

**Fayetteville Urban Ministry  
Volunteer Intake Checklist**



**I. Intake**

- ☐ Tour of facility
- ☐ Summary of FUM programs/volunteer opportunities
- ☐ Pre-application provided and volunteer expectations discussed

**II. Complete Volunteer Application**

- ☐ Application (Main)
- ☐ Volunteer Information/Schedule
- ☐ Background & Criminal History Information Sheet
- ☐ Confidentiality Agreement
- ☐ Copy of Driver's License

**III. Coordination/Completion**

- ☐ Provide volunteer with program coordinator's business card/contact information
- ☐ Provided volunteer & program coordinator with a copy of the Volunteer Information/Schedule
- ☐ Create volunteer file (label by name/intake date/program)

## Fayetteville Urban Ministry Volunteer Services



**Thank you** for your interest in volunteering with Fayetteville Urban Ministry! We are very grateful that you have chosen to spend your valuable time supporting us in our mission as we *transform lives*. We have developed a set of volunteer requirements that must be met in order for this partnership to be mutually beneficial. Please, take a moment to review the pre-application standards of performance. We hope that you will join us!

### PART 1 PRE-APPLICATION

#### Standards of Performance

1. Commitment: In order for our program coordinators to plan ahead, we ask that volunteers provide us with a schedule. Volunteers are expected to meet their commitments to their scheduled service hours. Supervisors must be notified of any absences in advance or as soon as possible. After 2 consecutive unexcused absences without notification, the program coordinator reserves the right to terminate a volunteer.
2. Safety: In order to adhere to best practices, we require that volunteers complete a background and criminal history information sheet and authorize Fayetteville Urban Ministry to conduct a criminal background check.
3. Confidentiality: Volunteers are frequently exposed to sensitive client information. In order to protect our clients, all volunteers are required to sign a confidentiality agreement.

#### Code of Conduct

All volunteers are expected to adhere to a code of conduct that is intended to provide guidance and reflect behaviors consistent with our commitment to service:

1. Provide high quality service by meeting the needs of our clients with the utmost care and courtesy, while performing duties in a responsible, reliable, and appropriate manner. We pride ourselves in serving our neighbors in need with care and courtesy. We expect volunteers to avoid insensitive or offensive language and to treat everyone with dignity and respect.
2. Operate in accordance with high moral and ethical standards. No volunteer shall derive any personal profit or gain, directly or indirectly, by reason of his or her service to Fayetteville Urban Ministry.
3. We are committed to providing a safe and secure workspace; therefore all volunteers must be free from the influence of drugs or alcohol while serving our organization. Weapons are also prohibited.
4. Volunteers are expected to be neat, clean, and appropriately dressed to complete assigned tasks. Attire must be free from slogans or symbols that may be viewed as controversial. Attire must not be revealing or cause inappropriate exposure of the body.
5. Volunteers are not permitted to engage in physical or emotional violence toward others. They may not engage in or facilitate in any discriminatory or harassing behavior.



*"Showing God's compassion for our neighbors in need, and thus building our community together"*

701 Whitfield St.  
P.O. Box 1171  
Fayetteville, NC 28302  
(910) 483-5944 (phone)  
(910) 483-5116 (fax)

[www.fayurbmin.org](http://www.fayurbmin.org)

DATE: \_\_\_\_\_

### **Volunteer Application**

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

DOB: \_\_\_\_\_ NCDL# \_\_\_\_\_ Exp. Date \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

List previous address if you have lived at current address less than two years:

\_\_\_\_\_

How long have you lived in this county? \_\_\_\_\_ In North Carolina? \_\_\_\_\_

Family Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Widowed \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Relationship: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Schedule: \_\_\_\_\_ May we call you at work? \_\_\_\_\_

#### **How did you learn about F.U.M.?**

\_\_\_TV/Radio \_\_\_Website \_\_\_Brochure\_\_\_Newspaper\_\_\_Library\_\_\_Special Event\_\_\_Friend/Family  
\_\_\_Employer\_\_\_Poster \_\_\_Other Agency \_\_\_Other Client/ Student \_\_\_Other: \_\_\_\_\_

#### **Education (Indicate schools, majors, degrees):**

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

List any past volunteer experience (Include Dates, Supervisors and contact information):

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Have you or anyone in your household received services from Fayetteville Urban Ministry in the past 12 months?  
(Please check one)

Yes

No

What are your unique skills & talents?

