



# **City Rescue Mission of Lansing**

## **Volunteer Application**

Thank you for your interest in the City Rescue Mission of Lansing and for your desire to **BE a RESCUER** by volunteering to help us help others!

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### **There are two easy steps to become a volunteer:**

#### **Step 1: Submission Instructions: (please do not use the “submit” button but send as an email attachment)**

**Method 1:** Send this form as an attachment by doing the following:

- Save this document to your desktop.
- Read the [Volunteer Opportunities](#) and [Information and Policies](#).
- Fill in relevant information and save the changes.
- Email to [volunteers@BEaRESCUER.com](mailto:volunteers@BEaRESCUER.com) as an attachment.

**Method 2:** If you prefer to mail or fax, print the Volunteer Contact Form page, then mail it to 2216 S. Cedar St., Lansing MI 48910 or fax it to 517.485.0960.

#### **Step 2: Connecting with the volunteer coordinator and scheduling:**

Once you have submitted your application the volunteer coordinator will contact with you to discuss volunteer options and availabilities. Our coordinator will connect with you via phone or e-mail to discuss volunteer options. Our goal is to find and schedule you for an opportunity that fills a need for the Mission and works within your schedule.

### **Additional information:**

**Helpful tips:** Please note that our volunteer opportunities are task related and do not involve extensive interaction with guests as we aim to protect and value their privacy at all times.

**Groups:** Initially, our volunteer coordinator will need to only connect with the group contact person. In your reply email, be sure to explain your group size and desires as volunteers. This will help give our coordinator a better idea of how we can accommodate your group. Please note: meal service is very limited for groups.

**Community service:** If you are volunteering for court-ordered community service, please see the [Community Service Volunteer Form](#). This is not the correct form.



## **City Rescue Mission of Lansing**

### **Volunteer Contact Form**

**Instructions (please read carefully):** Save this document to your desktop. Read the [Volunteer Opportunities](#) and [Information and Policies](#). Fill in relevant information. Save changes. Email to [volunteers@BEaRESCUER.com](mailto:volunteers@BEaRESCUER.com) 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 Volunteer Opportunity

Regular Volunteer Opportunity

|  |   |                             |  |
|--|---|-----------------------------|--|
| Name (Required):   |   |                             |  |
| Are you over 18?   | <input type="checkbox"/> Yes  | <input type="checkbox"/> No | Please note that those under 18 must be accompanied by an adult.                           |
| Are you with a group?  | <input type="checkbox"/> Yes  | <input type="checkbox"/> No | Are you the group leader/contact? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>We have limited opportunities for groups of six or more people. Please call for more information: 517.485.0145.</i> |   |                             |  |
| Group name and size:   |   |                             |  |
| 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 [Volunteer Opportunities](#) and [Information and Policies](#). If you have any questions, please feel free to contact our volunteer coordinator: [volunteers@BEaRESCUER.com](mailto:volunteers@BEaRESCUER.com) or 517.485.0145

Available Day(s):  Sunday  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: |

Is this for court-ordered community service?  Yes  No If YES, please access the Community Service Application at: <http://www.bearescuer.com/pdfs/CommunityService.pdf>. This is not the correct form. Thank you!

For more information on the Mission, visit our page on facebook ([www.facebook.com/BEaRESCUER](http://www.facebook.com/BEaRESCUER)) or sign-up to receive our newsletter via mail or email: [www.BEaRESCUER.com/newsletter.html](http://www.BEaRESCUER.com/newsletter.html)).

**For office use only:**

Checked

Pending

Scheduled

Notes:



## **City Rescue Mission of Lansing Volunteer Information and Policies**

Thank you for being a rescuer! Volunteers are an extremely valuable part of the Mission's ministry. Volunteers allow us to direct resources to the most essential needs of our guests and community. Our volunteers are certainly appreciated! 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 (one person can write in all names). 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 (i.e. phone number, mailing address, e-mail addresses, "friend" requests on social media such as facebook, or any other contact information). Though our guest's needs and stories may be compelling, situations are not always as they seem. Therefore, we ask volunteers to agree not to give gifts of any kind to guests, including money (dollars or loose change), clothing, personal care products, or any other items. If a guest approaches you with a request, direct them to talk with a staff member. We will do what we can or give the guest information on how to find the help they need.

**Dress:** Please dress modestly and appropriately for your volunteer task. Please avoid low cut shirts and do not wear open-toed shoes (such as sandals). If you have long hair, pull it back if you will be serving food. In certain situations, volunteers helping around the kitchen may be asked to wear a hat.

**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 from maintaining 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. You are appreciated and we rely on you. 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. This allows us to plan accordingly. 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 replace you on 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.

**Contact the Mission:** For questions or scheduling conflicts, please call 517.485.0145. 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.



