



# ***City Rescue Mission of Lansing Volunteer Application***

Thank you for your interest in the City Rescue Mission of Lansing and for your desire to ***BE a RESCUER*** by volunteering to help us help others!

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## **There are two easy steps to become a volunteer:**

### **Step 1: Submission Instructions: (please do not use the “submit” button but send as an email attachment)**

**Method 1:** Send this form as an attachment by doing the following:

- Save this document to your desktop.
- Read the [Volunteer Opportunities](#) and [Information and Policies](#).
- Fill in relevant information and save the changes.
- Email to [volunteers@BEaRESCUER.com](mailto:volunteers@BEaRESCUER.com) as an attachment.

**Method 2:** If you prefer to mail or fax, print the Volunteer Contact Form page, then mail it to 2216 S. Cedar St., Lansing MI 48910 or fax it to 517.485.0960.

### **Step 2: Connecting with the volunteer coordinator and scheduling:**

Once you have submitted your application the volunteer coordinator will contact with you to discuss volunteer options and availabilities. After reviewing the application, our coordinator will connect with you via phone or e-mail to discuss volunteer options. Our goal is to find and schedule you for an opportunity that fills a need for the Mission and works within your schedule. (Please give our volunteer coordinator a few business days to review the application and contact you.)

## **Additional information:**

**Helpful tips:** Please note that our volunteer opportunities are task related and do not involve extensive interaction with guests as we aim to protect and value their privacy at all times.

**Groups:** Initially, our volunteer coordinator will need to only connect with the group contact person. In your reply email, be sure to explain your group size and desires as volunteers. This will help give our coordinator a better idea of how we can accommodate your group. Please note: meal service is *very* limited for groups; however, our thrift store is an excellent location for group opportunities.

**Community service:** If you are volunteering for court-ordered community service, please see the [Community Service Volunteer Form](#). This is not the correct form.



## City Rescue Mission of Lansing Volunteer Application Form

**Instructions (please read carefully):** Save this document to your desktop. Read the [Volunteer Opportunities](#) and [Information and Policies](#). Fill in relevant information. Save changes. Email to [volunteers@BEaRESCUER.org](mailto:volunteers@BEaRESCUER.org) as an attachment. If you are unfamiliar with emailing attachments, print the Volunteer Contact Form page and mail to 2216 S. Cedar St., Lansing MI 48910 or fax to 517.485.0960.

One-time Volunteer Opportunity

Regular Volunteer Opportunity

**Name (Required):**

Are you over 18?  Yes  No Please note that those under 18 must be accompanied by an adult.

Are you with a group?  Yes  No Are you the group leader/contact?  Yes  No

*We have limited opportunities for groups of six or more people. Please call for more information: 517.485.0145.*

Group name and size:

**Phone 1 (Required):**

Home  Cell  Work

Phone 2:

Home  Cell  Work

Email Address:

The best way to reach me is by  Home  Cell  Email

Have you received services from CRM?  Yes  No If yes, has it been more than 2 years?  Yes  No

Be sure to review the [Volunteer Opportunities](#) and [Information and Policies](#). If you have any questions, please feel free to contact our volunteer coordinator: [volunteers@BEaRESCUER.org](mailto:volunteers@BEaRESCUER.org) or 517.485.0145. Filling out this application serves as confirmation that you have read and agree to CRM Volunteer Information & Policies.

Available Day(s):  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

For the safety of our guests, we conduct background checks. By giving your birthday you verify that you understand that this information is required by the Central Records Division of the Michigan State Police, Lansing, Michigan and authorizes the City Rescue Mission of Lansing to use your listed information for the sole purpose of obtaining a conviction-only criminal history search. By filling in this information you consent to this background check and understand that the Mission carries no liability insurance for volunteers.

