



Volunteer
Information
Packet



KIDS HOPE USA

Are you interested in becoming a Kids Hope USA Mentor, Prayer Partner or Substitute ? It's as simple as counting to FIVE!

1. Fill out the *Application* and *Police Background Check* completely, and turn it in, or mail it to "Central Wesleyan Church Attention Kids Hope Director." State law requires we have a background check on file for anyone who has contact with children. *NOTE: If you are applying as a prayer partner only, you do not need to fill out a police check unless you think you'd be coming to activities with our children...* After passing the background check, and pastor approval...
2. You will be contacted for a face-to-face interview so we can get to know you. This aids us in assigning you the "right child" if you are interested in mentoring or helps us know where you would best fit in as prayer partner. This is also the place to get your questions answered.
3. Mentors and substitute mentors are required to attend a 3 hour training. Register on line at www.centralwesleyan.org/kidshope in the volunteer section for a training session that best fits your schedule. Or indicate at the interview your preferred training date. Prayer partners are not required to do the training...unless you want to have contact with a child.
4. Mentors and substitute mentors are also required to attend a **second** "Orientation" training at Jefferson School. There is the one we do as a large group, at the beginning of each year, or for those who sign up and are trained after that date a personalized orientation will be done on a per person or small group basis. This orientation is designed to:
 - a. Introduce you to the school office personnel (principal, secretary)
 - b. Show you where and how to sign in each time you come.
 - c. Be informed of where materials can be accessed
 - d. Meet your teacher
 - e. Establish Day and Time you will tutor
 - f. Meet your student if available
 - g. Tour the building
5. Begin to faithfully mentor on the day and time you and your teacher established.



KIDS HOPE USA

Position Description

MENTOR

SPECIFIC TASKS AND AREAS OF RESPONSIBILITY:

The KIDS HOPE USA Mentor will provide one-to-one mentoring and affirmation for one child from Grades K-5 at Jefferson School. The mentor will often use materials provided by the teacher to help the child achieve a specific objective. After each mentoring session, the mentor is required to complete a Daily Progress Report summarizing the mentoring session.

DESIRED RESULTS:

- The child will. . .
 - Exhibit improved self-esteem; and improved academic skills.
- The mentor will derive the satisfaction of knowing and seeing that he/she is making a difference in the life of a child.

THE MENTOR WILL KNOW HE/SHE HAS DONE A GOOD JOB WHEN:

1. The child makes progress in achieving specific objectives.
2. He/she feels that his/her involvement truly makes a difference.
3. He/she feels that he/she is modeling Christ's love.

HOURS:

A minimum of one hour each week with one child at Jefferson school.

QUALIFICATIONS:

A KIDS HOPE USA mentor must:

- Love children and be sensitive to their needs
- Be ready to listen to a child
- Have his/her own transportation
- Be able to read
- Maintain a confidential relationship
- Be a member/regular attendee of the church

Know your child's name
Be there only for your child
Be faithful—one hour, one year
Believe in your child
Be at least 16 years of age

TRAINING PROVIDED:

KIDS HOPE USA mentors will be fully trained to develop a successful mentoring relationship with a child. Equally important, the KIDS HOPE USA Director will always be available to advise and assist all mentors.

RESPONSIBLE TO:

Each KIDS HOPE USA mentor will be under the supervision of and report to the KIDS HOPE USA Director at the church. The mentor also agrees to cooperate with the student's teacher.



KIDS HOPE USA

Position Description

SUBSTITUTE MENTOR

WHAT DO YOU WANT ME TO DO?

Provide continued one-to-one mentoring and affirmation for a child presently involved in KIDS HOPE USA when his/her regular mentor is unavailable.

A KIDS HOPE USA substitute mentor/friend provides a critical link in maintaining a relationship that is being formed with the child. Your primary role will be to affirm the child. Your presence when the regular mentor is absent clearly says to the child, "Yes, we are committed to you."

HOW OFTEN DO YOU NEED ME?

Substitutes are used on an as-needed basis. Sometimes a volunteer knows in advance the dates they may be unavailable and a substitute can plan ahead. It is best to give the Director a list of times and days that you could be called.

HOW LONG WILL THIS JOB LAST?

One-year commitment.

WHO IS MY SUPERVISOR?

