

City Rescue Mission of Lansing

Court-Ordered Community Service Application

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Important Information:

- For our convenience and yours, we utilize all court-ordered community service volunteers at our thrift store. This opportunity has a wide range of hours, including evening and weekends, not usually available at our shelter facilities.
- We will be sending you some more information on scheduling and tasks for the opportunity. Please read all emails carefully.
- All volunteers are required to fill out the Volunteer Contact Form (page 2), which includes information for a background check. We are very careful with your privacy; however, for the safety of our guests and staff, we do background checks on all volunteers.
- **Due to scheduling and the needs of the store, we cannot accommodate last minute requests.**
- We do have a two day probation policy for volunteers. After the two day probation period is successfully completed, we will extend the opportunity in two week intervals or until your hourly requirement is met.
- We do not provide meals of any kind nor, if the schedule time is four hours or less, will we necessarily provide a break (dependent on how busy the store is). Please bring your own meal and make sure you are comfortably dressed if working for an extended amount of time. Meals and breaks are not counted toward volunteer hours. You are required to sign-out for any breaks.
- Below is the store information for you to verify that available times/locations work for your needs.

City Rescue Mission Upscale Thrift – 3700 W. Saginaw, Lansing

What: Sort donations, clean, stock inventory, and assist staff at City Rescue Mission Upscale Thrift

Time: Monday - Saturday: 10:30 a.m. – 7:30 p.m. (The store is closed on Sundays)

Submission Instructions:

Method 1: Fill in relevant information, save to desktop, send as an email attachment.

Method 2: If you are unfamiliar with emailing attachments, print the Volunteer Contact Form page and mail it to 2216 S. Cedar St., Lansing MI 48910, or fax it to 517.485.0960.

05.06.19





City Rescue Mission of Lansing Volunteer Contact Form for Court-Ordered Community Service

Instructions (please read carefully): Save this document to your desktop. Read the [Information and Policies](#). Fill in relevant information. Save changes. Email to volunteers@BEaRESCUER.com with the changed pdf as an attachment. If you are unfamiliar with emailing attachments, print the Volunteer Contact Form page and mail to 2216 S. Cedar St., Lansing MI 48910 or fax to 517.485.0960.

One-time Opportunity (a short time needed)

Regular Opportunity (more than 4 hours needed)

Name (Required):	
Are you over 18?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please note that those under 18 must be accompanied by a parent.
How Many Hours:	Deadline for Completion:
Phone 1 (Required):	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work
Phone 2:	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work
Email Address:	

The best way to reach me is by Home Cell Email.

Are you a previous guest with the Mission? Yes No If yes, has it been more than 2 years? Yes No

Please be sure to review the [Information and Policies](#). If you have any questions, please feel free to contact our volunteer coordinator: volunteers@BEaRESCUER.com or 517.485.0145

Available Day(s): Monday Tuesday Wednesday Thursday Friday Saturday

For the safety of our guests, we conduct background checks. By giving your birthday you verify that you understand that this information is required by the Central Records Division of the Michigan State Police, Lansing, Michigan and authorizes the City Rescue Mission of Lansing to use your listed information for the sole purpose of obtaining a conviction-only criminal history search. By filling in this information you consent to this background check and understand that the Mission carries no liability insurance for volunteers.

Full Name:	Birthday:
Gender:	Ethnicity:

*We appreciate your honesty in this matter. Please note that, while we are able to accommodate most community service, we may not be able to accommodate you due to the charge (theft/larceny or violence of any kind) or due to the amount of volunteers already scheduled. **Due to scheduling, we also cannot accommodate last minute requests.***

If you wish to continue to volunteer with the City Rescue Mission after you have fulfilled your obligation, we would be more than happy to add you to the store's regular calendar or to try another possible opportunity at our shelter or dining facilities. While you will not need to fill out another application, you will need to contact the volunteer coordinator directly.

For office use only:

Checked Pending Scheduled

Notes:



City Rescue Mission of Lansing Court-Ordered Community Service Volunteer Information and Policies

Volunteers are an extremely valuable part of the Mission's ministry and allow us to direct resources to the most essential needs of our guests and community. Thank you for being a rescuer! *If you or your group will be volunteering on a regular basis, please keep this for your reference.*

Sign In: Every individual person in your group must be signed-in separately. Please do not simply put a group or family name. This allows us to verify who has been here and to keep track of volunteer hours. If you do not sign-in, we may assume you were unable to fulfill your volunteer promise.

Safety: We have a strong interest in volunteer safety. For this reason, we ask that volunteers do not exchange personal information with our guests (phone number, mailing address, e-mail, "friend" requests on social media, or any other contact information). Though our guest's needs may seem compelling, we provide all their basic needs and have casework coordinators to direct them to other area resources. Therefore, we ask volunteers to agree not to give gifts of any kind to guests, especially money. If a guest approaches you with a request, direct them to talk with a staff member.

By completing your application, you confirm that you understand and agree that the City Rescue Mission of Lansing and its staff are not responsible for any injury or property damage arising out of the assigned Volunteer Opportunities, even if caused by ordinary negligence or otherwise. You affirm that you have fully explained any physical or other impairment that might affect your ability to participate in the Volunteer Opportunity, and should you, for any reason, not be able to fulfill the commitments and duties of your assigned Volunteer Opportunity, your participation may be cancelled or another Volunteer Opportunity suggested to you.

Dress: Please dress modestly and appropriately for your volunteer task. Please avoid low cut shirts, shorts or skirts above the knee, and do not wear open-toed shoes (such as sandals). If you have long hair you will need to pull it back before serving food. Volunteers helping at the offsite kitchen will be asked to wear a hat.

Conduct: We ask that you refrain from swearing, vulgar language, or conversations with inappropriate content when you are speaking with guests, staff, or other volunteers. Maintaining a positive environment for our guests is very important.

Guest Privacy: We ask that you do not take photos, video, or any other recordings on Mission property. For the privacy of our guests, do not take images of our guests or share information about them with others or on social media. Please refrain from asking guests any personal questions or trying to develop a personal relationship with them.

Children 18 and Younger: We ask that children 6 and under have adult supervision at all times and assist a parent/guardian/family member with their assigned task (e.g. serving at a single station). Children 7 and older can work at their own task as long as a responsible adult is present.

Unexpected Scheduling Conflicts: Staff depend greatly on volunteers. Therefore, it is our hope and request that you make it a priority to be here for the times you are scheduled. We understand that things come up, and you or your group may not be available to serve or you may have fewer volunteers than you planned. Please let us know ahead of time if you won't be able to come or if you will bring fewer people than we're expecting. If you or your group is unable to come and do not let us know OR if you regularly cannot fill your chosen opportunity, we may have to remove you from the calendar. This may also affect future opportunities, so if you feel you will not be able to fulfill your commitment, simply let us know. **Also, please only show up for your scheduled opportunities. Any and all scheduling must be done through the volunteer coordinator more than 24 hours in advance.**

Contact the Mission: For questions or scheduling conflicts, please call 517.485.0145 or email volunteers@BEaRESCUER.org. Please do not hesitate to communicate with our staff if you have any ideas or concerns about the volunteering experience here. We are glad to receive any kind of feedback and constructive criticism.