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List clubs, professional organizations, religious institution affiliation (indicate offices held and year)

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In what capacity would you like to volunteer? Please check ALL that apply:

\_\_\_\_\_ Work with youth (mentor, chaperone, etc.)

\_\_\_\_\_ Home Improvement & Maintenance

\_\_\_\_\_ Tutoring Adult Students

\_\_\_\_\_ Food & Clothing Sorter & Organizer

\_\_\_\_\_ Administrative (Filing, typing, phones, etc.)

\_\_\_\_\_ Communications & Marketing

\_\_\_\_\_ Computers

\_\_\_\_\_ Other: \_\_\_\_\_

What are the best days and time for you to volunteer?

Mon: \_\_\_\_\_ Tue: \_\_\_\_\_ Wed: \_\_\_\_\_ Thurs.: \_\_\_\_\_ Fri: \_\_\_\_\_ Sat: \_\_\_\_\_ Sun: \_\_\_\_\_

Do you take any illegal drugs? \_\_\_\_\_

Do you have any history of excessive use of any drugs (Over the counter, prescription and/or alcohol)?

If so, please give details \_\_\_\_\_

Have you ever been convicted of a crime? If yes, please list with dates:

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REFERENCES – List three (3) persons, not related to you, whom you have known at least one (1) year.

Name \_\_\_\_\_ Phone \_\_\_\_\_ Affiliation \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Affiliation \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Affiliation \_\_\_\_\_

**Statement of Agreement:**

*I am interested in serving as a volunteer with Fayetteville Urban Ministry (FUM). I understand that I may not work as a FUM volunteer if I have received services from any FUM program in the last 12 months. I am prepared to receive training and to abide by the rules of FUM and the laws that apply to me as an individual and as a volunteer. I will devote the agreed-upon time to the tasks and purpose given to me by FUM Staff as long as I am able and needed. I will hold Fayetteville Urban Ministry blameless if I incur injury while I am carrying out my work as a volunteer. I will also hold any information that I see, hear or receive about FUM's operations, FUM's clients, or FUM's supporters as confidential, and will not share this information with outside entities unless given specific permission by the FUM Executive Director.*

Applicant Signature

Date

12/19

**Fayetteville Urban Ministry  
Volunteer Info/Schedule**



**Volunteer Info**

Intake/Commitment Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

School (if applicable): \_\_\_\_\_

Total Number of Hours Requested: \_\_\_\_\_

FUM Program (First Choice): \_\_\_\_\_

FUM Program (Second Choice): \_\_\_\_\_

Notes:

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**Requested Schedule**

<u>Date</u>	<u>Time</u>	<u>Total Hours</u>

Volunteer Name (Print): \_\_\_\_\_

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

FUM Staff Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Staff Use Only Below This Line

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Was volunteer provided a tour of the facility? \_\_\_\_\_

Total hours successfully completed: \_\_\_\_\_

Was volunteer provided a Volunteer Feedback Form? \_\_\_\_\_

If so, please turn in the completed form to the Operations Manager. If the volunteer was not provided a Volunteer Feedback Form, please explain why below:

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**Fayetteville Urban Ministry**  
**Background and Criminal History Information Sheet**



**You must answer the following questions completely and truthfully.** A "YES" answer to these questions will not automatically bar you from volunteering. The nature, job relatedness, severity, and date of criminal offense(s) and or international torts in relation to the position for which you are applying will be considered. However, failure to answer questions in this **application truthfully and completely may result in your disqualification from consideration for volunteering or discharge from volunteering if not accepted.**

Please note that criminal offenses in your criminal history or intentional torts do not "disappear" from your record after any certain amount of time, and thus you **MUST** disclose all offenses and international torts in this **application regardless of how long ago these offenses occurred.** If you have questions, please ask to speak with the Fayetteville Urban Ministry Operations Manager.

