



# Union Gospel Mission of Grays Harbor

Reaching Hearts & Changing Lives of People in Need

## Volunteer Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Best way to contact you?  Email  Cell  Home phone  Postal mail

Church/group affiliation \_\_\_\_\_

What motivated you to volunteer with the UGM-GH \_\_\_\_\_

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Education/skills/past experience you can utilize while volunteering? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The best time(s) for me are:

**Sunday   Monday   Tuesday   Wednesday   Thursday   Friday   Saturday**

Morning   Morning   Morning   Morning   Morning   Morning   Morning

Evening   Evening   Evening   Evening   Evening   Evening   Evening

Are you a high school or junior high student?  yes  no

Are you seeking to complete court ordered community service requirements?

Yes \_\_\_ no \_\_\_

*If yes, please attach a paper detailing the events and circumstances of your situation.*



## Volunteer Code of Conduct

In order for everyone to have a positive, encouraging experience at Union Gospel Mission of Grays Harbor we ask all volunteers to abide by the following code of conduct.

I understand that for my protection and for the best interest of the guests and the New Foundation Program (NFP) participants. I MAY NOT EXCHANGE ANY personal information such as addresses, phone numbers, email addresses, ECT... with any clients or NFP participants under any circumstances.

I understand that I am not allowed to attempt to contact any clients or program participants, except through the Men's Director or the Director of the Friendship House by means including but not limited to telephone, letters, or email.

Initials\_\_\_\_\_

I understand that I may never spend time alone with a client or NFP participant or initiate physical contact with any client or NFP participants.

Initials\_\_\_\_\_

I understand that any physical contact or interaction that may be construed as flirty or romantic with a fellow volunteer, shelter guest, or NFP participant, regardless of gender, will be grounds for my dismissal as a volunteer.

Initials\_\_\_\_\_

I understand that volunteers are not to give entities including, but not limited to, gifts, money, or services of any item to any client or NFP participants. Volunteers may not accept any money or gifts from clients or NFP participants for services rendered.

Initials\_\_\_\_\_

I understand that during any volunteer time I must abide by the following dress code: no short skirts, shorts, tank tops, low cut tops, open toed shoes, low riding pants, or anything else deemed immodest.

Initials\_\_\_\_\_

*Please read the following. In addition to the above statements, we ask all volunteers to abide by the following rules and regulations.*

- Volunteers are encouraged to maintain a high standard of integrity and professionalism when relating with the clients or NFP participants.

- Volunteers must follow the instructions provided by staff members, and not do anything outside of given instructions.

- An adult volunteer at a ratio of 1 to 10 children must accompany groups of children ages 11-17. Those responsible adults must understand the importance of their supervisory role.

- All volunteers and visitors who choose to take part in chapel service and prayer are asked to please be respectful and act as role models for our clients and NFP participants.

--Volunteers should engage in gracious and respectful conversation. Volunteers should not use profanity.

--UGMGH is a faith based organization. Volunteers are asked to please respect our views when relating with clients and NFP participants as these beliefs are the foundation of our ministry. Please refrain from any extensive religious conversations while at Union Gospel Mission of Grays Harbor.

--All personal information about clients or NFP participants is strictly confidential. However if you are concerned that someone is in danger or a potential threat to others report the information to the chaplain on duty immediately.

-- Volunteers are not permitted to smoke on mission or Friendship House grounds.

-- Shirts that promote alcohol, drugs or lifestyle beliefs contrary to the Christian beliefs should not be worn.

--Volunteers are not authorized to identify themselves with the UGMGH, or attempt to use their position to gain profit or illicit personal gain.

--Volunteers agree to indemnify UGMGH and/or any of its separate entities against all claims, demands, judgments, executions that the UGMGH may sustain arising from my volunteer actions whether or not such claims, demands, judgments, and executions are discovered during my volunteer work.

I give the UGMGH the right to bring and/or publish pictures of any activities I participate in with UGMGH.

I understand that I am not allowed to take pictures of any other person who may be at the mission besides my fellow group members and that video photography is not allowed.

UGMGH is not responsible for any injuries or accidents that may occur or any belongings that are lost or stolen while on any of our properties.

**-Should you have any problems with a client, NFP participant, staff member or volunteer, please contact the volunteer coordinator immediately. If the volunteer coordinator is not available please talk to the Men's Director at the Mission or the Director at Friendship House.**

**I understand and fully agree without reservation to abide by the volunteer code of conduct. I understand that at anytime my volunteer service may be terminated due to non compliance with volunteer policies.**

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Signature

Print name

date

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Name of group

Group leader\*

\*it is the responsibility of the group leader to explain and enforce the code of conduct within the group.

**Please mail your completed form to:**

Volunteer Coordinator, Union Gospel Mission of GH, PO Box 859, Aberdeen WA 98520

**or you can drop it off** at the Mission at 405 E Heron in Aberdeen.