

# Volunteer Application



Date: \_\_\_\_\_

How did you first hear about The Foundry?

Radio  TV Commercial  Church  Mail  Billboard  Other

Contact & Personal Information	
Name: _____	Email: _____
Address: _____	City: _____ Zip: _____
Phone: (hm) _____	(wk) _____ (cell) _____
Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Marital Status: _____ Presently a student? _____ If yes, school name: _____
Age: under 18 <input type="checkbox"/>	18-29 <input type="checkbox"/> 30-39 <input type="checkbox"/> 40-49 <input type="checkbox"/> 50-59 <input type="checkbox"/> 60-69 <input type="checkbox"/> over 70 <input type="checkbox"/>
Emergency Contact: _____	Phone: _____

Skills & Interest	
Education: High School <input type="checkbox"/> College <input type="checkbox"/> Graduate <input type="checkbox"/>	Degrees Earned: _____
(circle highest level completed)	
Current Occupation: _____	Employer: _____
Hobbies & Interests (list three ways you spend your free time): _____	
Previous Volunteer Experience: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, where: _____	
Areas of Interest: (select all that apply):	
<input type="checkbox"/> Childcare	<input type="checkbox"/> Church Ambassador
<input type="checkbox"/> Food Box Distribution	<input type="checkbox"/> Learning Center
<input type="checkbox"/> Prayer	<input type="checkbox"/> Preparing Meals
<input type="checkbox"/> Area most needed	<input type="checkbox"/> Thrift Store
<input type="checkbox"/> Collection Drives	<input type="checkbox"/> Events
<input type="checkbox"/> Life Coach	<input type="checkbox"/> Office Assistance
<input type="checkbox"/> Other	
List three personal strengths/skills : _____	

Availability							
Type of service you are interested in? Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other <input type="checkbox"/>							
If other, please explain: _____							
Days Available	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours AM							
Available: PM							

Reference

Please list one **non-relative** who lives locally and knows you well.

Name: \_\_\_\_\_ Relation to you: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Your response to any of the following questions will not automatically disqualify you from volunteering. However, if you answer no and a criminal history is found or if you answer yes but did not include all convictions you will be disqualified from consideration.

Have you ever been convicted of a misdemeanor or felony? yes  no

List any and all convictions and provide dates of each (including but not limited to major traffic violations, bad checks or DUI): \_\_\_\_\_

Do you consistently attend a Bible believing church? yes  no  If yes, Church Name: \_\_\_\_\_

Release

Please read and initial each section:

(Initial)

\_\_\_\_\_ **Indemnity & Hold Harmless:** By submitting this application I hereby agree to hold harmless and indemnify The Foundry Rescue Mission and Recovery Center and/or any of its auxiliary or affiliated organizations from any and all claims, suits, causes of action and liability arising out of any claims, suits or causes of action of any kind which undersigned or his/her child may have from now henceforward arising out of any actions, activities or events sponsored by The Foundry and/or any of its auxiliary or affiliated organizations. This hold harmless and indemnity agreement extends to any acts and/or omissions engaged in by or attributable to any person or entity, including any agent, employee, volunteer or board member of The Foundry and/or any of its auxiliary or affiliated organizations. I realize that The Foundry will not be held responsible for any accident or injury that may occur while I am a volunteer. I also understand and agree that I may ask or be asked to end my volunteer service at any time, for any reason with sufficient notice. I will respect the confidentiality of all client information available to me through my position and maintain a professional relationship with all The Foundry staff and residents while I am a volunteer with this organization.

\_\_\_\_\_ **Photo Release:** I grant permission to The Foundry to use my photograph/video/information about me for the purposes of publications, website, promotion or any other use they deem necessary. I understand my photograph/video/information may be used for fund raising purposes. I understand that I cannot expect compensation for use of these items.

\_\_\_\_\_ **Sign- In Agreement:** I agree to and commit to begin and end each service assignment with a daily sign-in and sign-out. I understand the importance of logging volunteer hours for potential funding opportunities. I understand that the during office hours Volunteer Sign-In Station is located at the front desk of the Women’s Center.

