



VOLUNTEER APPLICATION

Date: _____

NAME: _____ **E-Mail:** _____

Birth Date: _____ Group Name (if applicable): _____ # in Group: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: preferred _____ other _____ Employed (Y/N) _____ Where: _____

Emergency Contact: Name/Relationship: _____ Phone #: _____

Organization Affiliation?: _____ Organization Phone #: _____

Have you ever been convicted of a crime? (Yes/No) _____

If "Yes", please explain: _____

Are you a former resident of the Kokomo Rescue Mission or Open Arms? (Yes/No) _____

If Yes, how long ago did you stay here? _____ Did you leave on good terms? (Yes/No) _____

Do you have any personal experience with homelessness or working with urban ministries? (explain): _____

DAYS (circle): **Monday** **Tuesday** **Wednesday** **Thursday** **Friday** **Saturday** **Sunday**
 Time(s): AM PM AM PM AM PM AM PM AM PM AM PM AM PM

Types of Volunteer Opportunities Available (check all areas of interest):

- | | | | |
|--|--|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Dining Room/Kitchen | <input type="checkbox"/> Warehouse-unload donations | <input type="checkbox"/> Events | <input type="checkbox"/> Clerical |
| <input type="checkbox"/> Christmas Preparation | <input type="checkbox"/> Substitute Food Rescue Driver | <input type="checkbox"/> Ministry | <input type="checkbox"/> Driver |
| <input type="checkbox"/> "Handy-Man" Jobs | <input type="checkbox"/> Open Arms | <input type="checkbox"/> Tours | <input type="checkbox"/> Store |

Related Experience and Skills: (Skills related to religious, social, professional, office and other work.)
 Please check all areas where you have experience.

- | | | |
|---|---|---|
| <input type="checkbox"/> Lead Devotion / Chapel | <input type="checkbox"/> Office Computing Skills: | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> Worship Music: | <input type="checkbox"/> Excel <input type="checkbox"/> MS Word | <input type="checkbox"/> Electrical Work |
| <input type="checkbox"/> Sing <input type="checkbox"/> Play | <input type="checkbox"/> General Data Entry | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Counseling / Disciplining | <input type="checkbox"/> Filing/Organizing | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Small Group Leadership | <input type="checkbox"/> Cooking/Culinary Arts | <input type="checkbox"/> "Handy-Man" Jobs |
| <input type="checkbox"/> Teaching (adults or children) | <input type="checkbox"/> Other (explain) _____ | |

REFERENCES: Provide a name, address and phone number for *THREE* people, who are not related to you:

1. _____
2. _____
3. _____

BACKGROUND CHECK AND AGREEMENT PAGE (Documents can be found on next page)

By signing below, I voluntarily and knowingly authorize the Kokomo Rescue Mission to perform a background check through "Protect My Ministry" www.protectmyministry.com. I understand that I do not have to agree to this background check, but that refusal to do so may exclude me from consideration as a Kokomo Rescue Mission volunteer. The report may contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, or other background checks.

**This information is of a confidential nature, and as such, will not be shared with other personnel, except for those involved in the specific volunteer position. All information collected will remain confidential.*

Signature: _____ Today's Date: _____

Last Name _____ First Name _____ Middle Name/Initial _____

Home Address _____ City _____

County _____ State _____ Zip _____ SSN _____

D/L or State ID # _____ Issuing State (e.g. IN) _____ E-Mail: _____

For identification purposes only, please provide FULL DOB: _____

Please List Other Names Used _____

GUIDELINES, BOUNDARIES, & CONFIDENTIALITY

I have read, understand, and agree to adhere to the mission statement and the **guidelines, boundaries, and confidentiality agreement**. I understand that additional criteria may apply to my position. I have read the attached "Doctrinal Statement" of Kokomo Rescue Mission and understand that is what the residents are taught and therefore agree not to contradict these statements. If I am representing a group, I attest that I have shared this information with my fellow volunteers and they understand and agree to adhere to the attached policies.

Volunteer Name – printed

Volunteer Signature

Date

CONFIDENTIALITY AGREEMENT

I have read, understand and agree to adhere to the **confidentiality agreement**. I understand that if I violate this confidentiality agreement my involvement with Kokomo Rescue Mission may be terminated.

