

CHRIST'S HAVEN *for* CHILDREN

Volunteer Application

Thank you for your interest in CHFC. Please complete this application and return to:

Christ's Haven for Children
Attn: Lee Anne Gierisch, Volunteer Coordinator
P.O. Box 467 Keller, Texas 76244 OR
Fax to: 817.337.1328 OR
Scan and email to leeanne@christshaven.org

Name _____ Date _____

Mailing address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____ Alt Phone: _____

Email: _____

How did you hear about Christ's Haven for Children? _____

Have you volunteered for Christ's Haven for Children in the past? _____ YES _____ NO

In what capacity? _____

Do you have a Background Check on file with Christ's Haven for Children? _____ YES _____ NO

Are you volunteering with a Church, Group, or Organization? _____ YES _____ NO

If YES, please list the Church, Group, or Organization. _____

Please list age/s of volunteer/s. _____

I am interested in:

_____ Bearly Used Resale Shop

_____ Office or Clerical Work

_____ "Hour of Prayer"

_____ Spring Work Day - April 24th, 2010

_____ Fall Work Day - September 11th, 2010

_____ 17th Annual Golf Classic - May 17th, 2010

_____ Campus Workday/Service Project

_____ Open House - September 25th, 2010

_____ Home for the Holidays Women's Event - November 13th, 2009

_____ Haven's Horses Program

_____ Saturday Spectacular

_____ Summer Recreation

_____ Specific area of Service *

Applications for a specific area of service are reviewed on a regular basis.
You may be contacted when a specific need arises.

_____ Purpose a Group Event *

All applications will be considered and then must be approved by Children's Services.

* Please explain proposed service in detail...i.e. music lessons, tutoring, skills classes, OR any purposed group event or presentation, etc...

Please list ANY other volunteer experience: _____

_____ I have received and read Christ's Haven for Children's Volunteer Guidelines and Best Practices.

Signature of applicant (on behalf of group) _____

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Volunteer Guidelines and Best Practices

Code of Ethics and Rules

- Smoking or use of tobacco on facility grounds or in the presence of children is prohibited.
- Using, possessing or being under the influence of alcohol or illegal drugs will not be tolerated and is strictly prohibited.
- Volunteers shall not abuse children in any way including physically, verbally, sexually and mentally.
- Volunteers must treat children of all races, religions and cultures with respect.
- Volunteers must use positive techniques of guidance, including positive reinforcement and encouragement rather than competition, comparison or criticism.
- Volunteers shall not use profanity in the presence of children or adults.
- Volunteers shall refrain from any physical contact with the children.
- Volunteers shall refrain from intimate display of affection toward others in the presence of children, parents and staff.
- Volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, integrity, courtesy, tact and maturity.
- Volunteers shall dress appropriately in modest attire for all activities. This includes: no spaghetti straps, no attire that show the midriff, no attire that promotes sex, alcohol, tobacco, profanity, or gang references. Shorts must be fingertip in length. Girls must wear one piece swimsuits. Boys must wear shirts at all times- unless swimming.
- Volunteers will do everything within their power to avoid being put in a situation where they are alone with CHFC child participants.
- Volunteers will not fraternize with CHFC youth participants away from CHFC. If volunteers have children that have participants as friends, the volunteer must obtain permission from the youth participant's parents to fraternize with their children.
- Volunteers understand that allegations or suspicions of child abuse are taken very seriously by CHFC and will be reported to the State for investigation and that CHFC will fully cooperate with any related investigation and will pursue the prosecution of child abusers to its fullest extent of the laws of this State. Texas law requires that all citizens report any suspected abuse or neglect of a child to the Texas Department of Family and Protective Services.
- Volunteers understand that in addition to the mandates described in the Code of Ethics and Rules, CHFC will, among other things, conduct periodic interviews/evaluations with children and parents to encourage reports of anything out of the ordinary.
- Volunteers understand that any violation of the Code of Ethics & Rules may be grounds for removal as a volunteer.

Child Safety

- CHFC endorses and enforces its policies and practices to prevent child abuse. Our first priority in all youth programs is care and safety. We make every effort to prevent child abuse; verbal, physical, emotional or sexual.
- All CHFC volunteers 14 years of age and older will be subject to a thorough background check which may include, but is not limited to, the following: references of past employers, personal references, military records, volunteer organization history, civic involvement, criminal background history, personal characteristics/activities, psychological testing, periodic interviews with children and parents about day-today experiences, encouraging reports of anything out of the ordinary.

Volunteer Acknowledgement

- I understand that I am to immediately report accidents or injuries of myself and participants to a member of the CHFC staff.
- I understand that I am required by law to report any known or suspected instances of child abuse to 1.800.252.5400 and to inform a member of CHFC staff.
- I understand that the policy of CHFC is to refer all inquiries from the media or press to the appropriate CHFC staff person

Participation and Release from Liability

- **Property Loss:** I understand the CHFC is not responsible for my personal property lost, damaged or stolen while participating in CHFC volunteer activities.
- **Medical Treatment:** I give permission for CHFC representatives to provide or arrange for emergency care for me, and to arrange for transport to an emergency center for treatment. I consent to medical treatment deemed immediately necessary or advisable by a physician if I am unable to act on my own behalf. I understand that the CHFC is not responsible for payment of medical treatment if deemed necessary by a physician.
- **Photograph Permission:** I give permission for the CHFC to use, without limitation or obligation, photographs or other media that may include my image or voice to promote or interpret CHFC programs. I understand that during my volunteer work with the CHFC, any photos taken of me may be used in future promotional materials.

The photographing of CHFC children by volunteers is strictly prohibited.

- **Release from Liability:** I understand that accidents may occur during my volunteer activities. By signing below, I release CHFC, its agents, directors, consultants, and employees from all liability based on any damage, loss or injury, whether it is the result of ordinary negligence or otherwise, caused to me or my dependent from participation as a volunteer.

Confidentiality

- As a volunteer, you may learn confidential information about CHFC children. This may include behavior problems, academic problems, medical issues, and/or family history. It is critical that this information be kept confidential, and not shared with others.

I have read the preceding document and being fully aware of the matters contained in this Volunteer Guidelines document, I still desire consideration as a volunteer for CHFC.

Signature _____

Date _____