



West Houston Assistance Ministries, Inc.

10501 Meadowglen Lane, Houston, Texas 77042

High School Student Volunteer Project Registration

Welcome! West Houston Assistance Ministries (WHAM) welcomes High School Student volunteers seeking credit for Solo Student or Group Class service projects. We do not allow credit for disciplinary actions. Freshman, sophomore, junior and senior students in good standing may participate. A parent must accompany an individual student who is under 16 years of age for Solo Projects. Chaperones must be present for Group Class Projects at a ratio of one adult to eight students (1:8). All parents must sign the WHAM Consent Form for students. Please follow these Project ABCs to get credit for your donation of time and talent.

A. PREPARE YOUR REGISTRATION INFORMATION

Please have the following information ready to submit for registration:

1. Your name/Group Name of Contact Leader
2. School name, address phone number, and website
3. Teacher Contact name, contact phone number and email
4. Number of students and Name of Class/Subject
5. Number of hours for project (whole hours only) Groups may receive special permission for a "Day" designated for Community Service.
6. Days requested for service – Dates Available List will be provided
7. Which Ministry you are requesting to assist
8. School Administrator contact name and telephone number

B. SIGN UP FOR A STUDENT VOLUNTEER ORIENTATION

All students must attend an Orientation session held prior to actually beginning service time. The session counts as part of the project hours. The Solo Student or Teacher contact will make sure that:

1. A completed student application is turned in with a signed Code of Conduct form.
2. A signed Parental Consent form is turned in with a signature from the student's legal guardian or parent.

C. REGISTER YOUR PROJECT

1. Please call our Second Blessing Store – (713) 343-0428
2. Ask for the Volunteer Coordinator
3. Please have your registration information ready to fax or email.
4. We will confirm your requested date(s) with the Ministry Supervisor and verify the selected date(s).

D. FORMS STUDENTS MUST HAVE BEFORE ARRIVING

1. Student Application

Please fill out the form so that your name will be input properly and we can keep track of your hours at the designated department.

2. Code of Conduct

This form lists the standards of conduct that all volunteers must agree to uphold. Please sign and date.

3. Parental Consent

All students must have this form signed by a Parent or Legal Guardian – Even if the parent is present and working with the student.

All volunteers have the option to have their pictures published in our non-profit newsletter.

Please choose the appropriate box when signing this form.

Only a signature from a bona fide legal guardian or parent of a student will be accepted.

E. HAVE FUN

Volunteering is rewarding. Your donation of time and talent will be appreciated!

This information is available on-line at www.whamministries.org.

The By-Laws of West Houston Assistance Ministries direct that recordkeeping procedures will track all volunteer hours, logs, and reports. WHAM has developed procedures and forms to keep good records of volunteer activities. Please make sure that you, your group, and your school administrators comply with our recordkeeping procedures so that the safety of each volunteer is maintained, and an accurate account of each volunteer is achieved. Thank you.

We know that:

- ❖ 96% of our Volunteers are here because they believe in our cause.
- ❖ One-out-of-four Volunteers are here because their friends volunteer here.

Last year, WHAM Volunteers donated over 44,000 hours of their time. This enabled us to help more than 18,069 clients who needed work, financial assistance, and clothing. Volunteers served more than 2,240 homeless individuals, and the WHAM Food Pantry distributed over 145 tons of food feeding 16,584 of Houston's hungry.

Thank you for donating your time, talent, and treasure to West Houston Assistance Ministries.

WEST HOUSTON ASSISTANCE MINISTRIES
10501 Meadowglen Lane, Houston, TX 77042
(713) 780-2727 www.whamministries.org

WHAM Volunteer Guide

To: All Volunteers
From: WHAM Volunteer Program Director

Re: THE SECOND BLESSING STORE

The **West Houston Assistance Ministries (WHAM)** Second Blessing Store is a service that sells a wide variety of donated goods at very affordable prices. Only clothing, furniture, and household items that are new or have minor wear are selected for sale. Volunteers may help in selecting, pricing, merchandising and organizing both storage and sale items under the management of store supervisors.