1. Have you EVER in your life pled guilty to any crime or criminal offense, pled no contest (sometimes known as "nolo contendere") to any crime or criminal offense, OR been convicted, fined, sentenced, placed on probation, incarcerated, placed on house detention (sometimes called "house arrest"), assessed any cost of criminal court or had any other criminal penalty imposed on you?

- ☐ Yes  
☐ No

1a. If the answer to question 1 above is "Yes", please identify, explain, and give details about the type(s) and circumstances of the crime(s) for criminal offense(s) or matters referred to in Question 1 above:

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1b. For each crime or criminal offense or matter identified above, please identify:

- a. The dates of the crime, conviction, plea, and/or adjudication of guilt withheld AND  
b. The penalty(ies), sentence, or disposition(s) imposed for each criminal offense or matter.

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1c. For each crime or criminal offense or matter identified above, please identify the State and location on which each crime or criminal offense or matter occurred:

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2. Have you EVER in your life been a defendant or been sued in a civil action or lawsuit for an intentional tort (or an intentional civil wrong, such as, trespass, civil theft, battery, assault, false arrest or imprisonment, employment discrimination or harassment, civil rights violation, slander, libel, fraud, or deceptive trade practice)?

- ☐ Yes  
☐ No

2a. If the answer to question 2 is "Yes", please identify, explain, and give details about the type or nature of each intentional tort claimed against you and circumstances of that claim alleged against you:

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2b. For each intentional tort identified above, please:

- a. Identify the dates of the civil action or lawsuit
- b. Describe and explain the final disposition or end result of each civil action or lawsuit, and
- c. Identify the date of that final disposition or end result

3. Are you currently on probation for a crime, criminal offense, or in a criminal proceeding or have you been off of probation LESS than one year?

- ☐ Yes
- ☐ No

**READ EACH STATEMENT CAREFULLY BEFORE COMPLETING:**

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Applicant Certification

I hereby certify that the information provided by me is true and complete in all respects to the best of my knowledge. I understand that all information on this application is subject to verification, and I agree that if the information is found to be UNTRUE OR MISLEADING IN ANY RESPECT, I WILL BE DISQUALIFIED FROM CONSIDERATION FOR VOLUNTEERING OR IF VOLUNTEERING SUBJECT TO IMMEDIATE DISCHARGE.

By signing below, I signify that I have read, understand and agree with the Applicant Certification Statement above.

Volunteer Name (printed) \_\_\_\_\_

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

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

**Fayetteville Urban Ministry**  
**Volunteer Confidentiality Agreement**



All clients of Fayetteville Urban Ministry have the right to have their information accessed only by those who are directly involved in providing services or in the monitoring of service quality. Such information is considered confidential and will only be available to other individuals with the client's written authorization or that of his. Her legally authorized representative.

Employees and volunteers of Fayetteville Urban Ministry are responsible for maintaining the confidentiality of client information. Unauthorized release of client information (deliberate or accidental) is considered unethical and contrary to the values and mission of Fayetteville Urban Ministry.

In addition, information about Fayetteville Urban Ministry, including information about co-workers, is to be treated as confidential.

Confidentiality of computerized information is protected by the use of unique passwords. These passwords are the responsibility of the user assigned to them and will not be shared. Computer systems will not be used to access information that the user does not have a need to know as part of the performance of his or her job responsibilities.

Failure to comply with Fayetteville Urban Ministry policies and procedures regarding confidentiality could lead to disciplinary action up to and including discharge.

**I have read and understand the above information.**

Volunteer Name (print) \_\_\_\_\_

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

Date \_\_\_\_\_