## ***City Rescue Mission of Lansing Volunteer Opportunities***

Not all opportunities are available at all times; positions may be filled and some opportunities are seasonal.

### **Women and Children's Shelter – 2216 South Cedar St, Lansing**

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#### **Morning Check-out Volunteer - *individual opportunity, women only***

**What:** Assist day shelter coordinator with the morning check-out process. Greet shelter guests, retrieve room keys, assist staff with giving and collecting guest's secure items, etc.  
**Time:** 7:00 a.m. - 9:00 a.m.

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#### **Cleaning - *individual opportunity, men and women***

**What:** Assist maintenance staff by cleaning bathrooms and other common areas.  
**Time:** 9:00 a.m. - 4:00 p.m. (one or multiple hours)

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#### **Day Shelter Volunteer- *individual opportunity, women only***

**What:** Help day shelter staff with the daily running of the day shelter. Answer phones, escort guests to do their laundry, help with house laundry, fold and distribute guest's daily linens, conduct room checks to make sure beds are made and rooms are straightened, clean beds and drawers when a guest leaves, organize personal needs and/or linen items in the lower level storage areas, restock supplies in floor closets, clean various common areas, and other general duties or projects.  
**Time:** 9:00 a.m. – 12:00 p.m.

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#### **Infant Care – *individual or very small group opportunity, men or women***

**What:** Assist staff with children while the women are in chapel. Helps watch infants and younger children (4 and under). Help clean up play area before leaving. No diaper changing.  
**Time:** Evening: 7:15 p.m. – 8:00 p.m.

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#### **Meal Server (Breakfast) - *individual opportunity, women only***

**What:** Assist staff person with the set up, serving, supervision, and clean up of the cafeteria.  
**Time:** 7:30 a.m. – 9 a.m.

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#### **Meal Server/clean-up (Evening) - *individual or small group opportunity, men or women***

**What:** Help the kitchen staff serve dinner. Help clean up after serving the meal. *Please note, meal service group opportunities are very limited at this time. Children must be 7 years of age or older.*  
**Time:** Dinner: 5:30 p.m. – 7:30 p.m. (May stay longer to clean-up cafeteria.)

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#### **Evening Check-in Volunteer- *individual opportunity, women only***

**What:** Assist staff with the evening check-in process. Greet shelter guests, hand-out room keys, assist staff with giving and collecting guest's secure items, and other general duties or projects.  
**Time:** 4:00 p.m. – 6:00 p.m.

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#### **Evening Shelter Volunteer- *individual opportunity, women only***

**What:** Help evening shelter staff with the daily running of the night shelter. Assist staff with processing new guest's belongings, clean beds and drawers after guest leaves, help with house laundry, fold and distribute guest's daily linens, organize personal needs and/or linen items in the lower level storage areas, restock supplies in floor closets, clean various common areas, watch children with staff during chapel, and other general duties or projects.  
**Time:** 6:00 p.m. - 9:00 p.m.

## Mission Michigan Avenue Center – 607 East Michigan Ave, Lansing

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### **Meal Server (Breakfast) - *individual opportunity, men only***

**What:** Assist staff person with the set up, serving, supervision, and clean up of the cafeteria.

**Time:** 6:00 a.m. – 8 a.m.

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### **Meal Server (Lunch and Dinner) - *individual or small group opportunity, men or women***

**What:** Help the kitchen staff serve lunch or dinner. *Please note, meal service group opportunities are very limited at this time. Children must be 7 years of age or older and accompanied with a parent.*

**Time:** Lunch: 12:00 p.m. – 1:00 p.m.

Dinner: 7:15 p.m. – 8:00 p.m.

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

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### **Donation Sorters – *individuals or small - large group opportunity***

**What:** Sort donations at City Rescue Mission Upscale Thrift. *We are able to accommodate up to 15 volunteers at a time at this location. Children must be 10 years of age or older.*

**Time:** Monday - Saturday: 10:30 a.m. – 7:30 p.m. *You may choose your time in/out.*

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### **Research Specialist - *individual opportunity, men and women***

**What:** Assist with pricing valuable items, books, and antiques. Must be knowledgeable in this area to help determine if an item may be of particular interest and worth. A computer will be available to you for research purposes.

**Time:** Monday - Saturday: 10:30 a.m. – 7:30 p.m. *You may choose your time in/out.*

## Off-Site Kitchen – 608 W. Saginaw, Lansing

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### **Food Service Assistant - *individual opportunity, men and women***

**What:** Assist kitchen staff with food prep. All meals are prepared and cooked at our off-site kitchen and catered to our two shelters. We do require kitchen experience.

**Time:** Monday – Friday: 10:00 a.m. – 1:00 p.m. and 1:00 p.m. – 4:00 p.m.

Saturday and Sunday: 9:00 a.m. – 10:30 a.m. and 1:30 p.m. – 4:00 p.m.