Each KIDS HOPE USA substitute mentor will be under the guidance of a teacher at the school and report to the KIDS HOPE USA Director at the church.

WILL I BE TRAINED?

Yes, you will be fully trained to develop a successful relationship with a child. The KIDS HOPE USA Director will always be available to advise and assist you.

WHAT ARE THE QUALIFICATIONS FOR THIS JOB?

Member or regular attendee of this church in good standing with a love for kids. Must have transportation and be able to read.



KIDS HOPE USA

Position Description

PRAYER PARTNER

WHAT DO YOU WANT ME TO DO?

1. Make a commitment to faithfully pray for a KIDS HOPE USA mentor and the KIDS HOPE USA child he/she is assigned.
2. Contact the KIDS HOPE USA mentor on a regular basis to get a progress report on:
 - a. Mentor/child relationship.
 - b. Child's strengths and weaknesses.
 - c. Any other prayer needs including joys and concerns.

HOW OFTEN DO YOU NEED ME?

Daily—Prayer is the foundation for all we do through KIDS HOPE USA. Your willingness to keep the mentor and child supported through your prayers is critical for the success of KIDS HOPE USA.

HOW LONG WILL THIS JOB LAST?

Your initial commitment is one year. Our hope is that you would be willing to follow this child through elementary school with your prayers. You may well be the only person praying for this child.

WHO IS MY SUPERVISOR?

KIDS HOPE USA Director / Prayer Coordinator

WILL THIS JOB COST ME ANYTHING?

Yes. Time—as much as you can spend in prayer for this ministry.

WHAT ARE THE QUALIFICATIONS FOR THIS JOB?

Love for children and the conviction that prayer changes things.



KIDS HOPE USA

Volunteer Application

Today's Date _____

Name _____ Phone _____

Last First Middle Initial _____

Cell Phone _____ Daytime Phone _____

Address _____
Street City State Zip Code

E-mail Address _____

If you have lived at your current address less than seven years, provide information on all addresses during that period.

Address _____ City _____ Country _____ State _____ Zip _____

Address _____ City _____ Country _____ State _____ Zip _____

Address _____ City _____ Country _____ State _____ Zip _____

List all other names by which you have ever been known. _____

Date of Birth _____ DL# _____

Length of membership/attendance at Church _____ T-shirt Size _____

Emergency Contact _____
Name Relationship Phone

Are you 18 years of age or older? ____ yes ____ no

Have you ever been convicted of, pled guilty to, or pled no contest to a crime other than a minor traffic violation?
____ yes ____ no If yes, please explain.

References (Required for mentors and substitute mentors. Optional for prayer partners, unless they will be having regular contact with children)

List at least two references from places of employment or prior volunteer service, especially concerning previous work with youth. References must meet the following criteria: must be over age 18; must not be a relative; must have known you for at least one year.

1. Name _____ How do you know this person? _____

Length of time you've known this person _____ Address _____ City/ State _____

Home Phone () _____ Work () _____

Cell () _____ Email Address _____

References continued

2. Name _____ How do you know this person? _____

Length of time you've known this person _____ Address _____ City/ State _____

Home Phone () _____ Work () _____

Cell () _____ Email Address _____

Please indicate for what role you would like to volunteer:

_____ Regular Mentor (If so, please identify who you will ask to be your Prayer Partner): _____

_____ Substitute Mentor

_____ Prayer Partner

_____ Occasional Special Projects

Please indicate the days and times you are available to give one hour:

| <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> |
|---------------|----------------|------------------|-----------------|---------------|
| a.m. | a.m. | a.m. | a.m. | a.m. |
| p.m. | p.m. | p.m. | p.m. | p.m. |

Please list previous volunteer activities:

Volunteer Pledge

If I am assigned as a school volunteer, I accept the responsibility to serve in support of the educational program and supplement the work of the professional staff, under their guidance. I understand that it is important to be reliable, channel suggestions constructively, keep information confidential, and comply with school rules. As a member or regular attendee of this church, I agree to be accountable to the leadership of this church regarding my Christian life and witness according to the biblical witness of this Church and in all aspects of conduct and performance related to this volunteer position.

