



SAFEHAVEN

VOLUNTEER APPLICATION

Last updated May 2024

SafeHaven's mission is to end domestic violence through safety, support, prevention, and social change. SafeHaven provides holistic services to women and children escaping domestic violence. Our extensive volunteer program enables you to build applicable skills related to administration, helping professions, and advocacy. It is an opportunity to receive training from highly knowledgeable and experienced staff. As a 501(C)3 that receives government funding, we are a secular organization.

VOLUNTEER OPPORTUNITIES

Please see below for a list of opportunities. This list is not exhaustive, and we welcome suggestions. If you have an idea for a volunteer project, please reach out.

- **Prepare & Serve a Meal:** This opportunity is great for groups, and a great introduction to shelter. You will prepare a meal off-site or bring in catering/take-out and serve the meal to our clients in shelter.
- **Assist in Client Services Centers:** The Resident Services Center (RSCs) are the "hub" of shelter. Assist staff with intake bags and folders, ensure rooms are ready for new clients, answer phones, and more.
- **Tutoring & Homework Help:** Come spend some time with the children in our shelter and assist them with their homework.
- **Interactive Group Activities:** Organize and lead an interactive group activity in shelter. This can range from a yoga class to a "mommy-and-me" activity, and anything in between!
- **Volunteer at Berry Good Buys:** Our resale shop, Berry Good Buys, is vital to supporting shelter. Help us accept and sort through donations, keep the store organized, and send items to shelter.
- **Inventory & Organization:** Running a 24/7 shelter requires a lot of supplies, and our staff regularly needs help keeping storage areas organized. Help us keep our inventory accurate and our space tidy.
- **Shelter Stores:** We operate free stores in shelter where women can get the necessary clothing and other items they may need during their stay in shelter. Help us keep that store stocked and tidy, and assist women in shopping.
- **Skills Classes:** Lead a skills class on topics such as resume building, interview prep, and computer literacy.
- **Special Events & Holidays:** If you are looking to volunteer around a specific event or holiday, please reach out. We host events at shelter for the women and children, and can use assistance at those events.

VOLUNTEER REQUIREMENTS

For opportunities such as **assisting in our shelter stores, working in administrative offices, leading a skills class, tutoring, assisting our client service centers, or assisting in our children's department**, the following is required:

- Completion of all forms, passage of background screening, and passage of a phone interview
- Volunteers must be 18 years or older
- Attendance of a virtual volunteer orientation
- Time commitment: If you are volunteering individually, we ask that you commit a minimum of 20 hours within a six-month period. If you are volunteering as a group or with an organization, this commitment may not apply.

For volunteer opportunities such as **assisting at Berry Good Buys, providing and serving meal, and some group activities**, the following is required:

- Completion of all forms, passage of background screening, and passage of a phone interview
- Volunteers must be 18 years or older
- Attendance of a virtual volunteer orientation
- Time commitment: If you are volunteering individually, we ask that you commit a minimum of 20 hours within a six-month period. If you are volunteering as a group or with an organization, this commitment may not apply.

QUESTIONS?

**CONTACT CHELSEA DERBYSHIRE AT
CDERBYSHIRE@SAFEHAVENTC.ORG.**

APPLICATION INSTRUCTIONS

- Please fill out all fields to the best of your ability. If a field does not apply to you, please put "N/A." Once completed and signed, please email to volunteers@safehavenc.org.
- This form is able to be filled out and signed electronically. If you prefer, you may also print, fill out, and scan to volunteers@safehavenc.org.
- These forms are also required for all minors. Guardians, please fill out the form for the minor and sign where indicated.
- Once your application has been received and your background check processed, we will be in touch with next steps.



PERSONAL INFORMATION

Group Affiliation: _____

Title: _____ First Name: _____ Middle Name: _____ Last Name: _____

Previous Names Used/Maiden Name: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____ Phone: _____ Alt Phone: _____

Email: _____

Emergency Contact
(Name, Relationship, Phone): _____

VOLUNTEER BACKGROUND

Professional Title: _____

Employer/School: _____ City: _____

Previous Volunteer Experience: _____

VOLUNTEER QUALIFICATION

Are you a survivor of domestic violence?

Yes No

If YES, within the last 5 years?

Yes No

Are you now or have you ever been a client of SafeHaven?

Yes No

Fulfilling academic credit/hours needed:

Court-ordered community service/hours needed:

INTERESTS AND AVAILABILITY

Why are you passionate about volunteering with domestic violence survivors?

What is your location preference?

You can select more than one.

Fort Worth

Arlington

Berry Good Buys

I understand SafeHaven reserves the right to terminate volunteer status due to non-compliance and that I am responsible for my own well-being and self care in order to best help others.

