



INTERFAITH CARING MINISTRIES

Volunteer Application Form – Court Ordered Community Service Hours

Please print clearly!

Last Name:	First Name:	Application Date:
Date of Birth:	Age:	Preferred Contact Phone #:
Address:		
Email Address:		
Emergency Contact Name:		Relationship:
Phone #1:	Phone #2:	

- I am 16 years of age or older.
- I am not charged for theft, assault, or violent crimes.
- I have provided ICM a legal photo ID.
- I have provided ICM original paperwork from the Court and/or Probation Officer for ICM to verify charges and to make a copy to place in volunteer file.
- I have read and agree to the ICM Volunteer Standard of Conduct and dress code.

VOLUNTEER WAIVER AND RELEASE and CONFIDENTIALITY RELEASE

In consideration for being permitted to volunteer for Interfaith Caring Ministries, I do hereby release, waive, discharge, and hold harmless Interfaith Caring Ministries, its employees, and the Board of Directors, resulting from or related to any injury or loss that may occur. The PROVIDER acknowledges, in using their own vehicle, their insurance carrier is solely responsible for their insurance coverage and for any and all claims arising from any activity under this agreement.

My signature below verifies I have read and understand the Waiver and Confidentiality Agreement and, all the information I have provided on this application is true. I am also acknowledging that I am consenting to a background check, as stated on the attached “Volunteer Consent and Disclosure” attached to and made a part of this application.

Volunteer Signature _____ Date _____

Signature of Parent (if child is younger than 18) _____

Name and signature of ICM Staff member who approved volunteer _____ Date _____

Total Hrs Required: _____	Total Hrs Completed: _____	Manager Signature: _____	Date: _____
---------------------------	----------------------------	--------------------------	-------------

DATE	TIME IN	ICM SUPERVISOR INITIALS	TIME OUT	SUPERVISOR INITIALS	TOTAL HOURS	DATE	TIME IN	ICM SUPERVISOR INITIALS	TIME OUT	SUPERVISOR INITIALS	TOTAL HOURS



Volunteer Dress Code

1. No loose or baggy clothing
2. No flip-flops, sandals or slip-on shoes
3. Closed toe shoes only
4. No sheer or revealing clothing
5. Sleeved shirts only
6. No tank tops, spaghetti strap top, or strapless tops.

Volunteer Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone volunteer together efficiently, effectively, and harmoniously. By accepting a volunteer position with ICM, you have a responsibility to ICM and your fellow volunteers to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow volunteers to follow the rules of conduct, then our organization will be a better place for everyone to volunteer.

Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of ICM. If you have any questions concerning any of the unacceptable activities listed, please see the Volunteer Coordinator for an explanation.

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning:

- Willful violation of any agency rule
- Any deliberate action that is extreme in nature and is obviously detrimental to ICM
- Use of profanity
- Use of racial slurs
- Negligence or any careless action that endangers the life or safety of another person
- Being intoxicated or under the influence of controlled substance drugs while volunteering (the only exception is medication prescribed by a physician that does not impair volunteer performance)
- Sale of controlled substance drugs in any quantity while on agency premises
- Unauthorized possession of dangerous or illegal firearms, weapons, or explosives on agency property or while on duty
- Engaging in criminal conduct
- Acts of violence, making threats of violence toward anyone on agency premises or when representing ICM
- Fighting, horse-playing, or provoking a fight on agency property
- Negligent damage of property
- Insubordination or refusing to obey instructions properly issued by your supervisor (Program Manager or Director)
- Threatening, intimidating, or coercing fellow volunteers, staff, or clients on or off the premises – at any time, for any purpose
- Theft of agency property or the property of fellow volunteers, unauthorized possession or removal of any agency property, including documents, from the premises without prior permission from management
- Unauthorized use of agency equipment or property for personal reasons; using agency equipment for profit
- Dishonesty, willful falsification or misrepresentation on your application for volunteering or other volunteer records, or alteration of agency records or other agency documents
- Breach of confidentiality of personnel information
- Malicious gossip and/or spreading rumors, engaging in behavior designed to create discord and a lack of harmony
- Interfering with another volunteer on the job, willfully restricting volunteer output, or encouraging others to do the same
- Immoral conduct or indecency on agency property