Full Name:

Birthday:

Gender:

Ethnicity:

Is this for court-ordered community service?  Yes  No *If YES, please access the Community Service Application at: <http://www.bearescuer.org/pdfs/CommunityService.pdf>. This is not the correct form. Thank you!*

For more information on the Mission, visit our page on facebook ([www.facebook.com/BEaRESCUER](http://www.facebook.com/BEaRESCUER)) or sign-up to receive our newsletter via mail or email: [www.BEaRESCUER.com/newsletter.html](http://www.BEaRESCUER.com/newsletter.html)).

**For office use only:**

Checked

Pending

Scheduled

Notes:



## ***City Rescue Mission of Lansing Volunteer Information and Policies***

Volunteers are an extremely valuable part of the Mission's ministry and allow us to direct resources to the most essential needs of our guests and community. Thank you for being a rescuer! *If you or your group will be volunteering on a regular basis, please keep this for your reference.*

***Sign In:*** Every individual person in your group must be signed-in separately. Please do not simply put a group or family name. This allows us to verify who has been here and to keep track of volunteer hours. If you do not sign-in, we may assume you were unable to fulfill your volunteer promise.

***Safety:*** We have a strong interest in volunteer safety. For this reason, we ask that volunteers do not exchange personal information with our guests (phone number, mailing address, e-mail, "friend" requests on social media, or any other contact information). Though our guest's needs may seem compelling, we provide all their basic needs and have casework coordinators to direct them to other area resources. Therefore, we ask volunteers to agree not to give gifts of any kind to guests, especially money. If a guest approaches you with a request, direct them to talk with a staff member.

***By completing your application, you confirm that you understand and agree that the City Rescue Mission of Lansing and its staff are not responsible for any injury or property damage arising out of the assigned Volunteer Opportunities, even if caused by ordinary negligence or otherwise. You affirm that you have fully explained any physical or other impairment that might affect your ability to participate in the Volunteer Opportunity, and should you, for any reason, not be able to fulfill the commitments and duties of your assigned Volunteer Opportunity, your participation may be cancelled or another Volunteer Opportunity suggested to you.***

***Dress:*** Please dress modestly and appropriately for your volunteer task. Please avoid low cut shirts, shorts or skirts above the knee, and do not wear open-toed shoes (such as sandals). If you have long hair you will need to pull it back before serving food. Volunteers helping at the offsite kitchen will be asked to wear a hat.

***Conduct:*** We ask that you refrain from swearing, vulgar language, or conversations with inappropriate content when you are speaking with guests, staff, or other volunteers. Maintaining a positive environment for our guests is very important.

***Guest Privacy:*** We ask that you do not take photos, video, or any other recordings on Mission property. For the privacy of our guests, do not take images of our guests or share information about them with others or on social media. Please refrain from asking guests any personal questions or trying to develop a personal relationship with them.

***Children 18 and Younger:*** We ask that children 6 and under have adult supervision at all times and assist a parent/guardian/family member with their assigned task (e.g. serving at a single station). Children 7 and older can work at their own task as long as a responsible adult is present.

***Unexpected Scheduling Conflicts:*** Staff depend greatly on volunteers. Therefore, it is our hope and request that you make it a priority to be here for the times you are scheduled. We understand that things come up, and you or your group may not be available to serve or you may have fewer volunteers than you planned. Please let us know ahead of time if you won't be able to come or if you will bring fewer people than we're expecting. If you or your group is unable to come and do not let us know OR if you regularly cannot fill your chosen opportunity, we may have to remove you from the calendar. This may also affect future opportunities, so if you feel you will not be able to fulfill your commitment, simply let us know. **Also, please only show up for your scheduled opportunities. Any and all scheduling must be done through the volunteer coordinator more than 24 hours in advance.**

***Contact the Mission:*** For questions or scheduling conflicts, please call 517.485.0145 or email [volunteers@BEaRESCUER.org](mailto:volunteers@BEaRESCUER.org). Please do not hesitate to communicate with our staff if you have any ideas or concerns about the volunteering experience here. We are glad to receive any kind of feedback and constructive criticism.