Administration Purposes

Date Received: _____ Background Check: _____

Interview Date: _____ Orientation Date: _____

VOLUNTEER AGREEMENT

I, the signatory, agree to serve as a volunteer for SafeHaven of Tarrant County and commit to the following:

1. To attend a required volunteer interview and orientation prior to beginning as a volunteer, unless volunteering at Berry Good Buys or to provide and serve a meal. I also agree to attend additional trainings as necessary for the position where I am placed.
3. To perform my volunteer duties to the best of my ability.
4. To adhere to agency rules and procedures, including record keeping requirements and maintaining the confidentiality of the shelter location and staff, agency and client information.
5. To meet my agreed upon time and duty commitment, or to provide 24 hour notice to the Volunteer Manager and direct supervisor so that alternative arrangements can be made.
6. To act, at all times, as a member of the team responsible for accomplishing the mission of the agency and to remain non-judgmental in dealing with others and to promote client self-determination.
7. To communicate with the Volunteer Manager any change in the status of my volunteer commitment.

SafeHaven of Tarrant County commits to the following:

1. To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of their position.
2. To provide support, supervision and any necessary evaluations to the volunteer.
3. To promptly discuss any problems, questions, or comments that may arise.
4. To inform volunteers of any changing policy that may affect their work area.

With the signature below, I, the signatory, authorize SafeHaven to release information concerning my dates of service and performance to future employers and/or other agencies where I may seek volunteer placement.

BACKGROUND RELEASE FORM

In connection with my application for a volunteer position, with the signature below, I, the signatory, hereby authorize SafeHaven of Tarrant County and/or its subsidiaries, to perform a criminal background check(s) from a consumer reporting agency ("CRA") or from an investigative consumer reporting agency ("ICRA").

I hereby authorize, without reservation, any party or agency contacted by this volunteer placement to furnish the below-mentioned information. I have the right to make a request of the CRA or ICRA, upon proper identification and the payment of authorized fees, for the information in its files on me. I further authorize ongoing procurement of the above-mentioned reports at any time during my volunteer placement.

I hereby consent to your obtaining the information from the CRA, ICRA and/or any of their licensed agents. I understand to aid in the proper identification of my file or records the following information, as well as other information is necessary.

SafeHaven of Tarrant County does not conduct credit checks.

Please list any former cities outside of the Tarrant County area in which you have lived or worked in the past 5 years.

CONFIDENTIALITY AGREEMENT

As a staff member, intern, or volunteer of SafeHaven of Tarrant County, I understand that confidentiality is defined as the assurance that access to information regarding a client, staff, intern, or volunteer shall be strictly controlled, and that any violation of such control will be a breach of faith.

I will consider all information regarding other clients, staff, interns, or volunteers privileged, and I agree to keep this information within the confines of the agency. This confidentiality is also to be maintained regarding staff, volunteers, board members, interns, residents, and non-residents in the shelter, and/or counseling center programs.

Furthermore, I understand that access to client files/records is limited. I hereby agree to follow the Confidentiality Policy and Procedures of SafeHaven of Tarrant County as described in the Volunteer Manual.

ACCIDENT WAIVER AND RELEASE OF LIABILITY

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN THIS ACTIVITY, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault. I certify that I am physically fit, have sufficiently prepared or trained for participation in this activity, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity. I acknowledge that this Accident Waiver and Release of Liability Form will be used by the event holders, sponsors, and organizers of the activity in which I may participate, and that it will govern my actions and responsibilities at said activity.

In consideration of my application and permitting me to participate in this activity, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this activity, THE FOLLOWING ENTITIES OR PERSONS: SafeHaven of Tarrant County, its employees and volunteers;

(B) INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this activity, whether caused by the negligence of release or otherwise.

I acknowledge that this activity may involve a test of a person's physical and mental limits and carries with it the potential for death, serious injury, and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of participants, equipment, vehicular traffic, lack of hydration, and actions of other people including, but not limited to, participants, volunteers, monitors, and/or producers of the activity. These risks are not only inherent to participants, but are also present for volunteers.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity. I understand while participating in this activity, I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the activity holders, producers, sponsors, organizers, and assigns.

The Accident Waiver and Release of Liability Form shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

WITH THE SIGNATURE BELOW, I, THE SIGNATORY, CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

PHOTO AND INTERVIEW RELEASE

With the signature below, I, the signatory, give my consent for myself and/or my child(ren) to be photographed and/or interviewed by SafeHaven and/or a media outlet. I understand that these photos may be used on the SafeHaven website or social media channels (Facebook, Instagram, Twitter).

It is my understanding that none of the photographs will be used to endanger or exploit us. I release SafeHaven from any expectation of confidentiality. I also understand that if a media outlet interviews or photographs me while volunteering, SafeHaven has no control over the resulting article/story/photo, and it can be shown on television, talked about on the radio, printed in a newspaper or magazine or be published on a website.

This agreement is valid until otherwise stated.

With this signature, I, the signatory, acknowledge having read the full extent of this volunteer application and agree to all included policy expectations, authorizations, and consents.

Volunteer Signature

Date

Volunteer Guardian Signature

Date