

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: Volunteer Coordinator

269-964-7234

Nicole@CharitableUnion.org

First Name _____ Last Name _____

Address _____
Street _____ City _____ Zip _____

Email: _____

Daytime Phone: _____ Alternate Phone: _____

Emergency Contact Information

In case of emergency please provide a name and contact information _____

Relationship _____ Phone _____ or _____

Reasons for Volunteering

- Personal Fulfillment
 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?

- No 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?

Sewing Hanging Clothes Cleaning General Maintenance Sorting donations

Other (please explain) _____

Dress Code

No hats. **NO OPEN-TOED SHOES** or spaghetti strap shirts...straps need to be at least a 3-finger width. No pajama pants. **NO SAGGING PANTS...WEAR A BELT IF NEEDED (if you need one, ask, we will get you one)**. **NO LEGGINGS unless your shirt covers past your hips or mid-thigh**. No shirts with inappropriate pictures/logos or slogans. Shorts are okay, as long as they are at least 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 Kip Wofford.

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 background 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: _____