

FAMILY PROMISE FAMILY SHELTER

183 SE Sixth Ave., Hillsboro, OR 97123

Annie Heart, Exec Director: email:familypromiseannieheart@gmail.com

volunteerwithfamilypromise@gmail.com Phone 503-844-2919

VOLUNTEER/EMPLOYEE/FAMILY GUEST (CLIENT)

SERVICE PROVIDER CONFIDENTIALITY AGREEMENT:

All communications between Clients (Families) and Volunteers of Family Promise, Church Host Volunteers and/or Shelter Partners Network are to be considered confidential. A written signed confidentiality agreement should be signed at the time of "intake" between the FP Case Manager, Executive Director, and Volunteer Coordinator and the Clients (guest family) and Volunteers. This form will be placed client's personal file. It will include the specific guidelines, restrictions, names, etc, regarding with whom (agency, DHS, Case managers, others, etc.) client information and communications can be shared. Volunteers do not have access to client (Family's) personal files.

It is expected that all relationships between clients (guest family) and Employees and Volunteers of Family Promise be regarded as professional and the business of Family Promise. All interactions between Family Promise Volunteers, Employees and Clients should be documented on the Volunteer Comment Sheets or on a Client log sheet and given to the Shelter Director for placement in the client's (guest family) personal file.

Interactions between Family Promise Volunteers, Employees and Clients served should not participate or provide the following except in an emergency and the Shelter Director should be informed:

- Transportation or travel in a privately owned vehicle without prior knowledge of the Shelter Director.
- A client should not be invited to an employee's place of residence while a client resides at Family Promise or with a Shelter Host Church or Partner Organization.
- Family Promise Employees and Volunteers may visit the residence of previous families and clients previously served if they are no longer residents of the shelter network.
- If Employees or Volunteers want to assist families with personal financial resources should discuss this with the Executive Director or Case Advocate in advance and assistance should be in the form of gift cards, checks payable directly to service provider (landlord, utility, service provider, or Family Promise) and approved by established guidelines for giving assistance and supported with receipts. We do not give out cash.

Non-Discrimination Policy

We are a family shelter committed to fair, respectful and unbiased treatment of participants of our services and programs. We strive to maintain confidentiality and do not discriminate on the basis of gender, age, religion, race, sexuality or disability. When needed we will try to accommodate special needs for the good of all participants, volunteers and staff persons. We are a nonprofit shelter program: (501-c-3) 31-1682683

**A SIGNED COPY OF THIS AGREEMENT MUST BE ON FILE
FOR EVERY FAMILY PROMISE VOLUNTEER**

Signed by Staff: _____ **Date:** _____

Volunteer's Name _____ **Signature** _____

VOLUNTEER DISCLOSURE FORM FAMILY PROMISE OF WASHINGTON COUNTY

(A Interfaith Hospitality Network Shelter Program)

P O Box 4073, 183 SE Sixth Ave., Hillsboro, OR 97123– 503-844-2919

As an expression of concern for all persons relating to the Family Promise Shelter Network and the desire to ensure the well-being of all who participate in our programs—especially children, youth, vulnerable adults and developmentally challenged persons. We require a background check of all adults who wish to be involved in a Family Promise sponsored volunteer activity. To insure the safety of volunteers and guests, a routine background check will be done before you are scheduled to volunteer. Please fill out this form completely-note there are **two sides**-and return it to the Family Promise person responsible for the program area in which you are volunteering. This information will be kept in confidential files by the staff person.

HISTORY (Please answer yes or no—attach explanation and date for each yes)

- a. Have you ever been convicted for the possession, use or sale of drugs? _____
- b. Have you ever been convicted of a felony or a crime against children or other persons? _____
- c. Is there any fact or circumstance involving you or your background that would call into question your being trusted with the supervision, guidance and care of children, youth or adults? _____
- d. Within the past year have you abused alcohol, legal or illegal drugs? _____

As a person (volunteer) in the Family Promise program, I understand that it is my responsibility to avoid sexual contact with children, youth and adults at Family Promise or any events associated with Family Promise. This is true, even if the other person attempts to initiate the contact. Under no circumstances will I punish or discipline any family's child. As a volunteer I will honor and respect the individual rights and privacy of the persons in shelter and with whom I am working.

