

# ***City Rescue Mission of Lansing Court-Ordered Community Service Application***

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## **Important Information:**

- For our convenience and yours, we utilize all court-ordered community service volunteers at our thrift store. This opportunity has a wide range of hours, including evening and weekends, not usually available at our shelter facilities.
- We will be sending you some more information on scheduling and tasks for the opportunity. Please read all emails carefully.
- All volunteers are required to fill out the Volunteer Contact Form (page 2), which includes information for a background check. We are very careful with your privacy; however, for the safety of our guests and staff, we do background checks on all volunteers.
- **Due to scheduling and the needs of the store, we cannot accommodate last minute requests.**
- We do have a two day probation policy for volunteers. After the two day probation period is successfully completed, we will extend the opportunity in two week intervals or until your hourly requirement is met.
- We do not provide meals of any kind nor, if the schedule time is four hours or less, will we necessarily provide a break (dependent on how busy the store is). Please bring your own meal and make sure you are comfortably dressed if working for an extended amount of time. Meals and breaks are not counted toward volunteer hours. You are required to sign-out for any breaks.
- Below is the store information for you to verify that available times/locations work for your needs.

## **City Rescue Mission Upscale Thrift – 3700 W. Saginaw, Lansing**

**What:** Sort donations, clean, stock inventory, and assist staff at City Rescue Mission Upscale Thrift

**Time:** Monday - Saturday: 10:30 a.m. – 7:30 p.m. (The store is closed on Sundays)

## **Submission Instructions:**

Method 1: Fill in relevant information, save to desktop, send as an email attachment.

Method 2: If you are unfamiliar with emailing attachments, print the Volunteer Contact Form page and mail it to 2216 S. Cedar St., Lansing MI 48910, or fax it to 517.485.0960.

03.03.2017





## City Rescue Mission of Lansing Volunteer Contact Form for Court-Ordered Community Service

**Instructions (please read carefully):** Save this document to your desktop. Read the [Information and Policies](#). Fill in relevant information. Save changes. Email to [volunteers@BEaRESCUER.com](mailto:volunteers@BEaRESCUER.com) with the changed pdf 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 Opportunity (a short time needed)

Regular Opportunity (more than 4 hours needed)

Name (Required):	
Are you over 18?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please note that those under 18 must be accompanied by a parent.
How Many Hours:	Deadline for Completion:
Phone 1 (Required):	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work
Phone 2:	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work
Email Address:	
The best way to reach me is by <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Email.	
Are you a previous guest with the Mission? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, has it been more than 2 years? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please be sure to review the <a href="#">Information and Policies</a> . If you have any questions, please feel free to contact our volunteer coordinator: <a href="mailto:volunteers@BEaRESCUER.com">volunteers@BEaRESCUER.com</a> or 517.485.0145	
Available Day(s): <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> 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:
<i>We appreciate your honesty in this matter. Please note that, while we are able to accommodate most community service, we may not be able to accommodate you due to the charge (theft/larceny or violence of any kind) or due to the amount of volunteers already scheduled. <b>Due to scheduling, we also cannot accommodate last minute requests.</b></i>	
If you wish to continue to volunteer with the City Rescue Mission after you have fulfilled your obligation, we would be more than happy to add you to the store's regular calendar or to try another possible opportunity at our shelter or dining facilities. While you will not need to fill out another application, you will need to contact the volunteer coordinator directly.	
<b>For office use only:</b>	
<input type="checkbox"/> Checked	<input type="checkbox"/> Pending <span style="margin-left: 150px;"><input type="checkbox"/> Scheduled</span>
Notes:	



## ***City Rescue Mission of Lansing Court-Ordered Community Service Volunteer Information and Policies***

**Thank you for being a rescuer! Volunteers are an extremely valuable part of the Mission's ministry. Volunteers allow us to direct resources to the most essential needs of our guests and community. Our volunteers are certainly appreciated!**

***Sign In:*** We require you to sign in and out every time you serve, on the provided sign-in/out sheet. This allows us to verify and track your volunteer hours. If you do not sign-in, we will assume you were unable to fulfill your volunteer promise and will not calculate those hours toward your overall total.

***Safety:*** We have a strong interest in volunteer safety. For this reason, we ask that volunteers do not exchange personal information with our guests (i.e. phone number, mailing address, e-mail addresses, "friend" requests on social media such as facebook, or any other contact information). Though our guest's needs and stories may be compelling, situations are not always as they seem. Therefore, we ask volunteers to agree not to give gifts of any kind to guests, including money (dollars or loose change), clothing, personal care products, or any other items. If a guest approaches you with a request, direct them to talk with a staff member. We will do what we can or give the guest information on how to find the help they need.

***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. This is not an opportunity to "interview" guests. Please respect their privacy and be sensitive to their feelings.

***Dress:*** Please dress modestly and appropriately for your volunteer task. Please avoid low cut shirts and do not wear open-toed shoes (such as sandals). If you have long hair, pull it back if you will be serving food. In certain situations, volunteers helping around the kitchen may be asked to wear a hat.

***Unexpected Scheduling Conflicts:*** Staff depend greatly on volunteers. You are appreciated and we rely on you. 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. Please let us know ahead of time if you won't be able to come. This allows us to plan accordingly. If you are unable to come and do not let us know OR if you regularly cannot fill your chosen opportunity, we may have to replace you on 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.

***Contact the Mission:*** For questions or scheduling conflicts, please call 517.485.0145. 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.