\_\_\_\_\_ **Volunteer Agreement:** I acknowledge that The Foundry is engaged in the practice of ministry and that within the context of that ministry I am volunteering to perform work duties without any expectation that I will be paid any wages or salary or any other type of compensation for my work. I declare that I am serving as a volunteer and not an employee. I hereby also affirm that the information I have provided on this application is correct and do authorize The Foundry to contact my reference, to perform a background check at my expense of \$20 and to secure a copy of a report from the local police, if necessary.

\_\_\_\_\_ **Background Report Release Authorization (only applies if volunteering with children):** Along with my application for volunteer service at The Foundry, I understand a criminal record report may be requested. I understand as directed by organization policy, and consistent with the volunteer position described, you may be requesting information from public and private sources. I am entitled to know the source of the information gathered, requested through the organization chosen by The Foundry. I hereby authorize, without reservation, any law enforcement agency, institution, service bureau, school, employer or reference contacted by an organization or company chosen by The Foundry or its agent to furnish the information described in this application. The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. **It is confidential, will not be used for any other purposes, and is well secured. I hereby** release this organization and agents and all person, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of the above-mentioned information or reports.

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_

List counties and states of residency for last 7 years: \_\_\_\_\_

My signature signifies that I have read and have full knowledge and understanding of all information in this application and process. I agree by initialing each section and give my full release and support.



## Volunteer Guidelines

*The following guidelines will foster safety, good communication and clarification of the policies and procedures at The Foundry. Volunteers should recognize that this is a Christ-centered organization and that behavior and dress must reflect those standards. We are here to provide hope and restoration through Jesus Christ. We work together to achieve this. These guidelines are general and may not be all-inclusive. Volunteers are encouraged to communicate regularly with the Volunteer Coordinator.*

**Servant Attitude** – We ask that you come with a servant heart... ready to help in whatever way you may be needed. You will need patience, love, acceptance, and understanding if your service involves direct involvement with our residents. Be aware that many of our residents have grown up with a dysfunctional set of beliefs and behaviors. Please show patience and love but have firm boundaries and limits.

**Gifts to Residents** – Volunteers are asked not to give or lend gifts of any kind (including money) directly to residents. Giving money might cause a resident to be tempted to use. If you feel led to contribute financially to a specific resident or to give a gift of any type to a resident, please consult a staff member. Volunteers should also not do residents laundry, chores, make phone calls for residents, allow a resident to use your cell phone or make decisions for residents without consulting The Foundry staff. As a volunteer, you are responsible for carrying out your volunteer responsibility only.

**Counseling** – Many of our residents battle addiction along with a variety of other issues. Counseling residents is the job of our staff. Volunteers are asked to not engage in counseling or giving advice but rather be a good listener and refer concerns to the Counselor or Program Manager. It can be very disruptive to recovery when a volunteer gets too close to a resident. Volunteers will be relieved of their responsibilities if a professional emotional distance is not maintained.

**Sharing your Faith** – We are a Christ-centered ministry. We encourage volunteers to share their faith and to share their personal story about what Jesus Christ has done in them. We also ask volunteers to refrain from discussion regarding specific doctrines or debatable Biblical issues (such as mode of baptism, speaking in tongues, etc.). Do not share any beliefs that differ from The Foundry's Statement of Faith Agreement.

**Conflict Resolution** – We do not tolerate negative talk or gossip about others. If you have an issue with someone you are directed to go to them personally to resolve the issue. Otherwise you are directed to go to the Volunteer Coordinator. If a problem involves a resident, we ask that you immediately notify and defer to supervising staff members in your area of service. Even small and minor problems can escalate and we want to prevent a crisis before it occurs. If you are approached by a resident who is upset, encourage the resident to talk to their Counselor or Program Manager. Volunteers are not counselors.

**Personal Responsibility** – All volunteers should arrive drug and alcohol free. Volunteers should not buy drugs or alcohol for residents. Volunteers who do not adhere to this policy will be asked to leave and will not be permitted to return. Smoking is prohibited in all buildings and we ask that you refrain from smoking alongside our residents while you are volunteering. We ask that volunteers refrain from giving cigarettes to residents.

**Signing In and Out** – All volunteers are required to sign in and to sign out EVERY TIME they volunteer. Groups should have ALL members sign in and out as well. All groups should sign in with the Volunteer Coordinator or previously assigned staff member. The volunteer sign in sheet is located at the front desk of the Women's Center. Volunteers are to wear their nametags at all times when serving in order to be easily identified by staff and residents.

