.
10. Knowledge gained through volunteer service may not be used for personal profit, profit for friends or family, to obtain a child for adoption, or for any other personal gain or benefit. Compensation, gifts, or promises, which could

- influence the performance of duties may not be accepted. Services or favors to other employees, applicants, clients, or other persons may not be granted.
11. Avoid even the appearance of favoritism, prejudice, undue influence or impropriety. If you work closely with law enforcement and other community agencies and/or testify in court as a representative of this agency, make certain that your conduct maintains your credibility in the community as a potential witness.
 12. Harassment or retaliation of any kind is not tolerated. Observe all agency non-discrimination policies.
 13. Protect State information and property. You may not destroy, falsify, remove, steal, conceal or otherwise misuse any State information or property. You may not use long-distance telephone services; FPS information and communication services; FPS computer systems or other FPS equipment for personal use, except as specifically permitted in FPS on-line handbooks. You may not list your FPS telephone number for personal or business advertising.
 14. You may not participate in political activity while on duty, or attempt to influence any FPS activity for political purposes.
 15. You may not use alcohol or illegal drugs while on duty; bring alcoholic beverages or illegal drugs onto State-owned or leased property, including buildings or vehicles; or possess, manufacture, distribute, dispense, or use alcoholic beverages or illegal drugs on or in State-owned or leased property, including buildings and vehicles.
 16. You may not be under the influence of alcohol or drugs while on duty. You may not be under the influence of any illegal substances while on duty, and you may not be under the influence of any substance, whether or not it is legal, that substantially impairs your ability to perform your duties.
 17. You may not have firearms or other dangerous weapons at the workplace, including your private vehicle when parked at the workplace, or during the performance or your duties. You may not engage in any activities that endanger your peer, staff, clients, or the community. You must not make any threats or threaten violence to your peer, staff, clients and providers, even jokingly. You may not compromise the safety of your peers, staff, the general public, or the workplace.
 18. Conviction of, or admission of guilt for a misdemeanor or felony that prohibits employment in your position, will result in termination of your placement.
 19. Dress appropriately and professionally in accordance with your placement, and exercise good judgment and care in personal grooming. Refer to FPS Dress Codes for guidance. *The Regional Dress Code policy must also be provided and signed in addition to this form.*
 20. All FPS offices are non-smoking.
 21. Department rules, regulations, and policies, including those stated in FPS personnel and volunteer management handbooks must be honored. Other regulations may be applied through executive letters.

Ask your supervisor's advice or call Human Resources if you are uncomfortable with a situation or when you have questions about any issue related to work ethics.

Privacy in the Workplace

FPS maintains legal authority to inspect computer files, paper files, electronic mail; and voice mail systems. Additionally, authorized FPS staff may inspect volunteer and employee workspaces, including desks. The Department may also monitor telephone calls. FPS employees must be aware that, as State volunteers or employees, there is no expectation of privacy in the workplace.

Supervisors may issue additional, reasonable work rules, if such are required.

I acknowledge that I have read and will observe the above standards and regulations.

Sherry Rhoden 3-17-16

Volunteer Signature

Date

Supervisor Signature

Date



Volunteer Application

Texas law gives you the right to know what information is collected about you by means of a form you submit to a state government agency. You can receive and review this information, and request that incorrect information about you be corrected, by contacting the person or unit to whom you submitted this form."

Name (Last, First, Middle) Rhoden, Sherry Ann	Preferred Name Sherry	Date of Birth
Address (Street, City, State, ZIP Code)		County Williamson
Other Names Used (including maiden name, previous married name, etc.): Maiden: Latimer		Who referred you to DFPS? Dianne Howell
Organization Represented (if applicable): NA		Williamson Co. Child Welfare Board

Why do you want to volunteer for DFPS?
I'm applying to become a board member on the WCCWB.

Applicable skills:
I love people. I enjoy serving others. I'm responsible & organized.

Type of volunteer service preferred:
Seeking board position on WCCWB

Are you willing to receive training for another assignment?
☒ Yes ☐ No

Education (Check highest level completed):

<input type="checkbox"/> Elementary School	<input type="checkbox"/> Middle School	<input type="checkbox"/> High School	<input type="checkbox"/> Vocational or Technical Training	<input type="checkbox"/> College	<input checked="" type="checkbox"/> Graduate School
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Interns: ☐ undergraduate ☐ graduate ☐ post graduate

University: **Texas Woman's Univ.**
Univ. of North Texas Date of undergraduate degree **1997** Date of graduate degree **1999**

Additional Languages (list):

	Speak	Read	Write
NA	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
American Sign Language	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> NA	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent

Previous volunteer experience:

Organization: Church	Position: Teacher, curriculum development	Responsibilities: Meet w/ mentee weekly
Leander ISD	Mentor	Compile necessities for
Mitscoots Socks	Volunteer	the homeless in Austin, Tx.