I agree to indemnify and hold harmless Kokomo Rescue Mission Ministries and its officers, board members, agents, employees, from any liability, claims, or demands that may result from my violation of this confidentiality agreement.

Volunteer Name – printed

Volunteer Signature

Date

DOCTRINAL STATEMENT OF THE KOKOMO RESCUE MISSION

As a volunteer with the Kokomo Rescue Mission, I:

_____ Agree with and affirm the KRM Mission Statement and **Doctrinal Statement**

_____ Agree to honor and respect the KRM Mission Statement and **Doctrinal Statement** and agree to not be contradictory, in word or action, while volunteering with KRM.

Volunteer Name – printed

Volunteer Signature

Date

Guidelines, Boundaries, and Confidentiality

Volunteers may keep this page for their records.

Volunteer guidelines, boundaries, and confidentiality are based on the following Mission Statement:
Kokomo Rescue Mission exists to proclaim the Good News and demonstrate the compassion of Jesus Christ to the homeless, hungry and hurting in North Central Indiana.

THANK YOU! We are genuinely grateful you have decided to contribute your valuable time to helping a ministry that serves six counties! Volunteering is a rewarding experience. You will meet new people, make new friends, and best of all you are reflecting God's love to others. We applaud you for bringing the special gifts God has given you to this ministry. You truly do make a difference in the lives of the people we serve. The following information is provided so that you are able to perform your position successfully. Please feel free to contact the Volunteer Coordinator if you have any questions or concerns.

General Guidelines

1. Sign In and Out

Please sign your name, phone and email address with the date and time you arrive on the form posted where you volunteer. Then when you leave, please mark the time. This helps us keep track of the total number of volunteer hours.

2. Appropriate Clothing and Behavior

Our role is to represent Christ who loves each one of us regardless of where we are in our lives. Therefore, we ask that you wear appropriate modest clothing while volunteering. Specifically, do not wear short shorts, tank tops, half shirts, midriff tops or clothing that is revealing, such as low cut shirts or tops while volunteering anywhere on our premises.

If you have a garment that seems questionable, don't wear it to volunteer.

Due to safety precautions and health regulations, you cannot wear shorts or sandals while volunteering in the kitchens.

Due to safety precautions you may not wear sandals while volunteering in the warehouse.

Do not use tobacco products anywhere on Kokomo Rescue Mission premises.

Boundaries

1. Please **DO NOT** give anything to or accept anything from our residents (goods and services such as money, washing your car or items that could be used as money, gifts, etc.). Kokomo Rescue Mission provides all the basic needs for the residents. Your interaction with residents is adequate. We do not want them to fall into patterns of being able to only use material things to express gratitude and love.
2. Should a resident approach you with a problem or need, you need to refer the resident to their respective Director of Ministries. Please do not discuss theological issues with the clients or say or do anything that would contradict Kokomo Rescue Mission's Doctrinal Statement (attached).
3. Please seek counsel from your KRM supervisor before soliciting a resident to attend your church.
4. All curriculum and resources used to minister to clients must be approved by the Director of Ministries.
5. Social contact with residents should not extend beyond your volunteering duties except under the direction of staff. Developing a personal relationship while volunteering or outside the Mission with residents can distract them from their goals of recovery and may prevent them from establishing a productive relationship with staff. This includes sharing your own personal information such as phone number, address, etc.
6. Do not physically touch a resident or guest. ***Even though your intentions are completely innocent and caring,*** touch can be easily misunderstood as flirting or intimidation. Innocent gestures like a hug or an arm around the shoulder may feel very different to a resident who is beginning to feel emotions that were deadened in the past for whatever reason. Our residents are encouraged to use words to express their feelings, and we encourage you to do the same.
7. Do not use foul language or suggestive speech.
8. Do not stand in the smoking area with our residents at any time.
9. No alcohol, weapons or drugs of any kind are allowed on the Kokomo Rescue Mission property.
10. Please remain in the area of volunteering assigned to you. If you desire to transfer to another area of the facility, please speak with the Volunteer Coordinator.