I certify that the information I have provided is true and correct. A yes answer will not automatically exclude volunteer participation, but will require a verbal explanation to the responsible staff person. I understand that Family Promise reserves the right to exclude my participation in certain volunteer activities if it is found that the answers given above are false or if I am accused of abusive or dangerously irresponsible behavior. If that happens, I understand that Family Promise can exclude me from volunteer activities until an official review process is completed. The purpose of this review will be to examine and determine whether participation in the Family Promise sponsored volunteer activity will be permitted and under what conditions.

In addition, I agree to release and discharge Family Promise, its director, officers, employees, and volunteers from all claims, demands, and actions for injuries sustained to my person and/or property as a result of my involvement in such activities, whether or not resulting from negligence, and I agree to release and hold Family Promise, its Director, officers, employees, and volunteers harmless from any cause of action, claim, or suit arising there from. I hereby attest that my attendance and involvement in such activities is voluntary, that I am participating at my own risk, and that I have read the foregoing terms and conditions of this release.

Print Name _____

Signature _____

Date _____

FOR STAFF:

Entered into data base____ (please initial)

Reviewed Disclosure Form____ (please initial)

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FAMILY PROMISE VOLUNTEER APPLICATION

(Please print clearly) Today's Date: _____

Name _____ Birthdate: _____

Address _____

City _____ State _____ Zip _____

Phone: Home _____ Work _____ Cell _____

Email _____

Church or Group Affiliation _____

Current employer or school attending _____ Date started _____

Previous places of work (in last 3 years) _____

How did you find out about Family Promise? _____

List places or other nonprofit organizations where you have been a volunteer.

Do you have any hobbies or special talents you would like to share with our guests?

What skills/experience do you have volunteering with homeless families with children that can be helpful to us? _____

Please list two references:

1. Name _____ 2. Name _____

Phone _____ Phone _____

Relationship _____ Relationship _____

Please use this space for any pertinent information that will help us place you in the right shift

FAMILY PROMISE DAY HOUSE VOLUNTEER HOURS

Check any shift(s) you would be available to volunteer:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8am – 11am	7am – 9am	7am – 9am	7am – 9am	7am – 9am	7am – 9am	8am – 11am
	11am – 2pm	House Closed	House Closed	9am – 11am	House Closed	House Closed	11am – 2pm
	2pm – 5pm	3pm – 5pm	3pm – 5pm	3pm – 5pm	3pm – 5pm	3pm – 5pm	2pm – 5pm
				5pm – 7:30pm			

___ **Kids’ Host** Lead activities, crafts, games, and homework help with children.

___ **Dinner Provider & Server** for 7 - 14 people from 5:00 - 7:30 PM on Wednesday night.

___ **Move In Coordinator** Get the room ready for new families to move in. Like having a special toy or book (age appropriate), a card welcoming the family and making them (the parent(s)) feel safe and secure in this shelter. Whatever special thing you might think is an appropriate welcoming.

___ **Administrative/Office Support:** Mailings, telephone calls, yard work, computer data entry, shopping, maintenance, special events, laundry, bedding packets, prepare rooms for new families.

CHURCH HOST VOLUNTEER SHIFTS

___ **Dinner Provider & Server** for 7 - 14 people from 5:30 – 7:30 PM any evening at a host church.

___ **Evening Host / Helping Hand:** Interact with guests and assist dinner volunteers from 5:30 – 8:00 PM.

___ **Overnight Host:** Sleep overnight at a church with families from 8:00 PM – 7:00 AM.

___ **Family Transportation Provider to or from the Day House to a host Church:** 5:00 PM or 6:45 AM