



Volunteer Profile

Name:	Group Name: # in Group:	
Phone:	E-Mail Address:	
Address:	City:	Zip:
<input type="checkbox"/> Under 18 <input type="checkbox"/> 18 or Over		

Waiver of Liability

I, the undersigned, do hereby for myself, my family and all who may claim through or for me, waive and release Inter-Faith Ministries Wichita, Inc., from all claims, rights and causes of action accruing in my favor as a result of personal injuries or loss of life while I am participating in volunteer work. I further agree that no suit or action at law shall be instituted by me or by others on my behalf with respect to any such claim, right or cause of action.

Volunteers In Direct Service to Clients

As an Inter-Faith Ministries volunteer, I affirm that I will serve clients with good intentions and strive to fulfill the project and agency mission. I give Inter-Faith Ministries permission to check my records with the Kansas Bureau of Investigation Registered Offender database to determine if there is any criminal background that would prevent me from direct volunteer service with the vulnerable clients Inter-Faith Ministries serves. I understand that I can be denied a volunteer position with Inter-Faith Ministries as a result of this search.

Client/Volunteer confidentiality is required.

Signature of Volunteer

Date

If the participating volunteer is under 18, the following portion MUST be signed by parent or legal guardian. **We can only accept volunteers ages 16 and older unless accompanied (full time) by an adult.*

Signature of Parent or Guardian

Date

Volunteer Memorandum of Understanding (Not required for one-time volunteers)

I have been given a copy of the Memorandum of Understanding. I understand the agreement between myself and Inter-Faith Ministries Wichita, Inc. I understand that Inter-Faith Ministries Wichita, Inc. has an obligation, as do I, to uphold the agreement. I also understand the consequences if either and/or both parties are unable to do so.

Signature of Volunteer

Date



Volunteer Memorandum of Understanding

The following document applies to Inter-Faith Ministries Wichita Inc. which will be hereinafter referred to as IFM.

Section I. Substance Abuse

The use, sale, purchase, possession, distribution, or manufacturing of a controlled substance on IFM premises, or while volunteering for IFM is a violation of behavioral guidelines and strictly prohibited.

Additionally, abuse of alcohol or unauthorized prescription drugs or any other substance that is capable of altering the user's judgment, perception, or mood, or of impairing the user's physical reactions is a violation of behavioral guidelines. IFM also prohibits volunteers from reporting to duty under the influence of controlled substances or alcohol, or consuming them during an IFM project or event. Any volunteer coming to an IFM event under the influence of such substances will be asked to leave immediately.

Section II. Unlawful Harassment

IFM strongly supports the right of all its employees and volunteers to work in an environment free from all forms of harassment, including sexual harassment and harassment on the basis of race, color, religion, gender, national origin, age, economic status, disability, sexual orientation, or any other protected category.

Volunteers have the obligation to report all incidents of harassment. Immediately report any incidents of harassment to the IFM Administrative Assistant or to the Executive Director of IFM. All reports will be treated confidentially. No disclosure shall be made except as necessary to accomplish prompt investigation.

Section III. Child Sexual Abuse

All child sexual abuse will be reported to the IFM Administrative Assistant or to the Executive Director. If allegations of abuse are proven to be true, the volunteer will be dismissed and possible legal action will be taken.

Section III. Work-site Violence

IFM has a rule of "zero tolerance" for work-site violence. Work-site violence includes not only physical attack, but also threats of violence, stalking, or other verbal or physical conduct of a violent nature which has the purpose or effect of creating a dangerous, unsafe, intimidating, or violent environment.

All IFM volunteers are prohibited from engaging in work site violence or from possessing, or bringing, weapons of any kind onto IFM property, or in IFM vehicles or other vehicles designated or used for IFM program activities, or at volunteer work sites.

Section IV. Attendance and Absenteeism

Volunteers are expected to attend at agreed upon times. They are encouraged to notify either the Volunteer Coordinator or the staff person whom they primarily volunteer for if they are not able to be in attendance on a scheduled workday.

Section V. Record Keeping

Volunteers are expected to act in compliance with volunteer record keeping and time sheets.

Section VI. Volunteer Policy

IFM reserves the right to subject volunteers to a background check. This Memorandum of Understanding is subject to the Volunteer Policy in effect at the time of any given activity.

Revised 9-8-06