



## Volunteer Application

**Return this form to:**

**TIM's CLUBe**  
**PO Box 65533**  
**West Des Moines, IA 50265**  
**or**  
**TIMsCLUBeTeam@gmail.com**

Thank you for your interest in volunteering with TIM's CLUBe! Volunteers and community support are essential to this ministry, and your contributions are greatly appreciated. All information provided will be kept confidential. The steps to becoming a volunteer are:

- Fill out this application, read and initial volunteer policies
- Complete the Background Check Authorization (a link will be emailed to you)
- Interview with our Program Director and/or Volunteer Coordinator
- Send us a copy / picture of your Driver's License and Insurance Card (only if you will be transporting residents)

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Preferred method of contact \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_ OK to text? \_\_\_\_\_

Email address \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Employer \_\_\_\_\_ Length of employment \_\_\_\_\_

Department/Position \_\_\_\_\_

Personal or Professional Reference:

Name \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

Title / Relationship \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_

Phone number (\_\_\_\_) \_\_\_\_\_

Relationship \_\_\_\_\_

Previous Volunteer Experience \_\_\_\_\_

Pertinent skills or giftings \_\_\_\_\_

Areas/Teams you would like to volunteer with \_\_\_\_\_

How many hours would you like to volunteer per month? Or occasionally, as needed? \_\_\_\_\_

When are you generally available? (morning, afternoon, evenings, weekends?) \_\_\_\_\_

Do you drink alcohol or use any illegal drugs? \_\_\_\_\_

What is your history of drug and alcohol use? \_\_\_\_\_

## Volunteer Policies

Name \_\_\_\_\_

The TIM's CLUBe volunteer team meets the third Saturday of each month. We gather at Vineyard Church (2332 Euclid Ave, DSM) from 10:00-11:30 am. An email reminder is generally sent the week before.

We most frequently communicate through the app GroupMe. If you do not download it, messages will come through as a text. If you use the app, you should be able to access a directory of current residents and other volunteers, as well as the addresses of the houses, and curfews of the residents.

Volunteers are always welcome at our Bible studies (which are required for all residents). We meet at Vineyard Church from 7:00-8:30 pm every Friday. This is a great first step and a good way to meet residents.

The best way to understand what is required of residents is to read through the Resident Application and Resident Rules; both can be found at our website [www.TIMsCLUBe.com](http://www.TIMsCLUBe.com)

Because of the nature of TIM's CLUBe ministry, you will come into contact with residents who have a criminal background and issues with addiction. TIM's CLUBe **does not** accept residents who are on any Sex Offender Registry. While we cannot disclose information on any particular resident, know that the staff is committed to the safety of all volunteers. If you are uncomfortable with any resident or task assigned to you, please let a staff person know.

TIM's CLUBe is committed to the prevention of sexual harassment and discrimination. Sexual harassment (sexual advances or conduct that creates an intimidating, hostile, or offensive environment) is grounds for immediate dismissal whether the perpetrator is a resident, volunteer, or staff person. This includes, but is not limited to: inappropriate physical contact, sexually explicit language or jokes, and sexist or demeaning comments. If you believe you have been the victim of sexual harassment or discrimination, please contact an appropriate staff person or board member. Any complaints will be taken seriously and dealt with in a timely manner.

TIM's CLUBe is a very relational ministry. We believe the residents will benefit greatly by exposure to a variety of people within the Christian community. Use your time with residents well, to show appropriate care, encourage, and mentor. Share ways you are challenged or encouraged by scripture. However, be cautious in providing personal information to a resident.

**(please initial each line to testify your understanding and agreement)**

\_\_\_\_\_ I understand that TIM's CLUBe will perform background checks on all volunteers; I will complete the form emailed to me

\_\_\_\_\_ I understand that if a concern arises, TIM's CLUBe may request I submit to a drug/alcohol screening test

\_\_\_\_\_ I understand that if I display signs or symptoms of drug/alcohol use or acute mental health crisis, or in any other way disrupt the smooth functioning of the program, I may be asked to stop or take a break from volunteering

\_\_\_\_\_ I understand that TIM's CLUBe will screen driving records for all volunteers that transport residents

\_\_\_\_\_ I will provide a copy of my current / valid Driver's License and Insurance Card prior to transporting residents (minimum of \$100,000 liability limit is required on all vehicles driven for TIM's CLUBe)

\_\_\_\_\_ While driving for TIM's CLUBe, I will obey all speed limits and traffic laws, I will ensure all people wear seatbelts

\_\_\_\_\_ I will not allow a resident to drive my personal vehicle or any TIM's CLUBe vehicle

\_\_\_\_\_ I will stick to the original purpose when providing a ride to a resident; I will not take them to locations such as their friend's house

\_\_\_\_\_ I will inform a staff person if my driver's license is suspended or revoked

\_\_\_\_\_ I will notify a staff person if I am involved in a motor vehicle accident while volunteering

\_\_\_\_\_ While volunteering with TIM's CLUBe, I will strive to keep my actions, attitude, speech, and dress appropriate as a follower of Jesus

\_\_\_\_\_ If I disagree with any policies or actions taken by a staff member or volunteer, I will discuss first with that person, then the staff team, and, if necessary, the board of directors. I will help TC to be a community of transparency and accountability, but not gossip

\_\_\_\_\_ I will not engage in a physical or romantic relationship with any resident

\_\_\_\_\_ I will not be alone with a resident of a different gender

\_\_\_\_\_ I will not engage in sexual harassment (as outlined above)

\_\_\_\_\_ I will not use alcohol or illegal drugs, nor abuse over-the-counter or prescription drugs while volunteering

\_\_\_\_\_ I will not share personal information I learn about a resident with my family, friends, etc

\_\_\_\_\_ I will contact a staff member if a resident displays inappropriate behavior, uses drugs or alcohol in my presence, requests inappropriate personal information from me, asks to borrow money, or otherwise gives cause for concern

\_\_\_\_\_ I will only use TIM's CLUBe property (computers, tools, vehicles) for TIM's CLUBe purposes as directed by a staff member

\_\_\_\_\_ I understand that residents are not to use TIM's CLUBe computers or tools unless under the direction and supervision of a staff person or volunteer

\_\_\_\_\_ I will take care in handling or storing my personal items; I understand that TIM's CLUBe cannot be held responsible for items lost or stolen while volunteering

**A copy of these policies can be found at our website [www.TIMsCLUBe.com](http://www.TIMsCLUBe.com)**

As a volunteer of TIM's CLUBe I have read and agree to abide by the above policies. I understand that failure to follow the outlined policies will result in dismissal from my volunteer duties. I understand that I will be volunteering at my own risk and that the organization and its employees cannot assume any responsibility or liability for any accident, injury, or health problem which may arise from any volunteer work I perform for the organization. I agree that all the work I do is on a volunteer basis and I am not eligible to receive any monetary payment or reward.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_