



HONOR FLIGHT MAINE VOLUNTEER APPLICATION

Honor Flight Maine would not be successful without the generous support provided by our dedicated volunteers. Assistance is required from office, clerical and logistical support to airport assistance that aids the Veterans both at the beginning and at the end of each trip. Please consider the wide range of opportunities to help recognize, honor, and thank our Veterans.

For further information, please contact us at **207.370.7210** or online at **www.honorflightmaine.org**

Please submit **all 6 pages** of this form with required signature(s) as soon as possible to:

Honor Flight Maine
ATTN: Volunteer Application
PO Box 469
Augusta, ME 04332

OR email application to:
mainehonorflight@gmail.com

Your name: _____ **Nickname:** _____
(as it appears on your state or federal ID for airline travel) (if applicable)

Address: _____

City/State: _____ Zip: _____

Primary phone: _____ Cell: _____

Email: _____

Date of birth (month/day/year): ____ / ____ / ____ Age: _____ Gender: Male Female

Y N Are you a Veteran?

If YES, please indicate: Branch of service: _____

Dates of service: _____

Duty station(s): _____

T-shirt size: S M L XL XXL XXXL XXXXL *(Note: T-shirts are in men's sizes; ladies please order accordingly.)*

How did you learn about Honor Flight Maine? _____

Occupation: _____

Please list any prior volunteer experience: _____

There are multiple volunteer opportunities. Please indicate all areas of interest:

ADMINISTRATIVE SUPPORT

Clerical support from home

OUTREACH

Information booths

Speaking engagements

SPECIAL EVENTS

Event planning

Fundraisers

Contact Veterans

TRIP SUPPORT

Ground transportation in Departure City

Airport Check-in assistance

Welcome Home ceremony support

Assemble T-shirts/lanyards/goodie bags

OTHER SUPPORT (Describe what you would like to perform): _____

Please note any medical experience you may have:

MD/DO NP/PA RN LPN/CMA EMT-P AEMT EMT-B CRNA CPR Other: _____

PERSONAL REFERENCE INFORMATION

Name: _____ Relationship: _____

Address: _____ City/State: _____

Primary phone: _____ Cell: _____

Email: _____

Name: _____ Relationship: _____

Address: _____ City/State: _____

Primary phone: _____ Cell: _____

Email: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____

Address: _____ City/State: _____

Primary phone: _____ Cell: _____

Email: _____

Honor Flight Maine

Code of Conduct, Sexual Harassment and Alcohol Consumption Policy

DOCUMENT TYPE: Standard Operating Procedure

SCOPE: This document applies to all personnel involved in carrying out the mission of Honor Flight Maine including, but not limited to, Honor Flight Maine board members, officers, and volunteers

EFFECTIVE DATE: September 1, 2024

Honor Flight Maine (HFM) is a member of the national Honor Flight Network. Honor Flight Maine is a nonprofit, all-volunteer organization that provides Maine veterans with a free guided group trip to Washington, DC to tour, experience, and reflect at the memorials built in their honor. Honor Flight Maine serves Maine veterans (men and women) of all branches, ranks, and eras of service from World War II to the Vietnam War. Whether the veteran served overseas or stateside, wartime or peacetime, they are eligible for an Honor Flight.

Participation as a member of the HFM Board of Directors or volunteer staff (herein after referred to as “volunteers”) in HFM programs is subject to the observance of the organization’s rules, procedures, and policies. Participation as a HFM volunteer is open to all those who possess the qualities necessary to become an effective volunteer without regard to race, gender, religion, national origin, age, or disability.

All HFM volunteers are expected to provide an exceptional experience for HFM’s program participants by maintaining high standards of conduct including self-control and responsible behavior, consideration for the physical and emotional safety and well-being of others, and the courtesy of treating all others with a sense of dignity, respect and worth.

This expectation applies not only to the treatment of veterans and guardians, but also

- other Honor Flight Maine board members and volunteers
- Maine, Baltimore, and DC-based HFN volunteer airport coordinators and ground crew
- National Honor Flight Network staff and board members
- staff at the memorials, National Park Service, and Arlington National Cemetery
- members of the general public
- any other organizational or site official (i.e.: TSA staff, airline staff)

The expectations for individual conduct apply both in connection with an HFM volunteers’ involvement with Honor Flight Maine activities AND in connection with an HFM volunteers’ personal and business activities outside of Honor Flight Maine (for example, but in no way limited to, representations made on personal social media networks). Conduct considered to reflect negatively on Honor Flight Maine and/or Honor Flight Network is grounds for exclusion of the individual from being an HFM volunteer.

