



# GENERAL VOLUNTEER APPLICATION

Please complete and return to the URM Volunteer Coordinator.

Email: volunteer@urmwichita.org Fax: (316) 686-2101

Mail: 2800 N Hillside Wichita, KS 67219

## CONTACT INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**Preferred Method of Contact:**            Mail            Phone            Email

**Volunteers serving on weekends and after 4:00 PM on weekdays must be 18 years of age or older. Please choose one of the following statements:**

- I am 18 years or older
- I am **NOT** 18 years or older, but would like to know how I can help the homeless in my community

## EMERGENCY CONTACT INFORMATION

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

## CHURCH AFFILIATION

Church Name \_\_\_\_\_ City \_\_\_\_\_

## AVAILABILITY & AREAS OF INTEREST

When are you available to serve?

**What volunteer opportunities are you interested in? (Check all that apply)**

- Driver     Clerical/Office     Donations Sorter     Maintenance     Special Events/Seasonal
- Church Liaison     Lawn/Garden     Pantry     Professional (legal, medical, graphic design etc.)
- Food Box Team (Wednesday or Thursday from 12:45—3:15PM)     Meal Server (Evenings from 5:45—7:30 PM)
- Chapel Support Team Member (Evenings from 6:30—8:00 PM)     \*\*Class Instructor     \*\*Mentor

\*\*Chapel Speaker (Evenings from 6:30—8:30 PM)

**\*\*These opportunities require a supplemental application, which will be provided by the Volunteer Coordinator during your initial interview.**

**Effective January 1, 2015 all volunteers are subject to a Background Investigation (paid for by the Union Rescue Mission). If applicable, a *Volunteer Background Check Authorization Form* will be provided to you by the URM Volunteer Coordinator during your initial interview.**

**Have you ever been convicted of a felony?**     No     Yes (Please explain the charge(s) and outcome below)

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**REFERENCE #1**

**Provide the name of an adult, who is not a family member, whom we may contact as a reference.**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Years Known \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**REFERENCE #2**

**Provide the name of an adult, who is not a family member, whom we may contact as a reference.**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Years Known \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**Please read the Union Rescue Mission (URM) Statement of Faith, Mission Statement, and Volunteer Code of Conduct attached to this form.**

**LIABILITY RELEASE AND PHOTO RELEASE**

**By signing this from you agree to the following terms:**

1. While volunteering at the URM, you agree to refrain from making any statements that contradict the cardinal doctrines stated in the *URM Statement for Faith*.
2. You agree that the URM and its designees may take and use photographs, video and voice recordings for use in publications, marketing and/or advertising. You further agree that the URM and its designees may use and publish the aforementioned information and images in whole or in part, individually or in conjunction with other written materials, photographs or images.
3. You authorize the URM to seek emergency medical treatment for me in the case of an accident, injury or illness. If injured while acting as an unpaid member of the volunteer team, you agree to assume all responsibility for payment of medical services and release the URM from any financial responsibility.
4. You verify that all information provided in this Volunteer Application is accurate and complete, and has been given voluntarily. You understand that this information may be disclosed to any party with legal and proper interest, and release the URM from all liability for supplying such information.
5. You understand that falsification of this information may cause forfeiture of my volunteer services with the URM.

**Signature of Group Representative** \_\_\_\_\_ **Date** \_\_\_\_\_



# VOLUNTEER CONFIDENTIALITY AGREEMENT

I, the undersigned, in consideration of my participation as a volunteer with the Union Rescue Mission, hereby agree to the following Confidentiality Agreement.

I understand that I may be given access to confidential and/or proprietary information to the extent necessary in order to perform my duties as a volunteer with the Union Rescue Mission (URM). I shall not, at any time either during or subsequent to this participation with the URM, make unauthorized disclosures or unauthorized use of any information that is considered to be proprietary or confidential by the URM. Proprietary information includes, by is not limited to, all information, data, reports, analyses, processes, know-how, designs, plans, marketing data, business plans and strategies, negotiations and contracts, research, and volunteer, donor or vendor lists, compilations, trade secrets, and confidential information, whether in written, oral or electronic form. Confidential information includes, but is not limited to, any personal information of any URM guest, community outreach client, employee, volunteer, agency partner, or donor, whether in written, oral or electronic form.

