



Dear Friend,

Thank you for considering Mel Trotter Ministries as your place of volunteer service. Since 1900, we have served the homeless, hurting and destitute of the greater Grand Rapids area. Each year we minister to over 15,000 men, women and children. The individuals we serve come from all types of professional and ethnic backgrounds. Many are impoverished, victims of drug and alcohol dependency, victims of domestic violence, unemployed and underemployed which often results in homelessness, and at-risk children. We believe that the best gift we can give is the hope that comes through a personal relationship with Jesus Christ. It is always our desire to see each person and families restored. We meet the physical needs of food, clothing and shelter as well as the spiritual needs.

Our staff would be unable to operate at full capacity without the willingness of volunteers. As you complete the application, please prayerfully consider the area in which you would like to serve. Biblical or vocational skills are not necessary to volunteer but are certainly welcomed. *We simply ask that you come with a servant's heart filled with compassion for the people we serve.*

If you have any questions or would like to discuss your volunteer opportunities further, please feel free to contact me at (616) 454-8249, ext. 226, or e-mail me at vincedesmond@meltrotter.org. Again, thank you for your consideration to be a part of this life-changing ministry.

Restoring lives for the Kingdom,

Vince Desmond

Vince Desmond
Volunteer Coordinator

Restoring Lives...Rebuilding Families...in Jesus' Name.
www.meltrotter.org

5/18/2011

Volunteer Application

(Please be sure to complete fully and answer all questions)

*Date _____

*First _____ Last _____ Birth Date ____/____/____

*Address _____

*City, State, Zip _____

*Daytime Phone _____ Evening Phone _____

*E-mail Address _____

Employer _____

Employer Address _____

Employer City, State, Zip _____

Work Phone (_____) _____

Which church do you attend? _____

How long have you been attending? _____

Church address _____

Church phone _____

Pastor's name _____

References: If applying for the children's area or adult mentoring program, please list 3 spiritual references that we can contact.

	Name	Phone
1.	_____	_____
2.	_____	_____
3.	_____	_____

*Have you ever been convicted of a sexual assault crime? Yes ____ No ____

*Have you ever been convicted of child abuse? Yes ____ No ____

*Have you ever been employed by Mel Trotter Ministries? Yes ____ No ____

(If you answered yes to any of the above questions, please explain below. Attach a separate sheet if necessary).

Why would you like to volunteer at Mel Trotter Ministries?

How often would you like to volunteer? _____

Days and times available - Please mark **specific** hours available in the appropriate box:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

Area of Interest: (Please check all that apply)

_____ Auto

- Auto Repair
- Auto driving (Pick up donated vehicles)
- Auto sales

_____ Childcare

_____ Children & Youth ministry - Mentoring, tutoring or special activities
(Requires 3 spiritual references)

_____ Clerical/Data entry

_____ Counseling (Experience preferred)

_____ Driver (See licensing section)

_____ Food Drive : Interested in organizing one? We need this all year!!

_____ Kitchen Help (Serve meals)

_____ Medical (Licensed required)

- Dental Hygienist, Dentists
- Chiropractors
- Optical
- * Physicians
- * Nursing

_____ Photographer for special events

_____ Prayer partner: Pray independently or in groups for our clients

_____ Solicitor for donations

_____ Sorting & organizing incoming donations

- Clothing Store - stock clothing racks, general housekeeping, etc.
- Food pantry - sort food, pack food boxes, stock shelves, etc.
- Warehouse

_____ Special Events : Assist with our annual Thanksgiving Feast, Christmas Store for Children, Back-to-School, and more.

_____ Spiritual mentors for men and women (Requires once-a-week year-long commitment and 3 spiritual references)

_____ Retail Store - Prep shelves with donations interested in volunteering at one of our retail stores

_____ Tutor: One on one help for a woman or child in our programs.

_____ Willing hands: Be an extra set of hands organizing or assisting for projects and events

Do you have any special skills or trades or any special licensing (CDL, RDH, etc . . .)? If yes, please explain:

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

Emergency contact: _____

Emergency contact phone number: _____

Mel Trotter Ministries Volunteer Agreement

Mel Trotter Ministries serves disadvantaged people in the Grand Rapids area through a Christ-centered, holistic program. Our primary goal is to restore these people to right relationships with God, their families, and society. We do this through crisis intervention and Biblical counseling, with the strategic support of concerned churches, organizations, individuals, and businesses.

The Mission requires volunteers to support the work, mission and *Statement of Faith* of Mel Trotter Ministries while they are donating their time. (Statement of Faith is available upon request.)

The Mission's staff and volunteers are responsible for protecting the privacy of Mel Trotter clientele. No information about Mission clients is to be given verbally or in writing to agencies or people outside the Mission and no pictures are to be taken of clientele or guests without a signed release from the Mission and client/guest involved.

Volunteers are not to exchange personal information with the clients/guests of Mel Trotter Ministries (i.e. phone number, mailing address, e-mail addresses or any other contact information). It is also agreed that volunteers will not give gifts of any kind to clients/guests including money (dollars or loose change), clothing, personal care products, cigarettes, or any other items.

Mel Trotter Ministries maintains a zero-tolerance policy regarding alcohol and/or drug use at any of the mission facilities for staff, clients and volunteers. Anyone determined to be in possession of or under the influence of alcohol and/or drugs will be terminated from the volunteer program immediately.

It is also agreed that volunteers will not receive any goods for the services they provide. It shall also be understood that volunteers are not to take any items (food, clothing, household items, etc.) from Mel Trotter Ministries without the written authorization from the director of the department in which they are volunteering. If volunteers are caught taking any items from any department within the ministry without proper authorization, this will be constituted as stealing and your volunteer service will be terminated effective immediately.

Mel Trotter Ministries staff will occasionally photograph volunteers for the purpose of promoting the ministry. These photos could be used for promoting the ministry on the internet or in a publication.

As a non-profit agency, Mel Trotter Ministries does not provide liability insurance for volunteers.

I have read the above statement and am in agreement and understand that these policies are in place for the safety of the volunteers, clients and guests of Mel Trotter Ministries. *By signing this agreement, I authorize Mel Trotter Ministries to conduct a criminal background check.*

* Volunteer Signature

Date

5/18/2011

Volunteer Guidelines

- ⊕ Sign the volunteer guest book at the atrium reception desk (group leaders please sign in once for your entire group), please be sure to fill out all fields.
- ⊕ Grab a name tag that is right next to the sign in book.
- ⊕ Make sure all personal belongings are left at home or secured in your vehicle.
- ⊕ Practice the “buddy” system while volunteering. Groups of two or three should travel together while at the mission.
- ⊕ Remember to return all equipment, cleaning supplies and materials to your area supervisor.
- ⊕ Be sure to report any injuries or mishaps to your shift supervisor (regardless of how minor it may seem).
- ⊕ Remember, your volunteer time is not only a service to the men, women and children we serve, but it is also a service for the Lord. (Colossians 3:23)
- ⊗ Please don't exchange any personal information (phone numbers, address, e-mail address, last name, place of employment or school) or arrange for transportation with residents or community guests at the Mission.

Please note:

- *Residents are the men, women and children who are living at Mel Trotter Ministries and are receiving treatment for severe life problems.*
- *Community guests are those receiving emergency shelter and food.*