The expectations of conduct extend to providing an orderly transition in leadership and orderly transfer of any and all records of Honor Flight Maine in an HFM volunteer’s possession, custody, or control when an HFM volunteer’s term (e.g., as a director or officer) ends and/or if an HFM volunteer is requested to vacate a position and/or resigns. Examples of a record include, but are not limited to, paper files and notes, electronic files, login and password information, account numbers, proprietary information, etc.

Volunteer Code of Conduct

- Volunteer service should be undertaken for the benefit of our veterans and not for personal gain, other than the intrinsic reward that comes from such participation
- Volunteers are not entitled to any form of compensation (monetary or otherwise) from HFM, veterans, fellow volunteers, sponsors, and/or affiliates for their service hours
- Volunteers respect the confidentiality of all information associated with HFM

- No political or other affiliations may be made when representing HFM
- Volunteers are required to purchase and wear the designated HFM volunteer t-shirt when volunteering. In addition, volunteers are to be dressed in a presentable and appropriate manner.
- If, while volunteering, a volunteer is injured, they should immediately seek out any HFM Board of Director or the Volunteer Coordinator for assistance
- Abstain from foul and/or offensive language at all times – both verbally and in writing. This includes avoiding rude or off-color jokes, rhetoric, and quotes
- Take responsibility for your actions, admit mistakes, and build trust by being responsive and reliable. HFM volunteers are required to maintain a spirit of collaboration and professionalism. If a dispute or conflict arises, HFM volunteers are expected to work respectfully and professionally with colleagues, other Hubs, and other volunteers, as applicable, to resolve the conflict
- Perform assigned responsibilities willingly and courteously to the best of their ability and endeavor to be flexible in accepting assignments

Be a Good Ambassador of the Honor Flight Brand

As a volunteer for HFM, it is important to uphold the values and mission of the organization. This means maintaining a professional and respectful demeanor in all written and verbal communications, as well as on personal internet, social media, and networking accounts.

Volunteers will maintain confidentiality and privacy with respect to veterans, guardians, and other volunteers. All veterans, guardians, and volunteers have an expectation of and a right to privacy with respect to the personal information they provide to HFM. This includes their name, address, phone number, email address and any other identifying or contact information provided on an application or otherwise. HFM does not permit the sharing or selling of any personal information including names, emails, phone number, etc., of veterans, guardians, volunteers, or others that participate in any way with the Honor Flight program without that person's permission.

Maintain a Workplace free from Sexual Harassment

Honor Flight Maine is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All volunteers are required to conduct themselves in a manner that prevents sexual harassment in the workplace. Sexual harassment is against the law and all volunteers have a legal right to a workplace free from sexual harassment. Volunteers are urged to report sexual harassment by filing a complaint internally with Honor Flight Maine Board of Directors. At their choice, volunteers may also choose to file a complaint with a law enforcement agency.

All volunteers, including members of the Board of Directors, are strictly prohibited from engaging in conduct that can be considered harassment, sexual or otherwise, toward other participants and volunteers. Harassment consists of unwelcome or unsolicited verbal, physical, or sexual conduct, as perceived by the recipient. For example, sexual harassment may include sexual jokes and physical touching of a sexual nature. Harassment also includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

The Chair and Vice-Chair (and other member(s) of the Board of Directors who the volunteer in question reports to) will investigate all incidents. If determined that the conduct is harassment, the volunteer in question will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, and/or termination).

Consumption of Alcohol

All members of the HFM Board of Directors, volunteer staff, and members of the medical team assigned to an Honor Flight trip will refrain from consuming intoxicating liquors or the use of intoxicating substances while “on duty” for HFM. The term “on duty” refers to times (for example, but not limited to these examples) when at a speaking engagement for HFM, at a public display for HFM, or while traveling on an Honor Flight trip, etc. An Honor Flight trip will commence with the set-up phase of the trip and will conclude after the clean-up phase of the trip.

