



The Community Storehouse

Dedicated to the well-being and education of the children in our community.

Physical Address: **12001 Road, Keller, TX 76244**

Phone: **817-431-3340** Fax: **817-482-1693**

Email: volcoordinator@communitystorehouse.org
www.communitystorehouse.org

For Office Use only:

Background Form: _____

Processing Fee: _____

Court Paperwork: _____

VOLUNTEER APPLICATION INDIVIDUAL

PLEASE PRINT CLEARLY—ALL AREAS OF INFORMATION MUST BE FILLED IN

Mr./Mrs./Ms. _____
Last Name First Name Middle Initial

Address: _____
Complete Street Address City State Zip

_____ *Home Phone Work Phone Cell Phone Email*

Birth Date: _____ Credit Hours to: ☐ Church ☐ Company ☐ Court ☐ Green Cord ☐ NHS/NJHS ☐ School
Mo/Date/Year ☐ Scouts ☐ JROTC ☐ Other Organization's Name: _____

Texas Drivers License #: _____ Expiration: _____

Emergency Contact: _____
Name Relationship Day/Phone

Health Restrictions: _____ ☐ None
Note any that may apply to your ability to work at The Community Storehouse.

Employer or School: _____
Company or School if Student Position or Grade Level

References: please list 3 people who know you well and can attest to your character, skills, and dependability, include your current or last employer.

Name/Organization	Relationship to you	Phone Number	Length of relationship
1.			
2.			
3.			

=====

Community Service Restitution (CSR): Community Storehouse will award CSR hours for minor traffic violations or curfew violations. CSR hours may be awarded for book donations in lieu of hours worked as allowed by the Court AND approval of Volunteer Coordinator and/or Executive Director. Please speak with Volunteer Coordinator before attending Orientation. All priors are taken into consideration when approving individuals for volunteering here at the Storehouse. CSR hours required (if applicable)

Reviewer Initials: _____

Have you ever been convicted of a felony that has not been annulled, expunged, or sealed by a court? YES/NO

If yes, please describe in full in the space provided below or on separate sheet of paper:

Do you have any felony criminal charges pending against you? YES/NO

If yes, please describe in full below or on a separate sheet of paper:

Last Name: _____ First Name: _____ Orientation Date: _____ Background Check Fee: _____ Received

ADDITIONAL INFORMATION

Volunteers are a vital part of the Community Storehouse mission. Individuals ages 14 and older are eligible to volunteer. Younger helpers (ages 10-13) may help along with a parent or guardian. Copy of a photo ID (driver's license/school ID) may be required with this application if a Community Storehouse vehicle will be driven by the volunteer.

Please be sure you have personal liability insurance to cover your health and vehicle while volunteering. We do our best to assure safety of all volunteers but cannot guarantee insurance coverage in the event of an accident.

WAIVER/RELEASE FORM

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

- In order to become an individual volunteer for the Community Storehouse, please complete all information on this form and sign below. Attending an Orientation Session is required to gain more information about skills and time needed for each position. By filling out and submitting an application form, you are indicating that you understand all of the statements and that your criminal history will be checked. As a non-profit organization that works with children, we will be performing background checks on all applicants and must assess a \$12.00 non-refundable processing fee per application.
- I understand that The Community Storehouse cannot be liable for any injuries or illness that I or my dependents may suffer.
- I realize that as a Community Storehouse volunteer, I will be expected to follow directions carefully, to be dependable, and to maintain client confidentiality. Volunteers under 18 must have parent's signature.
- I have provided Community Storehouse with all true and correct information. I authorize Community Storehouse to use all photos and/or videos of me for all forms of media coverage, hard copy and/or electronic. I further permit that all photos and/or videos be used to publicize Community Storehouse including but not limited to fundraising efforts conducted by CS to the general public.

I, _____, agree to release, indemnify and hold Christian Community Storehouse and their officers, board, agents, employees and volunteers harmless for any and all liability claims, including but not limited to those involving personal injury or loss of or damage to personal property, as well as all suits, demands, claims of loss, damages, attorney's fees, including all expenses for settlement, mediation or alternative dispute resolution, that may arise during and/or as a result of my tenure as a volunteer to Christian Community Storehouse. This can include but not limited to: special events activities and other volunteer activities occurring off site or on Christian Community Storehouse premises.