**Relationship Boundaries** – Volunteers are not to arrange for a personal time alone with a resident. Do not offer to take a resident off site. Do not offer a ride to a resident from one facility to another. Do not give out personal information (address, phone number, email). Do not become romantically involved with a resident.

**Personal Appearance** – Volunteers are asked to maintain a neat, clean, non-offensive appearance. We ask that you not wear tank tops, midriff tops, low cut or tight fitting clothing, and no lewd, indecent or satanic imprints. No bathing suits or short skirts. If you or a member of your group dresses inappropriately you may be asked to change clothes or leave. Modesty is the standard.

**Minors** – Those between the ages of 12 and 17 years old are permitted to serve but must be accompanied by a parent, guardian or chaperone. Adults must serve alongside minors and must also attend assessment and receive proper orientation. Volunteers under the age of 12 are permitted to serve only with a parent.

**Be Consistent** - You are part of The Foundry family. The position you fill is vitally important to the overall operation of the mission at The Foundry. Your faithful commitment means we can count on you to accomplish the specific tasks we set aside for you. Please call the Volunteer Coordinator at 425-7737 ext. 19 if you are unable to show up or are going to be late.

**Christian Character** - Please conduct yourself according to the calling you received from God. Be consistent with Biblical, moral standards.

**Use Wisdom** - We want our volunteers to feel free to get to know the people here and take the opportunity to strike up conversations with the residents. However, we ask our volunteers to use caution as there are people who are persuasive in their ability to get whatever they want. Do not trade, sell or buy anything from the residents. Do report any inappropriate behavior or anything that makes you feel uncomfortable.

**Volunteer Safety** – In the event of an emergency, your sole responsibility is to get yourself out of the building quickly and safely. For the safety of all, do not bring other individuals with you who have not been cleared through the Volunteer Coordinator's office. In the event of an injury, please contact the department leader or The Foundry staff member immediately. Please remember... no horse playing, hitting, fighting or wrestling.

**Liability** – The Foundry is not responsible for loss of property due to fire, theft, or water damage or any unforeseen circumstance or forces of nature. Please do not bring valuable items to The Foundry campus.

**Volunteer Authorization** – Volunteers are not allowed in the kitchen serving areas or food preparation areas unless otherwise noted. Volunteers are not permitted in offices, personal residential dorm areas or in clearly marked "Authorized Personnel Only" areas unless accompanied by a staff member.

**Fraternization Policy & General Policies for Residents:** (As volunteers we ask that you adhere to these same policies and procedures. We also encourage you to ask The Foundry staff about what is considered inappropriate behavior if you have any questions)

- Fraternalization with members of the opposite sex, or the same sex with the appearance of a relationship is prohibited.
- Conversations must be brief.
- Any physical contact, notes, letters, phone calls, gift giving, gift receiving, prolonged or intimate conversations, or demonstration of special attention or affection for each other will not be tolerated.
- Residents may not sit together with the appearance of a couple.
- Residents may not pray with the opposite sex.
- A resident may not establish an intimate relationship with another resident, a former resident, a guest, or a visitor of The Foundry. Failure to comply may result in eviction.
- Smoking is not permitted while walking from area to area on the property.
- The use of profanity, vulgarity and/or improper abusive language is not permitted on the campus.
- Gossip of any form will not be tolerated and may result in immediate eviction from the program.
- Residents are not allowed to leave their workstation without permission.
- No loitering in other workstations.
- All items purchased at The Foundry SuperThrift Outlet by a staff member, volunteer, resident, or customer must be taken out through the front door.

***Please remember that The Foundry staff have many needs to meet so be patient with them as they attend to priorities before they may be able to assist you.***



## Volunteer Confidentiality Agreement & Volunteer Statement of Faith Acknowledgement

### **Confidentiality Agreement:**

I understand that in the course of my volunteer service with The Foundry Rescue Mission and Recovery Center (hereinafter “the company”), I may have access to and become acquainted with information of a confidential proprietary or secret nature which is or either may be applicable or related to the future business of the company, its research and development, or the business of its customers or clients. Such trade secret information includes, but is not limited to, devices, mailing lists, inventions, processes, compilations of information, records, specifications and information concerning customers, donors and/or vendors and clients. I agree that I will not disclose any of the above mentioned trade secrets directly or indirectly, or use them in any way, either during the term of my volunteerism or at any time thereafter, except as required in the case of my volunteer service with the company. I further understand that I am an at-will volunteer of this company and that this company and that this agreement is not to be construed as constituting a promise of employment.