All employer records and information relating to the URM or its guests, community outreach clients, volunteers, agency partners, and donors are confidential and I will treat all matters accordingly. This includes the information protected under any applicable state or federal privacy law. No URM-related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of the URM) may be removed from the URM's records or from URM staff. Additionally, the contents of URM's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for an authorized business purpose and/or required by law. I will not disclose any confidential information, purposefully or inadvertently (through casual conversation), to any unauthorized person inside or outside the URM. If I am unsure about the confidential nature of specific information, or whether specific information may be protected under state or federal law, I will ask the Volunteer Coordinator or the staff member supervising my position for clarification before disclosing the information.

I further understand that photography and videography of guests and community outreach clients, without prior written authorization from the URM and guest/client is strictly prohibited. Personal information disclosed during food box counseling sessions and between mentors and mentees should be held in the strictest of confidence. Disclosure shall only occur in circumstances when it would be inappropriate to withhold information from the police, mental health professionals, or when there is risk of personal harm.

When I cease my participation as a volunteer with the Union Rescue Mission, I will return all URM-related information and property that I have in my possession, including without limitation documents, files, records, manuals, information stored on a personal computer or flash drive, supplies, and equipment or office supplies.

## **MISSION STATEMENT**

The Union Rescue Mission is committed to sharing the gospel and meeting the spiritual, physical, and emotional needs of the homeless and poor in our community.

Our highest aim is to lead people to redemptive and vibrant relationships with God.

## **STATEMENT OF FAITH**

We believe in the Bible, both Old and New Testaments, as the inspired, infallible and inerrant Word of God, the only record of His Son, our Lord and Savior, Jesus Christ, and that it is the supreme and final authority in faith and life for the world.

We believe in one God eternally existing in three persons – Father, Son and Holy Spirit. [*Genesis 1:26; John 14:9*]

We believe that Jesus was begotten by the Holy Spirit and born of a virgin; that He lived a sinless life wrought miracles, and preached an everlasting and unchanging gospel. [*Matthew 1:18-25, John 20:30-31*].

We believe in the absolute deity of the Lord Jesus Christ, that he is Very God, and at the same time very man. [*Colossians 2:8-10*]

We believe that man was created in the image of God that he sinned and thereby incurred not only physical death, but that all human beings are born with a sinful nature, and that those who reach the age of accountability are sinners in thought, word and deed, therefore standing in need of The Savior Jesus. [*Genesis 1:26; Romans 3:23*]

We believe in salvation only by regeneration, being born again by the Holy Spirit, by God's own gift of righteousness bestowed upon us through the precious blood of Jesus Christ are we saved. [*John 3:3-5; 1 Peter 1:18-19*]

We believe that the Holy Spirit abides in us to lead us into all truth and to preach the unsearchable riches of Christ Jesus and that we are called to be witnesses by word and deed. [*1 Cor. 15:58*]

We believe in the death, burial and resurrection of our Blessed Lord Jesus Christ, and His personal and imminent return; in the bodily resurrection of the just and the unjust, the eternal blessedness of the saved and the eternal and conscious punishment of the lost. [*John 11:25*]

We believe that the Word of God was given by inspiration of The Holy Spirit and is profitable for a fruitful Christian life. [*2 Timothy 3:16*].

We believe concerning the charisma that when regeneration takes place, the believer is immediately baptized by the Holy Spirit [*1 Cor. 12:13, Romans 8:9b*]. Subsequently, the believer is filled with the Holy Spirit as he yields himself to the Spirit's control.

## **VOLUNTEER CODE OF CONDUCT**

1. Volunteers acknowledge financial compensation or in-kind gifts will not be exchanged for their volunteer duties.
2. Volunteers shall have no direct or indirect interest in the assets and business operations of the Union Rescue Mission, except in the course of their volunteer duties.
3. Volunteers shall not conduct private practice or the business of their employment on URM property, unless it is directly related to the volunteer service they are providing.
4. Volunteers agree to maintain only professional relationships with URM clients/guests, and shall not meet with clients/guests off URM property, except during organized agency activities or when their volunteer activities require it.
5. Volunteers agree to maintain confidentiality of the URM business and all information about clients/guests, except when required by law.
6. Volunteers agree to abide by all other regulations and expectations outlined in the Mission's Volunteer Handbook