Date(s) and time(s) available:

Days per week: **Tuesdays, Fridays**

Hours per week: **up to 10**

Comments:



Volunteer Application

Are you presently employed?

☒ Yes ☐ No

If yes, where?

Ms. Sherry's Tennis Program
Address: 1228 Heppner Dr. Cedar Park, Tx. 78613
Occupation: Owner, Director, Instructor

Prior employment:

Company:

Richardson ISD

Position:

2nd grade teacher

Responsibilities:

teaching, caretaker

Can you provide transportation for others?

☒ Yes ☐ No

If yes, please complete Transportation Form 250c

Please list three (3) personal references (excluding relatives):

Name:

Alice Storke

Address:

Telephone #:

Stacy Johnson

Jarrett Tucker

Volunteer Agreement

I affirm that the information that I have provided is true and correct to the best of my knowledge.
I agree to conform with the Texas Department of Family and Protective Services rules and regulations to the best of my ability.
I agree to respect the confidential nature of case information and any personal contact with clients.
I agree to inform the department if I am named in complaints or indictments or convicted of offenses.
I understand that I will begin service on a reciprocal trial basis and agree to participate in orientation and training.

Sherry Rhoden

Signature of Volunteer

3-17-16

Date

In case of emergency, please notify:

Name

Mark Rhoden

Relationship

Husband

Telephone #

Address



BACKGROUND CHECK AUTHORIZATION

This form should be attached to Part I, Volunteer Application, Form 0250a.

NOTE: Failure to complete each field could delay or prevent the return of your volunteer's background check results.

PLEASE PRINT: First Name Sherry		Middle Name Ann	Last Name Rhoden	# of yrs as TX resident 40
Other names or spellings used (married, maiden, alias, etc.) - First, Middle, Last (continue on back as needed) maiden - Latimer				
Residence Street Address 1200		City Cin	County ...	State TX
Residence Telephone No (A/C)	Date of Birth	Gender: <input type="checkbox"/> Male - <input checked="" type="checkbox"/> Female	SSN	DL Number/State
List all other Texas residences in the past 5 years (street address and city - continue on back as needed). If no other addresses, please note. At current address since 2000.				
Race (check all applicable) <input type="checkbox"/> Asian <input type="checkbox"/> Am Indian/AK Native <input type="checkbox"/> Nat Hawaii/Pac Island <input type="checkbox"/> Black <input checked="" type="checkbox"/> White <input type="checkbox"/> Unable to Determine (or, none of the above)		Ethnicity (check one, only) <input type="checkbox"/> Hispanic <input checked="" type="checkbox"/> Not Hispanic <input type="checkbox"/> Unable to Determine		

Volunteer Agreement

<input checked="" type="checkbox"/> I understand that I am requesting volunteer placement requiring criminal history and Central Registry checks and authorize the department to conduct these checks.	
<input checked="" type="checkbox"/> I understand that background checks are conducted on an annual basis for DFPS volunteers. I authorize DFPS to conduct a criminal history and Central Registry check each year that I volunteer with DFPS.	
Sherry Rhoden Signature of Volunteer	3-17-16 Date

Return Results to (FOR DFPS USE ONLY):

Full Name	Contact Phone	MAIL CODE
Program (APS, CPS, CCL), Unit and Location		
Check box to indicate applicant's involvement: <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> INTERN (non-paid) <input type="checkbox"/> PCG <input type="checkbox"/> BOARDMBR		

VOLUNTEER CONFIDENTIALITY STATEMENT

Sherry Rhoden

I, 1 , am a volunteer for the Texas Department of Family and Protective Services. I UNDERSTAND:

- The information provided by DFPS is confidential by law;
- The information provided by DFPS may not be used for any purpose other than the purpose for which I am volunteering; and
- Any information, including client identities and case details, obtained while I am volunteering with DFPS must not be discussed or disclosed to any person, other than current DFPS employees and volunteers, and then only on a strict need-to-know basis within the scope of the volunteer placement.

I also UNDERSTAND the disclosure of this confidential information may be considered a violation of law subject to a criminal penalty under both the Texas Open Records Act, §552.352 Government Code and/or §40.005(e) Human Resources Code.

I have read this confidentiality statement fully, I understand what it means, and I am signing it freely and voluntarily.

Sherry Rhoden

Signature of Volunteer

3-17-16

Date

NA

Signature of Parent (if the volunteer is a minor)

NA

Date

This original Volunteer Confidentiality Statement must be returned to

Placement Supervisor, DFPS

Address

City, TX Zip Code