



# Circle of Friend's Ministry, Inc.

## Volunteer Application

Date \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_\_\_

Social Security Number \_\_\_\_\_

Drivers License Number \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

Local Address

\_\_\_\_\_

\_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Full-time Florida resident? Y/N

E-mail address \_\_\_\_\_

Name of church attending \_\_\_\_\_

Have you ever been arrested or convicted of any violent and/or sexual crime(s)? Y/N

If yes, provide a brief explanation

\_\_\_\_\_

\_\_\_\_\_

Service Category (please check one)

Volunteer \_\_\_ Community Service \_\_\_ School Credit \_\_\_

Do you have any experience working with any person(s) with a disability? Y/N

If yes, please provide brief details

\_\_\_\_\_

\_\_\_\_\_

Do you have any talents or special skills in the following categories: education, music, cooking, art, filing, marketing, computer technology, photography, or communications? Y/N

If yes, provide description of talent and are you willing to teach our participants?

\_\_\_\_\_

\_\_\_\_\_

Please check the areas of interest you would like to volunteer in.

Office/Clerical \_\_ Public Relations \_\_ Marketing \_\_ Teaching \_\_ Music \_\_ Arts \_\_ Garden \_\_

Gift Shop \_\_ Cooking \_\_ Photography \_\_

Please provide the days and times you are available to volunteer

Tuesday/Wednesday/Thursday/Friday Times Available \_\_\_\_\_

Do you have any physical limitations that could prevent you from participating in some activities? Y/N

If yes, please provide a brief explanation.

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Please provide the name and phone number of your most recent employer

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Please provide 3 references that can attest to your personal and work ethics. (Do not list any family members)

1. Name \_\_\_\_\_ Phone Number \_\_\_\_\_

2. Name \_\_\_\_\_ Phone Number \_\_\_\_\_

3. Name \_\_\_\_\_ Phone Number \_\_\_\_\_

I, \_\_\_\_\_, attest that the above provided information is true and accurate. I understand that providing false information will disqualify me as a volunteer with the Circle of Friend's Ministry.

Sign \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Interview Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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Background check date \_\_\_\_/\_\_\_\_/\_\_\_\_

CEO Comments

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# Circle of Friend's Volunteer Manual

Confirmation of receipt and understanding of volunteer procedures and policies

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

Date of Volunteer Guide \_\_ \_\_/ \_\_ \_\_/ \_\_ \_\_ \_\_ \_\_

I, \_\_\_\_\_, have read and understand the information provided to me in the Circle of Friend's Volunteer Manual. All questions have been answered by the management/staff to my satisfaction. I agree to follow the policies and procedures as laid out in the Volunteer Manual. I understand that if I do not comply with these procedures and policies that my time as a volunteer at the Circle of Friend's Ministry will be ended. I further agree to a full background check and will undergo a urine drug screen at any time as requested by the Circle of Friend's management.

Signed \_\_\_\_\_ Date \_\_ \_\_/ \_\_ \_\_/ \_\_ \_\_ \_\_ \_\_

# CIRCLE OF FRIENDS MINISTRY, INC.



# VOLUNTEER MANUAL

Circle of Friend's Ministry, Inc.

Volunteer Manual of Policies and Procedures

## **ATTENDANCE**

The Circle of Friend's program consists of many moving parts. The participants are operating on a rigorous schedule. We count on our volunteers to be present on the days and during the times that they sign up for. When a volunteer is late or unaccounted for it throws the students off schedule. Changes or disorder may cause agitation and confusion for participants.

Volunteers must notify a staff member at least 24 hours in advance if he/she will not be coming in during his/her normal day and time.

## **DRESS CODE**

The Circle of Friend's Ministry is a Christian-based organization. We adopt a modest dress code for paid and volunteer staff members. Volunteers are mentors to our students and should model appropriate apparel during his/her time of service.

The Dress Code is as follows-

Jeans are to be worn at the waist, with a belt if the jeans tend to be loose or fall below the waistline. No rips or tears that expose skin above the belt line or 2 inches above the knee. No stained or dirty jeans. Jeans should not be tight unless they are worn with a shirt that covers down to the upper thighs.

-Sandals with a back strap may be worn, but flip flops are not allowed.

-Sleeveless shirts must be worn with a throw or a jacket, no spaghetti straps.

-Shirts must be worn so that cleavage is not exposed when bending over, nor visible from the side profile. If a shirt has a loose neckline, a tank top must be worn underneath the shirt. Shirts must not expose any part of the stomach. No graphic t-shirts, unless it is a logoed Circle of Friend's t-shirt.

-Women must wear a bra of some sort (regular or sport).

-Shorts must not rise any further than 1 inch above the knees.

-Skirts and dresses must not rise any further than 1 inch above the knees. No rips or slits are allowed.

-Name badges must be worn during your volunteer hours.

## **SAFETY**

For the safety of our students, no volunteer staff may be alone with any one student at any given time. The volunteer staff will diligently keep watch for situations that could lead to potential harm or inappropriate situations for our students. If a volunteer notices any issues, then he/she will notify their supervisor immediately.

## **DAILY PROCEDURES**

It is important to keep good records of volunteer hours and contributions. Well-documented volunteer hours assist the Circle of Friend's secure grants and other financial assistance that aide with student's tuitions and program costs. Volunteers are asked to be studious about signing in and out each-and-every time they come in to volunteer.

### **Volunteers and Volunteer Staff are to follow the steps below:**

Collect his/her name badge

- Sign in on the Volunteer time log
- Check with his/her supervisor
- Complete tasks for the day
- Put name badge away
- Sign out on the Volunteer time log

## **CONDUCT**

A person's conduct can change an atmosphere. It is important that volunteers conduct themselves with integrity. The students rely on volunteers to be good examples. Our students are adults. They should be respected and treated as such. When addressing a student use a calm voice and have a welcoming demeanor. No foul language is to be used at or around our facility or students. Yelling at a student or staff will not be tolerated. Remember that you are working with individuals with varying degrees of disability who can be egregiously affected by negative stimuli and/or mimic the behavior that a volunteer is modeling.

## **OPEN DOOR POLICY**

Volunteers and Volunteer Staff are an important part of the Circle of Friends. They bring gifts, talents, and skills that enhance each student's learning experience. The Circle of Friends want our volunteers to know that they can approach their supervisors at any time with any questions or concerns. Volunteers have the right to have issues resolved.

### **Follow the steps below to resolve any pressing issue:**

-Notify your supervisor

-If your supervisor cannot resolve your issue then you may request a meeting with the supervisor and the CEO.