Confidentiality

1. People receiving care from an agency like Kokomo Rescue Mission have the right to privacy. Please do not share any information about our residents with anyone outside the mission that might identify the resident or make it known that they are living at or receiving services from Kokomo Rescue Mission. This includes name, description, personal history, and any other identifying information – especially when answering the phone.
2. Personal information should not be shared with or asked of residents. Federal law mandates we keep our residents' personal information confidential.
3. Confidentiality laws prevent us from releasing any identifiable information and/or photographs of our residents. Do not take pictures of residents. Residents must sign a release giving their permission for photographs and testimony.

I have read, understand, and agree to adhere to the mission statement and the guidelines, boundaries, and confidentiality. I understand that additional criteria may apply to my position. I have read the attached "Doctrinal Statement" of Kokomo Rescue Mission and understand that is what the residents are taught and therefore agree not to contradict these statements. If I am representing a group, I attest that I have shared this information with my fellow volunteers and they understand and agree to adhere to the above mentioned policies.

Confidentiality Agreement

As a visitor, volunteer, intern, employee, board member, or elder of Kokomo Rescue Mission, understand the ethical, legal and moral responsibility to safeguard all information and records pertaining to all client/resident and donor records, and Mission strategies. This is inclusive of all case management issues, personal background information, financial records and strategic plans that are not available through public sources.

Client/Resident Information: I realize it is a violation of this confidentiality agreement for me to discuss personal information revealed by clients/residents in class, group or one-on-one settings outside Kokomo Rescue Mission.

Donor Information: I realize it is also a violation of this agreement for me to discuss or disclose any information about any donor's financial contributions or personal history without the donor's permission to do so.

Financial Business and Strategic Planning Information: I also understand that it is a violation of this agreement to share with any individual agent or agency information about Kokomo Rescue Mission's business that has not been made public.

I understand that if I violate this confidentiality agreement my involvement with Kokomo Rescue Mission may be terminated. I agree to indemnify and hold harmless Kokomo Rescue Mission Ministries and its officers, board members, agents, employees, from any liability, claims, or demands that may result from my violation of this confidentiality agreement. **A visitor or volunteer is defined as any non-employee who works in a KRM facility or comes into contact with client/residents, donors or Mission information albeit through personal contact or information gained via the database.*

DOCTRINAL STATEMENT OF THE KOKOMO RESCUE MISSION

1. We hold the Bible to be God's Holy Word in its entirety and inspired in every part by the Holy Spirit (2 Timothy 3:16 2 Peter 1:21).
2. We hold that man was created in the image of God, holy and innocent; that of his own choice, he sinned, and, as a result, brought death upon all humanity (Romans 3:23; 5:12; 6:23). Those who are not saved from sin are eternally separated from God (John 3:18).
3. We hold that Jesus Christ is God, born of a virgin, that He gave His life on the cross where He, Who knew no sin, was made sin for us; that He was buried and arose again from the dead, afterward He ascended into Heaven, from whence He will come again (John 5:39; 2 Corinthians 5:21; 1 Corinthians 15:4; Acts 2:9-11).
4. We hold that we are saved by grace through faith, apart from works, that the sinner who repents and personally accepts the finished work of Christ on the cross becomes a child of God, is made a new creature, and is indwelt by the Holy Spirit (Ephesians 2:8,9; John 1:12; 2 Corinthians 5:17; John 14:17).
5. We hold that Jesus Christ is coming again for His church, to establish His kingdom on earth, to judge the wicked and the lost, cast death and hell into the Lake of Fire, and dwell with the saints forever and ever (John 14:3; Titus 1:13; 1 Thessalonians 5:16, 17; Revelation 20:6; 20:14, 15; 22:1-5).
6. We hold that through preaching, teaching and ministering, the Kokomo Rescue Mission must use all of its resources and activities to bring men, women and children under the power of the Gospel, that they may have victory over sin, come into fellowship with God and live a Spirit-filled, fruitful life in Christ. (Romans 1:16)
7. We believe there is one God, eternally existing as three persons: Father, Son and Holy Spirit. (Matthew 28:19; 1 Peter 1:2)