



VOLUNTEER ON-BOARDING PROCEDURES & RULES PLEASE READ CAREFULLY BEFORE SIGNING

Christ's Haven for Children is blessed to have the support and resources provided by countless volunteers in many different capacities, and our ministry would truly not be complete without the faithful & tireless service of these groups & individuals! In order to maintain the on-going safety and integrity of our campus, our staff members and the children placed in our care, please be aware of the following:

- 1) In compliance with Texas Department of Family & Protective Services Minimum Standards for General Residential Operations, the following background check policies shall be observed at all times:
 - a) Any volunteer aged 14 and up—including persons who will be having direct contact with the children who are placed in Christ's Haven's care, regardless of the frequency of contact—will complete and submit the attached background check form, along with a legible copy of their current Driver's License and/or Social Security card, to the Christ's Haven Development Coordinator. Excluding work day and open house.
 - b) Christ's Haven for Children will process the background check and results will be remitted to the Development Coordinator. Pending background checks are submitted weekly and take 7-10 business days to process and for results to be received.
 - c) Eligible volunteers may not begin serving in any capacity until background check results have been received.
- 2) All volunteers will complete the Volunteer Application form, and sign a Hold Harmless Agreement, before beginning to serve in any capacity at Christ's Haven. These forms will be received from and remitted back to the Development Coordinator.
- 3) Christ's Haven reserves the right to decline the services of any volunteer, for any reason—and also to terminate on-going relationships with current volunteers at any time without prior notice. Christ's Haven's decisions in this area are final; any potential/current/past volunteer with a grievance should contact the Christ's Haven Human Resources department.

Privacy Statement:

Christ's Haven for Children is committed to providing exceptional care to each of those we have been entrusted with. In an effort to respect the privacy of our children, teens and their families, many of the volunteer opportunities we offer benefit those in care, but are not working directly with the children in the cottages or homes on campus. Our house parents and staff are committed to providing an experience for our children that emulates, as closely as possible, that of a "traditional family." For this reason, we minimize the number of visitors and volunteers in the cottages on campus.

Safety and Security:

Christ's Haven for Children's campus, located in Keller Texas, welcomes visitors and provides tours to individuals or families interested in learning more about our community. To ensure the safety of our campus, we ask that visits are arranged in advance and that all visitor's check-in at the front desk of our Children's Enrichment Center, located at the entrance of our campus.

I have read the above statements and accept them as conditions of volunteering with Christ's Haven for Children. For questions, please contact Summer Woods at 817-431-1544, ext. 1009 or summer@christshaven.org