### **Statement of Faith Acknowledgement:**

The Foundry operates in compliance with the provisions set forth in all applicable federal and state nondiscrimination laws and regulations. However, as a private, Christ-centered, Bible believing, nonprofit organization, The Foundry reserves the right to exercise preference on the basis of religion in all of its volunteer staff decisions. Therefore, by signing this form, I acknowledge that I subscribe to the religious principles and tenets expressed below:

1. I believe that the scripture of the Holy Bible from Genesis through Revelation, contained in the “original manuscripts” were verbally and fully inspired by God, that they are inerrant in the original writings and that they are the supreme and final authority of God.
2. I believe in one God; the Father Almighty, and Jesus Christ, His only begotten Son, our Lord, and in the Holy Spirit; three in one.
3. I believe that Jesus Christ was conceived by the Holy Spirit and born of the Virgin Mary.
4. I believe that Jesus Christ was crucified, died and was buried.
5. I believe that the third day after His crucifixion, Jesus Christ rose again, bodily, from the dead for the redemption of our sins and that we, through faith, will have eternal life.
6. I believe that Jesus Christ ascended into Heaven and is now sitting at the right hand of God, making intercession for us.
7. I believe that the Holy Spirit is come to reconcile man back to God and guide us into all truths and abide with us always.
8. I believe that Jesus Christ will return again with a shout and receive us unto Himself and where He is, there we may be also.
9. I have received the Lord Jesus Christ as my personal Savior and strive to follow Him in my daily life.
10. I do believe in the eternal separation from God for the unsaved.
11. I regularly attend a Bible-believing Christian church, congregation or assembly.

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Volunteer’s Printed Name

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Volunteer’s Signature

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Date



## Volunteer Opportunities

**SuperThrift Outlet** – Partner for the day with a resident in work therapy, serve as a storefront greeter or assist at the drop-off center. More than 100 residents work each day in Alabama’s largest thrift store. You will receive an inside look at the world of recovery as you interact personally with a recovering addict.

**EBAY Power Shopper** – Put your skills to the test by sorting through gently used merchandise at The SuperThrift Outlet. We are looking for high end, name brand clothing for women, men and children to post on our EBAY store.

**Auto Center** – Use your skills and abilities to work alongside residents as they provide a full service shop open to the community.

**Learning Center** – Work side by side with residents as they receive GED training. Assist residents as a tutor in typing, general office skills, reading and writing, as well as basic financial budgeting and life skills.

**Church Ambassador** – Serve as an ambassador and advocate for The Foundry at your local church. You will receive monthly awareness and needs updates via email, frontline experience with the hungry, the hurting, and the helpless, and assist your local church with Home Missions.

**Corporate Ambassador** – Serve as the liaison between your company and The Foundry. Host a business meeting at The Foundry. Add lunch and a tour for your business associates to receive a better understanding about recovery in your community.

**Club Ambassador** - Serve as the liaison between your Civic Group, Social Club or Service Organization and The Foundry. Host a club meeting at The Foundry. Add lunch and a tour for your associates to receive a better understanding about recovery in your community.

**Seasonal Opportunities** – Serve as a volunteer leader with seasonal events such as Birdies for Charity at Region’s Classic, Arbor Day, Mother’s Day, Father’s Day, Valentine’s Day, Thanksgiving, Christmas, and other celebrated days. This opportunity is available during the days preceding a holiday and on the actual day of celebration.

**Foundry Events** – Be available to serve in a number of capacities during The Foundry’s many events throughout the year. Serve as an on-call volunteer for events such as Hearts of Hope, Hope Awards Banquet, and others.

**Office Assistants** – Help make our office hours even more productive by volunteering your time and skills by assisting as administrative assistants or by doing research online. No specific office skills or training are necessary.

**Tour Specialist** – Receive training to be a volunteer tour specialist and help connect others to the ministry of The Foundry. During high traffic seasons and special events serve as a tour guide as you lead groups around the campus.

