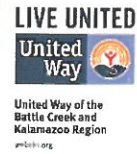




Our Mission

To contribute to human dignity by providing clothing, bedding and small household items at no charge and to connect people to resources in the community.

Serving Children and Families in Need Since 1887



Volunteer Application

Contact: Tammy Jimenez, Volunteer Coordinator
269-964-7234 X108
tammy@charitableunion.org

Name: First _____ Last _____

Address: Street _____ City: _____ Zip: _____

E-Mail: _____

Day Time Phone: _____ Alternate Phone: _____

Emergency Contact Information

In Case of an Emergency, Contact: _____
Relationship: _____ Phone: _____ or _____

Reasons for Volunteering

- Personal Fulfillment
- Court Appointed
- Other (explain) _____
- Requirement for Class/Degree

Name of Class: _____ Instructor: _____
Number of Community Service Hours to Complete: ____ To Be Completed By: _____

Court Appointed

Name of Probation officer: _____ Phone: _____
Explanation of charge: _____

Have you ever been convicted or pled guilty to a felony or misdemeanor?

Yes No

If yes, please explain _____

References

Name: _____ Phone _____

Name: _____ Phone _____

Please explain any conditions which may affect your ability to work with others _____

What do you hope to gain by volunteering?

What are your general interests?

What skills, talents, and strengths do you possess?

In what areas are you interested in volunteering?

- | | |
|--|--|
| <input type="checkbox"/> Sewing | <input type="checkbox"/> Cleaning |
| <input type="checkbox"/> Hanging clothes | <input type="checkbox"/> Lawn care |
| <input type="checkbox"/> Sorting donations | <input type="checkbox"/> General maintenance |

Dress Code

No hats, **flip-flops**, spaghetti strap shirts, pajama pants, **sagging pants**, shirts with inappropriate pictures/logos or slogans. Shorts are okay as long as they are mid-thigh.

Please think about what you would wear to a job when you consider what you put on to come to Charitable Union. Thank you.

Rules for working here

You are the FACE of Charitable Union; practice good client relations skills: Smile, "Please", "Thank You", etc.

Practice mutual respect for clients, employees, and volunteers at all times.

Observe the same breaks and rules as staff members do.

Clean up after yourself in your work or break area.

Respect the Charitable Union image; do not sit on desks or counters.

Confine personal phone calls to break time.

Refrain from cursing and using offensive language verbally and on your clothing.

Take direction from staff; ask questions to clarify your assignment.

Eat and drink in the break room area only.

Respect personal space: no horseplay.

Keep completely confidential any and all client information received during the course of your work.

Remember that the items that are donated to us are intended for our clients. They are NOT free to take. You will be let go for stealing.

Inform staff if you are leaving the area to which you have been assigned.

Smoke outside in designated area only.

Use the Gift Shop door as your in/out.

You must wear a name tag at chest level.

From time to time you may be asked to "hold" an item for a client. To best serve our clients, we are unable to do this. Please direct them to the nearest staff person.

If you are a client also, you may only shop before your shift.

If you would like to sign up for services at Charitable Union please see Tammy Jimenez.

You are expected to work with the Charitable Union staff, as well as other volunteers, to promote the mission of Charitable Union, which is to contribute to human dignity by providing clothing, bedding, & household goods, at no charge, and connect people to resources in the community.

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN:

I understand and fully acknowledge that, in volunteering for Charitable Union, I am entering into an AT WILL relationship and that this relationship can be terminated at any time by me or by Charitable Union.

I further understand by signing this agreement, I give permission for Charitable Union to contact references, and run a back ground check, if deemed appropriate. I also give my permission for Charitable Union to take photos for website, newsletters, and any other public relations activities.

It is my understanding that all information I provide to Charitable Union is voluntarily supplied, true and complete to the best of my knowledge and may be used for volunteer purposes only. I understand that giving dishonest or false information, verbally or in writing, may be sufficient cause for immediate dismissal.

I also understand that as a Charitable Union volunteer, I am not paid for the time I volunteer.

VOLUNTEER APPLICANT SIGNATURE: _____ DATE: _____