Members of the HFM Board of Directors or volunteer staff while consuming alcohol or using other intoxicating substances are reminded that they are representatives of the Honor Flight Maine and Honor Flight Network brand and will maintain appropriate conduct and demeanor.

Acceptance and Acknowledgement of Policy

- By signing below, volunteers state they have read the policy, completely understand the policy, and will abide by all portions of the policy.
- In lieu of a physical signature, volunteers may send an email stating that they have read the policy, completely understand the policy, and will abide by all portions of the policy to the Volunteer Coordinator, Maureen LaMoria (mlamoria@honorflightmaine.org)
- Violations of the policy will result in disciplinary action up to and including removal from being a volunteer/Board member of HFM.
- The policy will be reviewed annually by all HFM Board members and volunteer staff with a due date of January 31st of each year. New volunteers will be required to acknowledge within 30 days of their first volunteering event and annually thereafter.
- Members of the Board and volunteer staff will not be allowed to continue in their board capacity or volunteering efforts until said policy has been read and signed annually.

Signature

Printed Name

Date

PLEASE REVIEW CAREFULLY AND SIGN

HONOR FLIGHT MAINE RELEASE, COVENANT NOT TO SUE AND INDEMNITY AGREEMENT

I, _____, am about to voluntarily participate as a participant or a volunteer in various activities, which may include but are not limited to either being escorted or escorting individuals with disabilities, crowd control and interaction, taking commercial aircraft flights, physical activities, driving to and from activities, preparing documentation and other activities as a participant or as a volunteer with or on behalf of and at the direction of Honor Flight Maine, a Maine not for profit corporation, which includes any officer, director, employee, volunteer or agent thereof ("Honor Flight Maine"). In consideration of and as a condition of Honor Flight Maine permitting me to participate in these activities, the sufficiency and receipt which I hereby acknowledge, knowingly, on behalf of myself, my heirs, administrators, successors, executors and assigns, hereby covenant and agree:

- I. I am aware that there are inherent risks in the activities and that I am freely assuming all risks of any nature and damages related to such activities including those related to my own health issues and fully release Honor Flight Maine from all such liability relating to same.
- II. To never institute, prosecute, or in any way aid in the institution or prosecution of any demand, claim or suit of any nature against Honor Flight Maine for any destruction, loss, damage or injury (including death) to my person or property or that of others which may occur from any cause whatsoever as a result of my participation now or in the future, known or unknown, foreseen or unforeseen in the activities of Honor Flight Maine, and agree to discharge, defend, indemnify and hold Honor Flight Maine harmless from all such claims, damages, injuries or costs which may be incurred or which arise as a result thereof.
- III. I hereby forever, waive, release and discharge any demands or claims or suits of any nature, known or unknown irrespective when such occur now or in the future, known or unknown, foreseen or unforeseen including but not limited to any destruction, loss, damage or injury (including death) to my person or property or that of others arising from my participation in the activities, against Honor Flight Maine, and agree to defend, indemnify and hold Honor Flight Maine harmless from all such claims, damages, injuries or costs which may be incurred or which arise as a result thereof.
- IV. Notwithstanding any provisions to the contrary in the event of any litigation or arbitration resulting from my activities of any nature with Honor Flight Maine that I agree that venue and jurisdiction is limited to that of the Courts in Cumberland County Maine and or the United States District Court for the District of Maine and that Maine law shall govern.

PHOTOGRAPHY RELEASE

As photographic and video equipment are frequently used to memorialize and document **Honor Flight Maine (HFM)** trips, events, and activities, my image may appear in a public forum, such as the media or a website, to acknowledge, promote or advance the work of the HFM program. I hereby authorize Honor Flight Maine the continued right to perpetuity to photograph, film or video my activities and to publish same and or use such in the legitimate promotion of Honor Flight Maine as they deem fit. I hereby waive any right to approve the same in advance and waive any rights or compensation or ownership thereto. I hereby release the photographer(s) and HFM from all claims and liability relating to said photographs.

I ACKNOWLEDGE THAT I HAVE READ THIS AGREEMENT AND UNDERSTAND ITS TERMS AND CONDITIONS AND VOLUNTARILY AGREE TO THE TERMS.

Print name: _____ Date: _____

Signature: _____

Please submit this form to:

Honor Flight Maine
ATTN: Volunteer Application
PO Box 469
Augusta, ME 04332

Or scan & email to: mainehonorflight@gmail.com