



Main Campus: (928) 783-9362
944 S. Arizona Ave. Yuma, Arizona 85364
Thrift Store: (928) 726-0491
550 W. 8th Street Yuma AZ 85365

Volunteer and/or Community Service Application

(Please complete all sections of this form)

<input type="checkbox"/> VOLUNTEER	<input type="checkbox"/> CRM ALUMNI
<input type="checkbox"/> COMMUNITY SERVICE (Total Hours _____)	

Date: ____/____/____ (Day/Month/Year)

Name: _____
(First) (Initial) (Last)

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number(s): _____ Date of Birth: _____

Emergency Contact Name: _____ Phone: _____

How frequently can you volunteer?

- Daily Mon-Fri Twice a Week Twice a Month
 Once a Week Once a Month Other _____

When are you Available? (Be specific. Example: Monday and Wednesday 9am – 12pm)

Day(s) _____

Hours(s) _____

Do you have any physical or mental limitations?

- No, I have no limitations.
 Yes, Please Explain _____

It is the policy of Crossroads Mission not to discriminate against qualified individuals with disabilities. Crossroads Mission will reasonably accommodate qualified individuals with a temporary or long-term disability so that they can perform the essential functions of the task assigned.

Have you been convicted of a felony? Having a felony will not disqualify you from being able to volunteer. Crossroads Mission does not hire, shelter, or serve convicted sex offenders.

- No, I have no felonies.
 Yes, specify charge and what class: _____

Are you currently on parole or probation?

- No, I am not on parole or probation.
 Yes, please explain: _____

Parole or Probation Officer's name and phone number: _____



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SKILLS/ EXPERIENCE

- Bilingual/ Language: _____
- Kitchen Experience
- Education Experience
- Ministry
- Clerical
- Sales / Retail
- Maintenance / Repair
- Other: _____

VOLUNTEER OPPORTUNITIES

OFFICE / CLERICAL

- Receptionist
- Mailings/Stuffing Envelopes
- Data Entry/Filing

SHELTER'S

- Front Desk Receptionist
- Cleaning/Maintenance
- Childcare (Must pass fingerprint clearance)

COMMUNICATIONS/MARKETING

- Writing/ Editing/ Proofreading
- Marketing/Advertising
- Phone Calling/Telemarketing
- Journalist/ Photography
- Social Media
- Graphic/Webpage Design

MINISTRY

- Teach Bible Study
- Preach Message for Chapel Service
- Music Ministry

EVENT SUPPORT

- Holiday Events
- Holiday Meal Delivery
- Set-up/Tear-down/Clean Up
- Events for Participants/Guests

FUNDRAISING

- Secure Event Sponsorships
- Traditional Fundraisers
- Online Fundraisers/Crowdfunding
- Sell Tickets/Promote Events
- Clothing/Shoe Drives
- Hygiene/Supplies Drives
- Food Drives

FOOD SERVICE

- Serve Meals
- Cook/Prep Meals
- Donation Sorting
- Food Donation Pick-Up

THRIFT STORE

- Cashier/ Sales Person
- Sorting Donations/Warehouse
- Cleaning
- Donation Pickups

EDUCATION & OTHER

- Tutor residents studying for GED
- Social Service Driver



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Volunteer Agreement

It is understood and agreed upon by the Crossroads Mission and the undersigned that the relationship being entered into is one of volunteerism and not employment; that both parties agree there will be no payment or fringe benefits which may be enjoyed by regular employees. Either party may terminate the volunteer services at any time, with or without cause and without prior notice.