**Lead a DRIVE** – Serve as the leader to oversee, promote, and collect a number of needed items for The Foundry. Sample drives are for such items as; socks & underwear, paper products, cleaning supplies, medical supplies, food, personal hygiene items and many more.

**Childcare** – Serve the families of residents each week during chapel services by providing a safe and nurturing environment for their children. The Foundry Nursery is open for both Thursday night and Sunday morning chapel services.

**Food Box Distribution** – Be an extension of The Foundry by serving the families of Bessemer as we offer food boxes to those in need. Be a minister of love as you prepare food boxes, assist and serve, and pray with each person receiving assistance.

**Prayer Groups** – Form and lead prayer groups that specifically pray for the residents and staff of The Foundry on a weekly basis. Attend chapel services and special events as a prayer covering for residents and staff members.

**Prayer Walks** – Formulate prayer groups to join together from various areas and regions to walk around The Foundry campus praying specifically for needs. A map including prayer stops and needs will be provided.

**Meltdown** – Once a quarter, gather for an incredible teenage worship night. Provide drama, music, prayer partners or simply join in for a great worship experience.

**Short Term Missions** – The Foundry will customize a weekend experience for groups of all ages and sizes. This is a great way to spend a missions retreat weekend or as an element to any outreach event. Serve with residents, reach out to the surrounding community, and learn firsthand the joy of giving and serving.

**Operation Restoration** – Serve as a part of a larger team as we tackle work projects in the surrounding community. Spend your weekend giving back by painting, doing yard work, and light construction projects for a neighbor in need.

**Friday Night Women's Events** - Sponsor a game, movie or worship night at The Cup. Invest in the lives of more than 30 female recovery residents while sharing the love of God in a real way.

**The Cup** – On the third Monday night of each month, join with dozens of women as they gather at The Foundry's own coffee house, The Cup. Come and serve, share and sip.

**Mentor/Life Coach** – Serve as a small group mentor for the women's program or serve as a small group Life Coach for the men's program. Invest in the lives of residents who are making a major life change.

**Decorators/Designers** – Add an element of surprise to the men’s and women’s facilities by decorating around certain special days throughout the year. Everyone likes to receive something special. Help make the residents of The Foundry know they are special.

**Open Doors** – As residents prepare for the end of their recovery they face many new issues such as transportation and housing. Be a part of a team that helps that next big step seem much simpler because of the open doors.

**Spa Intake Services** - Provide spa services based on your experience and skills such as haircuts, facials, and manicures. Help new residents make a clean start as they “makeover” their entire life.

**Care Kits** - Prepare individual Care Kits for incoming residents. Supply all of the basic hygiene necessities for new residents to receive at intake.

**Meals** - Prepare and serve a hot meal for men and women residents on Saturday evening or Sunday afternoon. Lunch can also be served at The SuperThrift Outlet on Saturday’s.

**Desert Parties** – Provide a festive atmosphere and a sweet treat for residents after an evening of worship. Invest in more than 235 men and women through personal conversation and by sharing life.

**College Internships** – Serve as a learning experience while gaining necessary community service hours and potentially receive college credit.

**High School Community Service** – Opportunities are available for students needing a required number of volunteer and community service hours. Certain regulations do apply.

## **Recommended Group Opportunities:**

**Business** – Learning Center, Corporate Ambassadors, Seasonal Opportunities, Foundry Events, DRIVES, Operation Restoration, Friday Night Women’s Events, Care Kits, Meals, Desert Parties

**School** - Seasonal Opportunities, DRIVES, Operation Restoration, Meals, Desert Parties, College Internships, High School Community Service

**Adult** – The SuperThrift Outlet, Learning Center, Club Ambassador, Seasonal Opportunities, Foundry Events, DRIVES, Prayer Walks, Short Term Missions, Operation Restoration, Friday Night Women’s Events, The Cup, Care Kits, Meals, Desert Parties

**Youth** – The SuperThrift Outlet, Seasonal Opportunities, DRIVES, Prayer Walks, Meltdown, Short Term Missions, Operation Restoration, Friday Night Women’s Events, Care Kits, Meals, Desert Parties

**Families** – The SuperThrift Outlet, Learning Center, Seasonal Opportunities, Foundry Events, DRIVES, Food Box Distribution, Prayer Walks, Operation Restoration, Meltdown, Care Kits, Meals, Desert Parties,