

GROUP VOLUNTEER Request Form

MISSION STATEMENT

Guiding Light Mission exists to provide a healing community that allows broken individuals to discover a new life in Christ. We provide food and shelter while equipping men with social, emotional, spiritual, and intellectual skills, thereby preparing them to serve.

We request 4 weeks notice of your intent to volunteer with a group at the Guiding Light Mission.

CONTACT INFORMATION

Today's Date: _____ Organization Name: _____

Description of Group: _____

Contact Person: _____ Title: _____

Address: _____ City/ZIP: _____

Day Phone: _____ Email: _____

GROUP ACTIVITY INFORMATION

Service Date: _____ Service Time: _____ # ppl in group: _____

Ages of participants: _____ Special needs: _____

Type of work requested: _____

Materials needed: _____

Provided by volunteers GLM needs to supply

Resource: _____ Total cost: _____

Will your group be joining us for a meal (circle one)? Yes, everyone No, thank you

MISCELLANEOUS INFORMATION

How did you hear about GLM's need for volunteers? _____

Why did you choose GLM to volunteer? _____

What are your objectives in volunteering with GLM? _____

Would you be interested in volunteering on a regular basis? _____

Thank you for your request to volunteer at the Guiding Light Mission. The Volunteer Manager will be in touch to set up a meeting and discuss this opportunity further.

STATEMENT OF FAITH

We believe in God, the Father almighty, the Creator of heaven and earth. **We believe in Jesus Christ**, His only Son, our Lord; who was conceived by the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried; He descended to the dead. The third day he rose. He ascended into heaven and is seated at the right hand of God the Father almighty. From there he will come to judge the living and dead. **We believe in the Holy Spirit**, the holy church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

We ask that all volunteers working in the areas of worship services, Bible studies, mentoring, and teaching please center on salvation and Christian growth. We ask that you not speak on doctrinal issues unique to your denomination or against other Christian ministries. If a volunteer persists in promoting their personal beliefs or doctrines, they may be asked to forfeit their involvement with Guiding Light Mission.

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As a Guiding Light Mission (GLM) volunteer, I agree to:

- Represent GLM with professionalism, dignity and pride. Respect and follow policies and procedures to the best of my ability. I will check the volunteer bulletin board regularly for updates.
- Arrive promptly on my volunteer shift. If possible I will find a replacement if I will be absent from GLM during a scheduled shift. I will inform GLM within 48 hours of my planned absence.
- Sign in each time volunteer and document all completed volunteer service hours.
- Maintain the confidentiality of all proprietary or privileged information involving clients, staff, volunteers, and overall GLM business.
- Treat clients, staff, and fellow volunteers with courtesy and respect and work cooperatively as a team member with staff and other volunteers, regardless of race, national origin, religion, sex, marital status, disability, sexual orientation and/or social economic level.
- Maintain a professional relationship with client and avoid close personal involvement.
- Agree not to give money, gifts, rides or personal information, such as phone number, to any client.
- Foster a safe and comfortable environment that is free from all forms of unlawful or unwelcome harassment. I understand that security guards are available at all times to walk me to and from my car or the bus stop. I agree to enter the building only through the main entrance. I understand there is parking available on Bartlett (behind God's Kitchen) or on the street if I choose. I will not park in the staff lot (North of the building) during regular business hours.
- Follow the GLM dress code a business casual, dressing modestly and appropriately.
- Remain in the part of the building I'm required to work in all times.
- Get permission before bringing children into the building. I understand that children under 16 are not permitted in the kitchen.
- Direct any questions or concerns to the Volunteer Manager.
- I understand that my volunteer position is at will and can be terminated by myself or GLM at anytime.

Confidentiality *Source: Federal Regulation Code 42 (Client confidentiality law)*

According to Federal Regulation Code 42 (Client Confidentiality Law), unauthorized disclosure of client information is a federal offense. Information can only be released to a person or agency that the resident designates in writing on a release of information authorization form.

As a volunteer, you are required to keep all information that you obtain directly or indirectly concerning any client of Guiding Light Mission absolutely confidential. Simply the fact that a person is a client is to be held in strict confidence. If you see someone you know, you may not relay this information to anyone else, including family members. If you wish to ask for prayers for someone, you may do so using the first name only.

All volunteers are permitted to know only the first name of any resident. No other information may be released to volunteers by anyone other than the resident. Mentors, worship leaders, and other volunteers may on occasion learn personal information about a client. This information must remain confidential.

The only exception is that if you learn a person is planning to harm himself or others then you have an obligation to report that information to the Program Director or a member of the Guiding Light Mission staff.

I have read the above information and I agree to keep any information obtained at Guiding Light Mission about any client here in absolute confidentiality and to follow these guidelines.

Name _____ Date _____

Please email this form to mary@lifeonthestreet.org, fax to 616.451.8723 or drop off at GLM.