I herby represent and warrant that the information contained in this application is correct and complete to the best of my knowledge. I authorize any references, or any other person or organization, whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for volunteer service. I understand that a very positive benefit, when working with students, is the relationship developed between the volunteer and student. I take seriously the relationship that will be formed. I agree to a criminal history check (national and/or state level). My signature on this form authorizes you to make such checks and to disclose results to both Church and School personnel as part of the KIDS HOPE USA program.

Date:

Signature of Applicant:



KIDS HOPE USA

Personal Reference Form

To be completed & returned by mail OR through telephone interview
-CONFIDENTIAL—

PART 1: TO BE COMPLETED BY APPLICANT

Name of Applicant _____ Name of Reference _____

Address _____ Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Telephone () _____ Telephone () _____

PART 2: TO BE COMPLETED BY KIDS HOPE USA DIRECTOR

Name: Steven Whitney

Church: Central Wesleyan

Address: 446 West 40th Street

City: Holland State: Michigan Zip 49423

Church Telephone (616) 395-3107

Reminder: Attach to this form a description of the Mentor job description

PART 3: TO BE COMPLETED BY REFERENCE

Instructions: The applicant listed above has applied to be a KIDS HOPE USA Mentor for our church. In order to determine the applicant's suitability for this position, we are asking that you take a few moments to complete and return this reference form to the KIDS HOPE USA DIRECTOR listed above. Please use an envelope marker *Personal and Confidential*. Your cooperation is greatly appreciated.

1. In what capacity do you know the applicant? _____

2. How long have you known the applicant? _____

3. On a scale of 1 to 5 (with 1 being a LOW rating and 5 being a HIGH rating), please rate the applicant on each of the following characteristics. If you have insufficient knowledge to comment on a particular characteristic, please note that.

| CHARACTERISTICS | RATING | | | | | COMMENTS |
|------------------------------------|--------|---|---|---|---|----------|
| | 1 | 2 | 3 | 4 | 5 | |
| Ability to work well with others | 1 | 2 | 3 | 4 | 5 | |
| Personal motivation and initiative | 1 | 2 | 3 | 4 | 5 | |
| Dependability | 1 | 2 | 3 | 4 | 5 | |
| Trustworthiness | 1 | 2 | 3 | 4 | 5 | |
| Attitude | 1 | 2 | 3 | 4 | 5 | |
| Personal follow-through | 1 | 2 | 3 | 4 | 5 | |

4. Based on your knowledge of the applicant's character and background, which of the following best reflects your evaluation of the applicant's suitability as a KIDS HOPE USA Mentor:

- Highly recommend
- Recommend
- Neutral
- Do not recommend
- Insufficient knowledge to form an opinion

Please provide any additional comments concerning the suitability of this applicant for a position in our ministry below or on a separate sheet.

Signature _____ Date _____

Print name and title _____

Once completed, please return this form to the KIDS HOPE USA Director noted in Part 2 on the front of this form. Please use an envelope marked *Personal and Confidential*. Thank you for your assistance.

FOR OFFICE USE ONLY-Interviewer Comments:

**Central Wesleyan Church
Volunteer Police Check Information**

In light of the society we live in, we, as a church are seeking to do all we can to protect the young people that we minister to in every way possible. This volunteer police check enables us to maintain the highest possible standards of integrity in our relationships with parents, volunteers, school administrators, and others from the community who we reach out to with God's love. Your signature attests that you have not committed any criminal sexual offenses and authorizes the screening process. Please be assured that all records are kept confidential and that only sexual charges or felony convictions are seen as possible disqualification for ministry. Thank you for all the ways that you help us reach Holland and beyond for the glory of God. Your impact as a volunteer is highly valued.

Signature

(Please print)

Full Legal Name: _____

Date of Birth: ____/____/____

Ethnicity: _____ Gender: Male ____ Female ____

A copy (front and back) of current driver's license is required: attached _____

Previous Last Name: _____

As an adult, have you ever lived outside of Michigan? Yes ____ No ____

If yes, when ____/____/____ to ____/____/____, where _____, and for how long _____?

when ____/____/____ to ____/____/____, where _____, and for how long _____?

when ____/____/____ to ____/____/____, where _____, and for how long _____?

Department Requesting Form: _____ (Confident Kids, Early Childhood, Elementary, Kids Hope USA, M&M's, Nursery, Outreach, Skill Ministries, Special Events, Student Ministries)

Date Submitted: _____

Revised 8/3/2010