



108 E. Pleasant  
Portage WI 53901

## Volunteer Criminal Record Check

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M I \_\_\_\_\_

Maiden Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Sex F M Race \_\_\_\_\_ S.S.N. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

List all states formerly lived, and any length of time and names used.

State	Dates	Names Used
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I verify that the above information is true and correct and I understand that falsification for any reason is cause not to be able to enter the shelter. I also give River haven permission to run a criminal background check for the safety of others residing at River Haven.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

## **MISSION**

The mission of River Haven is to provide safe, temporary shelter to qualifying homeless individuals and families while providing guidance and connecting them to community resources to promote their independence. Our mission is to operate two facilities to address homelessness in our area, one for families and one for men. Our mission is to provide information on resources, social service agencies and managed guidance/support to make occupants take accountability for their future. Our goal is to guide clients to independence within a 30 day stay. Additionally, our mission is to be the case manager and steward for all requests made to the Portage Area Community Assistance Program (PACAP). PACAP is the combined and centralized effort of many various denomination of churches, United Way, resources from the local area St. Vincent DePaul and other contributors to combine and manage emergency funds for those in need.

## **OPERATIONS**

- The family shelter has the capacity to provide a safe means of shelter for up to 16 individuals. The men's shelter has the capacity to provide a safe means of shelter for up to 10 single men.
- Individuals and families will have the ability to seek shelter up to 30 days while working with the shelter staff and volunteers to improve employability and locate the appropriate resources to help families and individuals attain self-sufficiency.
- River Haven residents will be treated with respect and in turn this will reflect on the way they portray the community in which they live.
- We will provide support and resources to assist with structure and stability for individuals and families.

## **HOW YOU CAN HELP**

- Volunteer your time
- Call for a "Wish List" of needed items
- Make a financial contribution
- Invite us to your next service club, organization or church meeting and we will share our mission
- Spread the news and show your much needed support to help homeless families in our community

As a volunteer, you are here to help support our residents in making good choices to resolve their obstacles. It is always helpful to empathize and ask forward-thinking questions, such as: "How sad! What do you think you are going to do?" Offer suggestions based on knowledge and experience, and encourage positive thinking.

## **WHAT DO I DO AS A VOLUNTEER?**

- Talk with residents as comforting companionship
- Ensure shelter rules are being followed
- Encourage residents to work towards their goals
- Offer resources you are familiar with in the area
- Let residents know about current employment and housing opportunities you may come across
- Play with children to provide the parent(s) an opportunity to concentrate on job/apartment searches/applications
- Show support and enthusiasm and remain opportunistic about the future!

## **Code of Ethics for Volunteers**

As a volunteer, I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work. Like them, I assume certain responsibilities and expect to account for what I do in terms of what I am expected to do.

- I interpret “volunteers” to mean that I have agreed to provide services without compensation in money, but having been accepted as worker, I expect to fulfill my duties according to similar standards as the paid staff are expected to do.
- Promote healthy and safe work practices during volunteer projects and training, following all procedures to the best of my ability at all times, putting safety first in all activities.
- Value my role in ensuring the safety of residents and the community, while fostering an environment of wellbeing, happiness, health and prosperity.
- Respect the cultures, beliefs, opinions, and decisions of other, although we may not agree, and treat each person with courtesy, sensitivity, tact, consideration, and humility.
- Seek to understand and appreciate other’s abilities by working together and providing support, honor the confidentiality, balance organizational and individual needs, treating others fairly, and by giving honest, constructive feedback.
- Believe in doing the job right way and with appropriate enthusiasm, while recognizing my limitations and those of others, and knowing when to ask for help.
- Understanding that as a volunteer I may have assets that others may not have and realize also that I may lack some assets others may have, while working together to establish teamwork.
- Volunteers should not engage in physical contact with residents when there is a possibility of physical harm to that residents as a result of the contact, such as cradling or caressing. Volunteers who engage in appropriate physical contact with residents are responsible for setting clear, appropriate, and culturally sensitive boundaries that govern such physical contacts.
- Volunteers should not sexually harass residents, with sexual advances, sexual solicitation, requests for sexual favors and any other verbal or physical conduct of a sexual nature.
- Volunteers should not use derogatory language in their written or verbal communications regarding residents or other volunteers.
- Believe in and value effective two-way communication, respect constructive comments and feedback. I will practice effective listening, stay alert to non-verbal forms of communication and seek advice when appropriate.
- Support residents with their goals and encourage them in every day decisions, while offering sympathy and understanding when appropriate.
- Volunteers should express views openly and directly without fear or favor with staff, while being truthful and admitting when wrong, accepting responsibility for their actions.

## **CONFIDENTIALITY**

While volunteering with the River Haven Homeless Shelter, I understand that I will have contact with employees and other residents of River Haven Homeless Shelter. Any information pertaining to any resident of River Haven Homeless Shelter may not be disclosed. I know that resident information is protected by law and may under no circumstances be discussed.

Social media can mean many things, and includes all means of communicating or posting information or content of any sort on the Internet. This includes to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or chat room, whether or not associated or affiliated with the company. As well as any other form of electronic communication, including but not limited to Facebook, Twitter, Tumblr, Flickr, Instagram, etc. Maintaining confidentiality involves high awareness of what information is being shared. Discussion of case specifics that include the name or other identifiable information about a resident must never be discussed.

I have read and understand the above statements. I understand my responsibility to adhere to strict standards of confidentiality and to respect each resident's right to privacy. **BREAKING CONFIDENTIALITY COULD BE GROUNDS FOR IMMEDIATE DISMISSAL FROM RIVER HAVEN HOMELESS SHELTER.**

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Volunteer Name Printed

Signature

Date

**LIABILITY**

Being a volunteer or a parent/legal guardian of a child volunteering at River Haven Homeless Shelter, I understand that I am responsible to report any injury to my health Insurance Company. I also understand that in the event of an injury to myself and/or a minor child while volunteering for work at River Haven Homeless Shelter, my health insurance will be the primary provider for any medical expenses incurred. I do not hold River Haven Homeless Shelter, any member of the Committee of River Haven Homeless Shelter, volunteers, or staff accountable for any injury I or my minor child may obtain.

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Volunteer Name Printed

Signature

Date