Volunteer's Printed Name

Crossroads Mission Staff/Volunteer Printed Name



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COMMUNITY SERVICE HANDBOOK

Procedures for Volunteering

1. Please leave your personal items locked in your vehicle, or if this is not possible, ask the department volunteer coach or the volunteer coordinator for a secure place to lock them.
2. We ask that you dress in a conservative manner, avoiding revealing clothing, short skirts or short shorts, see-through clothing, no tank tops, spaghetti straps, or sandals.
3. Upon your arrival, sign in at the front desk and get a volunteer name tag to wear. The name tag will identify *you to staff and clients who may not know who you are and what you are doing at the Mission.*
4. Your volunteer efforts are very important to the clients and staff. While we recognize that unexpected and unavoidable things do come up on occasion, please be consistent and on time. If you are going to be late or need to cancel, please contact your supervisor at your earliest convenience.
5. Log your volunteer hours on a time sheet that your supervisor will give you. This allows us to document volunteer hours, which can be very helpful in grant applications and in other ways.
6. Report to your volunteer coordinator for all training and instructions.
7. Please be aware that your position at Crossroads is very important. Your safety and well-being is important to us as well. Your relationship with clients should remain professional. It is not advisable to develop a relationship outside of the mission with any client. In-appropriate relationships will be reason for termination from any volunteer position at Crossroads. Do not give or buy clients gifts.
8. Resident meals are served as follows: breakfast at 6:00am, lunch is at 11:30am, dinner is at 4:15 pm. If you are volunteering in or near the kitchen you may be invited to join the residents and staff for the meal.
9. There is NO SMOKING anywhere on Crossroads Mission facilities, grounds, or activities. Do not give tobacco to clients.
10. If you are unclear on what to do on a particular assignment, please ask the department volunteer coach.
11. If there are situations or decisions that seem confusing or upsetting to you, please do not hesitate to ask the department volunteer coach or the volunteer coordinator about anything in a private conversation.
12. We value your ideas! Your perspective on the work that you are directly involved with can be extremely helpful. We encourage you to share your ideas and feedback with your supervisor.
13. Swearing, inappropriate relationships and poor conduct are not allowed. Please be aware that we work with venerable adults and children. Violating procedures could result in termination from the volunteer program.
14. Per our Policy staff and volunteers involved in an accident are required to submit a urinalysis test.



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15. Infectious disease prevention will be followed such as washing hands, sanitizing hard surfaces, checking temperature and other guidelines suggested by Center for Disease Control. If you do not feel good do not come in.

16. Crossroads Mission relies on in-kind (clothing, furniture, jewelry, underwear, etc.) and cash donations. There may be times that you will be in a situation where you will be given donations. There is a strict rule that no one sorts through the in-kind donations nor takes cash from donors. You will be instructed as to where in-kind donations should be stored and where cash donations should be deposited or passed on to the director.

Volunteer's Signature

Crossroads Mission Volunteer Coordinator

We care about you and know that God has a specific plan for you to share your gifts and talents with others. We are committed to honoring His plan and do not want you to feel "stuck" in a volunteer position that does not make sense. You can always shift to a new position or take a "sabbatical" leave when you desire. But always remember, YOU are a valued member of this team and we are dedicated to working with you to do the best possible job for those who turn to Crossroads Mission for help!



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Confidentiality Agreement

During your work at Crossroads Mission of Yuma AZ, you may be provided with certain proprietary and confidential information. The information herein is highly confidential. By signing this agreement you agree to refrain from releasing any information read or discussed to any third party. The identity of homeless or recovery clients, staff and even volunteers should be protected. Do not discuss or disclose anyone's identity or case information.

The disclosure of confidential information contained herein may result in termination from Crossroads Mission.

I have read and understand

Volunteer's Printed Name

Date

Volunteer's Signature

CRM Staff Printed Name

Date

CRM Staff Signature



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All items located here are property of Crossroads Mission.
Nothing shall be removed from the property without having a sale receipt or a voucher approved by the Executive Director, Store Director or Store Manager.

REMOVAL OF ITEMS WITHOUT PRIOR APPROVAL IS CONSIDERED STEALING AND ACTION WILL BE TAKEN.

I have read and understand the information written above.

Volunteer's Printed Name

Date

Volunteer's Signature