



**Friends of LCM Application**

506 N. Second Street  
Longview, TX 75601  
Phone: (903) 753-3561

P.O. Box 1023  
Longview, TX 75606  
Fax: (903) 753-0515

Executive Director: Ext. 202  
Assistant Director: Ext. 205  
Meals on Wheels: Ext. 203  
Learning Lab: Ext. 210

Community Coord: Ext. 208  
Program Manager: Ext. 207  
Food Box: Ext. 211  
Data Entry: Ext. 209

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Birthday: \_\_\_\_\_

\_\_\_\_\_

Start Date: \_\_\_\_\_

City

State

Zip

E-mail: \_\_\_\_\_

Emergency contact: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone #s: \_\_\_\_\_

Are you currently, or have you ever been, a client at Longview Community Ministries?

Have you been convicted of a felony: \_\_\_\_\_ Are you on probation: \_\_\_\_\_

Are you affiliated with a local church family? If so, which one

**Skills and Interests**

Educational Background: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

Hobbies, Interests, and Skills: \_\_\_\_\_

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

**Please indicate your area of interest:**

\_\_\_\_\_ **Clerical** (thank you notes, spreadsheets, sort flyers, etc.)

\_\_\_\_\_ **Computer Related** (website, e-newsletters, weekly blogs, etc.)

\_\_\_\_\_ **Phone Specialist** (calls to obtain/distribute information)

\_\_\_\_\_ **Food Drive Pick-up/Delivery** (truck required)

\_\_\_\_\_ **Other** \_\_\_\_\_

(Please complete information on the back of this form.)

## Liability Statement

I wish to volunteer my services to Longview Community Ministries, a 501 (c) 3 organization. I hereby agree and release you as follows:

1. I willingly and freely agree to volunteer and hereby assume any and all risk, with respect to any liability of Longview Community Ministries for such risk, including without limitation risk of any accident or injury to person or property which I may sustain in connection with my participation as a volunteer.
2. The undersigned hereby releases Longview Community Ministries and its directors, officers, partners, agents, employees, successors, assigns, licensees, sponsors, donors, representatives, guests and affiliates from liability and covenants not to sue for, any and all claims and causes of action, whether known or unknown, arising out of, based upon or relating to my participation as a volunteer.
3. I further irrevocably grant to Longview Community Ministries, its assigns and successors, my consent and full right to: use my name, photograph, likeness, image, voice and biography in any and all media, publications, advertising, and publicity, in connection with my volunteer participation hereunder.
4. This release shall inure to your benefit, as well as to the benefit of your successors, licensee, agents, employees, affiliates and assigns. This release shall be governed by the laws of the State of Texas.

### Volunteer Understanding of Policies

Standard of Conduct – Each volunteer must act in a mature and responsible manner at all times, remembering to respect all faiths, people from all walks of life, staff, and fellow volunteers.

Unacceptable activities may include breaching client confidentiality, misconduct or insubordination, being under the influence of alcohol or other drugs, theft of property or misuse of LCM equipment or materials. Unacceptable behaviors are grounds for immediate cessation from volunteer duties. LCM reserves the right to dismiss any volunteer at any time.

Complaint Resolution Procedure – Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, if a situation persists that is detrimental to an employee, volunteer, client or to Longview Community Ministries, Inc., the procedure described here should be followed for bringing a complaint to staff's attention.

#### Step One

Discuss the problem with the FOLCM Chairperson. If the Chairperson believes that a discussion with staff is appropriate, proceed directly to Step Two.

#### Step Two

If the problem is not resolved after discussion with the FOLCM Chairperson, or if that discussion seems inappropriate, put the complaint in writing and direct it to the Executive Director. The Executive Director may conduct an investigation of the complaint.

Confidential Information – Volunteers are in daily contact with confidential information. Employees and volunteers must exercise discretion and caution when dealing with privileged information, both on and off the job.

I \_\_\_\_\_, acknowledge understanding of the policies outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date