



VOLUNTEER APPLICATION

Personal Information:

Name: _____

Address: _____

City _____ State _____ Zip _____

Cell Phone: _____ Home Phone: _____

E-Mail: _____

Occupation: _____

Church Family:

Home Church: _____

Are you a member or regular attendee? _____

Do you serve in your church? _____

Pastor's Name: _____ Phone #: _____

On a separate piece of paper, please share your testimony and your current relationship with Jesus Christ. When complete, please attach to application.

General Information:

Why are you interested in volunteering at TGM? _____

Have you been involved in other ministries for the homeless or those in need? _____

Name of ministry: _____ Phone: _____

Type of ministry: _____ where: _____

Please list any special skills, talents or experience that you can share with TGM:

Where or how would you most like to serve?

Organization

Cleaning

Newsletter – Prepare Mailers

Inventory

Receptionist

Tutoring

Library

Office Work

Interaction w/Guests' Needs

References:

Supply two personal non-family member references; name, relationship, and phone:

Availability:

What day(s) would work best for you to volunteer?

Sun _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____

What times are best for you to volunteer?

Morning _____ Afternoon _____ Evening _____
8:00 – Noon Noon – 5:00 5:00 – 8:00

How many days per week would you like to serve? __ Are you willing to be on-call? __

Personal Experience:

Have you ever been without housing or been homeless please explain: _____

Have you ever had or do you have a substance abuse problem? _____

Are you in recovery: _____ How long? _____

Have you ever been convicted of a felony, please explain: _____

Are you a registered sex offender? _____

Turlock Gospel Mission:

The goal of TGM is to provide Turlock’s poor and homes individuals and families with shelter and services in the name of Jesus Christ, combining spiritual, personal and community resources in a way that will renew them and enable them to become fruitful members of society.

Would you be willing to support this goal to the best of your ability: _____

Please Read Carefully and Sign:

I understand that by signing this application I am giving permission to conduct an investigation whereby information is obtained regarding my character, general reputation, background and criminal history, subject to applicable federal, state and/or local laws. I further understand that false or misleading information given in my application may result in immediate dismissal. I understand, also, that I am required to abide by all rules and regulations of TGM. Turlock Gospel Mission does not regulate any work or services performed for or by its volunteers and guests away from the facilities of TGM. Any such arrangements are at the sole discretion and risk of the respective parties. TGM assumes no responsibility for any activities away from its premises.

Applicant Signature: _____ Date: _____



STANDARD OF CONDUCT FOR STAFF AND VOLUNTEERS

Guidelines:

The intent of this document is to clearly define expectations of staff and volunteers with regard to standards of conduct. These standards apply to interactions between staff, volunteers, staff and volunteers, staff and guests, volunteers and guests and anyone associated with TGM interacting with any person with any of our partner churches.

- Spend time interacting with guests as often as possible. Make an effort to be positive, to smile, to encourage and to make eye contact. Engaging a servant like attitude at all times is a necessity..
- Physical contact with guests is to be avoided. Use good judgment when displaying gentle encouragement; pat on back, hand shake, etc.
- Please avoid opposite gender witnessing. This is in the best interest of everyone.
- Discussions of guest related situations should be carried out as if the person(s) involved were present during the discussion. The focus should always be on matters that will help us minister more effectively.
- Do not give guests money.
- Do not leave personal items unsupervised.
- If you notice anything unusual, please notify a staff member immediately.
- Feel comfortable to ask questions.
- Stay focused on what we can do. We cannot meet every need.
- We believe the best thing we can offer anyone is a relationship with God through Jesus Christ. We serve this population not because we are better than anyone else, but because by God's grace we are currently better off and desire to share with others the hope that comes through a relationship with Jesus. Every guest is a gift from God.
- Remain unified. This is critical, particularly when interacting with guests. Do not side with a guest against a staff member or volunteer. If you have questions, speak with the staff member or volunteer privately.
- Disagreements or tensions are expected to be resolved in a biblical manner. The parties involved are to go directly to one another and try to work it out. Where that has been attempted and found to be unsuccessful, the parties are expected to seek assistance from staff or volunteers. Never take sides, seek genuine resolution and wherever possible, genuine reconciliation between the disagreeing persons
- Be prepared to love people as they are. At times, guests may have hygiene challenges. Try to focus on the person, not on the hygiene.
- All that we say and do is to be guided by God's word. This includes how we say and do things.
- Welcome every guest and serve them with the love of Christ to the greatest extent possible. This may become challenging at times as we are called to serve those who may be hard to love at times. If you find yourself struggling with a situation, you are encouraged to ask another staff member or volunteer to assist you for a time and gently remove yourself from the situation until you are feeling better equipped.