The waiver, release, discharge and exculpation in this paragraph specifically include any suits, claims or damages arising as a result of any action or inaction taken by Christian Community Storehouse, their officers, agents, servants, employees and/or representatives that constitutes negligence, whether sole or comparative, or more culpable conduct of any of them.

Name: _____

(please print)

Date: _____

Signature of applicant

Parent's Name (if applicant is under 18): _____

Date: _____

Signature of Parent

VOLUNTEER AGREEMENT FOR COMMUNITY STOREHOUSE

The Volunteer:

- I accept the responsibilities and limits and guidelines in the Community Storehouse Volunteer Handbook
- I understand my rights as a volunteer, as outlined in the written information given to me
- I agree to work in the manner that is safe for myself, other volunteers, paid staff and member of the public
- I agree to participate in orientation and training programs as required
- I agree to take part in any technical and safety training that is required
- I agree to accept guidance and direction from the supervisor charged with those duties
- I agree to work as part of a team (if applicable)
- I agree not to work unsupervised unless authorized to do so
- I agree to sign the Volunteer Attendance Record at each volunteering session
- I agree to report any accident or injury to the program coordinator within 48 hours
- I agree to advise the program coordinator if I cannot attend a work session
- I agree not to disclose any confidential or sensitive information to any person
- I agree to support a non-discriminatory and harassment-free work environment

Community Storehouse agrees to:

- Provide appropriate orientation and training
- Provide technical advice, guidance, and assistance to volunteers
- Provide necessary safety equipment for volunteer tasks
- Provide guidance and advice in supervising programs and projects
- Establish a clear plan which outlines volunteer activities and tasks
- Cover volunteers for insurance in case of injury
- Provide information on organizational changes or new policy decisions relevant to volunteers
- Provide an avenue where volunteers can raise questions, concerns and/or complaints
- Encourage and recognize volunteer efforts and achievements
- Provide feedback on volunteering efforts and achievements

THE COMMUNITY STOREHOUSE

CODE OF CONDUCT

1. Dress and act in a professional manner while at the Community Storehouse or volunteering for the Storehouse at other sites. **Our Dress Code prohibits:**
 - ⇒ Open-toed shoes such as sandals, flip-flops or slides. Sneakers or other closed-toe shoes must be worn.
 - ⇒ Short tops that allow the stomach to show, “short shorts” aka Daisy Dukes (must be fingertip-length or longer), or clothing with rude sayings or beer logos.
 - ⇒ Halter tops, strapless or “tube” tops, spaghetti straps or camisoles.
 - ⇒ Baggy or sagging pants or shorts.
 - ⇒ Piercings (except in ears). Remove nose studs, tongue studs, etc. Tattoos are to be covered.
2. Treat all persons with courtesy and respect. This includes our Clients, Donors, Staff and Supervisors, Coworkers, and the general public. Swearing, rude or offensive comments, and inappropriate statements or gestures will not be tolerated.
3. Respect Client’s privacy and right to confidentiality and do not discuss his/her situation with anyone outside of the Staff and Executive Director.
4. As Volunteers, it is your task to educate others about the Goals and Objectives of Community Storehouse. All Community Storehouse Policies and Procedures must be followed at all times.
5. No cell phones, i-pods, or mp3 players may be used while volunteering. Supervisors will grant permission for you to use your cell phone at their discretion.
6. Nametags are to be worn at all times while working. We use this measure for security purposes: if you are seen without your nametag, you may be asked to leave the building.
7. Please remember to sign in and out for each shift in order to receive full credit for your volunteer service hours. It is the Volunteer’s responsibility to maintain his/her own personal log of hours worked.
8. No Volunteer is allowed to consume, possess, sell, or purchase any alcoholic beverage, illegal substance or tobacco product on any property owned or leased on behalf of CCS; or in any vehicle owned or leased on behalf of CCS.
9. No firearms are permitted on any of our premises or at any Community Storehouse sponsored event.
10. Be safe and do your best job for the good and safety of yourself or others. Practice: “Do unto others as you would have them do unto you.”
11. Remember our Mission: *dedicated to the well-being and education of the children in our community*. That’s why we are here!

By signing this procedure statement, you acknowledge the above Volunteer Policies and Code of Conduct and agree to abide by them.

Name: _____ Date: _____

(please print)

Signature