

## LONG TERM VOLUNTEER POLICY

- I. For means of distinction, volunteers are considered to be individuals, couples, or families who agree to work a set period of time within the programs of Henderson Settlement.
- II. All potential volunteers must complete an application listing personal, educational and occupational information in prior to being approved for volunteer service with Henderson Settlement.
- III. All volunteer applications submitted must include a letter stating the beginning date, intended term of service, reasons for seeking a voluntary position, and areas of interest within our agency.
- IV. Volunteers must be approved by the Program Staff prior to a commitment from any employee or representative regarding voluntary service. (This assures meaningful work and integration into programs during the volunteer's term.)
- V. All volunteers will be supervised by the VIM Program Supervisor or unless assigned by mutual agreement to another Program Supervisor for supervision while the volunteer is working exclusively in that department. When this occurs, the volunteer will report directly to the particular Program Supervisor. In the case of subsequent difficulties the Supervisor may revert supervision back to the VIM Program Supervisor through approval of the Executive Director.
- VI. Short term volunteers work less than one month. Those staying for one week pay the off-season VIM rate. Those staying for more than one week are provided room and pay for meals at the volunteer rate during their stay.
- VII. Long term Volunteers work one month or more and are provided room and board when agreeing to work forty hours per week with Settlement Programs. Long term volunteers should keep time sheets during their stay reflecting hours worked and arrival and departure times.
- VIII. Church, youth or other groups are considered Volunteer in Mission groups and are subject to these policies.
- IX. Volunteers agree to keep their living and work space clean, organized, and in good repair.
- X. Volunteers are subject to the same supervisory policies as paid staff including arriving to work area promptly, communicating openly with supervisor, avoiding negative comments or attitudes, treating visitors, staff, guests, and constituents with concern, respect, and good cheer, and committing to work for the benefit of the ministry of our agency in the name of the Lord Jesus Christ.

# HENDERSON SETTLEMENT

## VOLUNTEER SERVICE APPLICATION

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

Name (Mr., Mrs., Ms.) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Security No . \_\_\_\_\_

Date of Birth \_\_\_\_\_ Marital Status \_\_\_\_\_

How do you appraise your present health condition?

Robust & Vigorous       Good       Fairly Good       Poor       (explain) \_\_\_\_\_

Do you have any chronic ailments or physical limitations? \_\_\_\_\_

Give the dates, title, nature, position and organization of your current or most recent job. (If in school, give year, name and location.) \_\_\_\_\_

If you are a member of a local church, which one? (name, location) \_\_\_\_\_

What part have you taken in church, community or school activities? \_\_\_\_\_

How did you learn of Henderson Settlement? \_\_\_\_\_

Why are you interested in coming to the Settlement to serve as a volunteer? \_\_\_\_\_

What is your understanding of "missions" and serving at a mission agency? \_\_\_\_\_

Dates available: From: \_\_\_\_\_ To: \_\_\_\_\_

In what area(s) or task(s) are you interested in working at Henderson Settlement? \_\_\_\_\_

What is your experience in these areas? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In which of the following activities have you had experience? Check in the space to the left those in which you have had some actual experience. Double check the ones in which you consider your skill sufficient to warrant your assuming a major responsibility:

- |  |  |
|--|--|
| <input type="checkbox"/> Supervising organized groups          | <input type="checkbox"/> Library work                                    |
| <input type="checkbox"/> Working with community service groups | <input type="checkbox"/> Managing building & equipment                   |
| <input type="checkbox"/> Cooperating with community agencies   | <input type="checkbox"/> Tutoring  |
| <input type="checkbox"/> Organizing & guiding committees       | <input type="checkbox"/> Journalism/publications                         |
| <input type="checkbox"/> Guiding student government            | <input type="checkbox"/> Leading clubs (specify) _____                   |
| <input type="checkbox"/> Directing chorus or choir             | _____  |
| <input type="checkbox"/> Leading singing                       | <input type="checkbox"/> Social services (specify)                       |
| <input type="checkbox"/> Leading group recreation              | <input type="checkbox"/> Instructing crafts or fine arts (specify) _____ |
| <input type="checkbox"/> Directing dramatics                   | <input type="checkbox"/> Retail sales                                    |
| <input type="checkbox"/> Coaching athletics (specify) _____    | <input type="checkbox"/> Hosting/managing quest housing                  |
| <input type="checkbox"/> Farm management                       |  |

What office, business, manual, or other special skills do you have? Check and/or double check:

- |   |  |
|---|--|
| <input type="checkbox"/> Typing                       | <input type="checkbox"/> Other (list) _____                                |
| <input type="checkbox"/> Bookkeeping                  | _____  |
| <input type="checkbox"/> Filing                       | <input type="checkbox"/> Computer (specify input, programming, etc.) _____ |
| <input type="checkbox"/> Cooking                      | <input type="checkbox"/> Mechanical Work                                   |
| <input type="checkbox"/> Sewing/quilting              | <input type="checkbox"/> Plumbing  |
| <input type="checkbox"/> First Aid/Nursing            | <input type="checkbox"/> Electrical work                                   |
| <input type="checkbox"/> Weaving                      | <input type="checkbox"/> Carpentry   |
| <input type="checkbox"/> Driving automobiles          | <input type="checkbox"/> Other trades (list) _____                         |
| <input type="checkbox"/> Playing piano, guitar, other | _____  |
|   | _____  |

References: Please give names, addresses, phone numbers of three persons to whom we can write for further information about you. All should know you well. Please print or use a typewriter.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Your present or former pastor)

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(Your latest employer or supervisor)

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(Other - state relationship)

The name and address of your local town or community newspaper would be appreciated in order that we might send a news release telling of your work here at Henderson Settlement.

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Please enclose a recent photograph of yourself (recommended).

Signature \_\_\_\_\_

RETURN TO:           Henderson Settlement  
                          Attn: Volunteer Coordinator  
                          PO Box 205  
                          Frakes, KY 40940

For our information, please give us the following:

Name and address of person to contact in case of emergency while you are volunteering at Henderson Settlement: \_\_\_\_\_

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Name, address and phone number of your personal physician: \_\_\_\_\_

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Your medical insurance carrier and policy number \_\_\_\_\_

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