- We believe that every person, no matter how challenged they are in life, is capable of making some choices. We do not want to respond out of pity for our guests, but seek to walk alongside them, intently listening and looking to see what God is doing in their lives so that we can work together in encouraging positive choices.
- We believe in holding people accountable for the choices they are able to make.
- At times we will need to be firm with guests who are challenging or difficult. However, we must never become hard toward anyone.
- All drama, abuse or profane language and negative ways of interacting are not allowed on TGM property. The environment is to be one of mutual respect, cooperation and support at all times.
- Should it become necessary to transport a guest anywhere, it is required that a male drive male guests and a female drive female guests. If driving a mixed gender group, then driver gender is neutral.
- As part of ministry, we are called to be bridge builders. Bridges between;
 - Different members of the homeless community as we model healthy relationships
 - Those who are homeless and those within the church as we introduce guests to others
 - Different churches in Turlock as we partner together
 - Guests and the business community as we help both groups understand, appreciate and learn to value each other
 - Other homeless care providers as we interact with them, showing respect and appreciation for their efforts

Discipline:

As part of our commitment to holding people accountable, there will be times when disciplinary action with guests is in order. The discipline guideline escalates to encourage people to understand that they need to make better choices. Not all situations can be laid out. If a situation occurs and you are unsure, consult with staff and use your best judgment. The following guidelines are to be followed:

- Discipline policy
 - One Day Out – verbal situation, display of drugs, bad behavior, disrespectful toward volunteers, staff or guests
 - Three Days Out – continued bad behavior after one day out. Guests who have had three days out for bad behavior and continue with bad behavior are to be dismissed until they speak with Tim or Jeff. They may not return until this happens.
 - Seven Days Out – Violence or threat of violence is an automatic seven days out and guest must speak with Tim or Jeff before returning.
- Call police for drug use if there is another offense, after guest has served one day
- Days out apply to meal ministry and access to HAM, guest is banned from both while on disciplinary action
- Children **MUST** be with a parent at all times, no exceptions. Failure to do so will result in activation of the discipline guideline.

Outside Work:

From time to time you may have work that you would like to invite guests to help with. Before asking the guest if they are available to work, this must be approved by the Director. The purpose of this guideline is to ensure that TGM guests are not taken advantage of and that staff/volunteers are not pressured to provide work for guests. Without receiving prior approval, hiring guests to perform personal work will be cause for disciplinary action against those involved.

Volunteers:

Anyone wishing to volunteer through TGM ministries must:

- Complete a volunteer application, including testimony
- Complete a volunteer job description/contract which defines expectations and length of commitment
- Submit to an annual background check
- Recognize that even when not working at TGM, each volunteer still represents TGM in the community. Personal integrity is critical. We must demonstrate strength of character at all times.
- Read and sign this document indicating understanding and agreement with the standards of conduct as defined

Guest Volunteers:

From time to time it may be necessary for the meal ministry leader to engage the help of guest volunteers. When this happens please recruit help only from the list of approved guest volunteers. This list will be posted in the office at the HAM center. Guests wishing to become approved volunteers must:

- Complete a volunteer application, including testimony
- Complete a volunteer job description/contract which defines expectations and length of commitment
- Submit to an annual background check
- Recognize that even when not working at TGM, each volunteer still represents TGM in the community. Personal integrity is critical. We must demonstrate strength of character at all times.
- Read and sign this document indicating understanding and agreement with the standards of conduct as defined.

I have read and understand this policy and commit to follow it:

Signed: _____
Name Date



AUTHORIZATION TO RELEASE INFORMATION

As part of the TGM volunteer application process a background check is required. Please complete the following information and return it to the Volunteer Coordinator. Any questions can be directed to the Volunteer Coordinator or the Executive Director. You will receive a copy of the completed report once it is received. Thank you.

I, _____
Last Name First Name Middle Name

Current Address Length of Time at This Address

Date of Birth Other Names Used

Social Security Number Driver's License # State

E-mail Address: _____

I do hereby authorize verification of all information in my volunteer application. I authorize any duly authorized agent of IntelliCorp Records, Inc. and Turlock Gospel Mission to obtain background information and I release all persons from liability on account of such disclosures. Information appearing on this Authorization will be used exclusively by IntelliCorp Records, Inc. and Turlock Gospel Mission for identification purposes and for the release of information which will be considered in determining my suitability for volunteering. I certify that I have made true, correct, and complete answers and statements on my volunteer application. I agree to provide additional information that may be required to process my volunteer application. I authorize without reservation, any party or agency contacted by IntelliCorp Records, Inc. to furnish the above mentioned information. This authorization is valid during the course of my volunteering to the extent permitted by law.

I have the right to make a request to IntelliCorp Records, Inc. upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information and the recipients of any reports on me which IntelliCorp Records, Inc. has previously furnished within the two year period preceding my request.

I understand and agree that any omission, false statement, misleading statement, or answer made by me on my volunteer application or any supplements will be sufficient grounds for rejection of my application and my discharge from serving at Turlock Gospel Mission.

Printed Name

Applicant Signature

Date _____