Volunteers under 16 must be accompanied by a parent. (Students who are in Junior High or Senior High School may receive special credit for volunteering *only* when prior arrangements are made.)

Volunteers must:

- ❖ Dress appropriately: do not wear open-toed shoes or excessive jewelry, cover midriff at all times, and do not carry cell phones.
- ❖ Commit to a complete shift (four hours) – slightly more or less than this amount must be approved 2 days prior to arrival.
- ❖ Have a pleasant attitude, good manners and communication skills.
- ❖ Organizational skills helpful.
- ❖ Be flexible, because all assignments are subject to change.

There are two (2) areas in Second Blessing for Volunteers to assist:

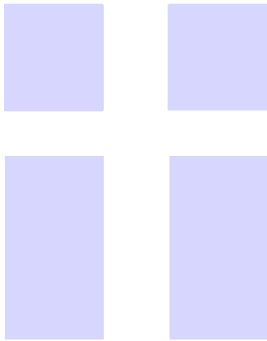
Donation Processing Area

- * Able to stand for 30 min intervals
- * Be able to lift up to 50 lbs.
- * Knowledge of superior quality goods.
- * Take direction & work with hands
- * Greet donors with good manners

In Store Area

- * Good with assisting people
- * Be able to lift minimum of 25 lbs.
- * Understand basic math skills
- * Merchandising skills helpful.
- * Greet customers with good manners

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Door of Hope

WHAM Volunteer Guide

To: All Volunteers
From: WHAM Volunteer Program Director

Re: THE WHAM FOOD PANTRY

The **West Houston Assistance Ministries (WHAM) Food Pantry** is stocked with donated perishable and non-perishable foods to serve the short-term needs of families. Volunteers may help in the receiving, logging, distribution, categorizing and storing of food for WHAM clients under the management of the Food Pantry Supervisor.

Volunteers under 16 must be accompanied by a parent. (Students who are in Junior High or Senior High School may receive special credit for volunteering *only* when prior arrangements are made.)

Volunteers must:

- ❖ Dress appropriately: do not wear open-toed shoes or excessive jewelry, cover midriff at all times and do not carry cell phones.
- ❖ Commit to a complete shift (four hours) – slightly more or less than this amount must be approved 2 days prior to arrival.
- ❖ Have a pleasant attitude, good manners and strong communication skills.
- ❖ Organizational skills helpful.

Volunteers in the Food Pantry should be able to:

- * Stand on their feet for 30 min intervals
- * Be able to lift minimum of 25 lbs.
- * Knowledge of grocery/ food items and how to sack without breaking items
- * Work with hands
- * Take direction well and follow directions
- * Greet customers with good manners

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VOLUNTEER APPLICATION

West Houston Assistance Ministries Inc., 10501 Meadowglen Ln, Houston, TX 77042 (713) 780-2727

CONTACT INFORMATION

PLEASE PRINT

Last Name: _____ First Name: _____ MI _____ Birth: Mo _____ Day: _____
 Address: _____ City: _____ Zip Code: _____
 Home Phone: _____ Work/Cell Phone: _____
 Email: _____ Male/Female: _____
 Place of worship member? (If so, which) _____
 Emergency Contact: _____ Relationship: _____ Phone: _____
 Do you want your information added to our email information service for volunteers? Yes No
 Do you want your name and birthday placed on our monthly calendar? _____ Y _____ N

Skills/Interests/Experience PLEASE PRINT

Languages spoken (other than English) _____

Skills (e.g. Computers, business, shop repair, secretarial, social services) _____

Interests (work you would like to pursue as volunteer or volunteer goals) _____

Experience (work or volunteer experience you feel are significant to your volunteer service) _____

Have you been assisted by WHAM Client Services in the last 6 months? Yes No

What help did you receive? _____

How did you hear about WHAM? TV Radio Newspaper Internet/ Website School

Church Flyer/ postcard someone told me. (Who was that?) _____

Volunteer Interests

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> AD Administration | <input type="checkbox"/> CI Client-Interviewing | <input type="checkbox"/> CR Client-Reception | <input type="checkbox"/> FP Food Pantry |
| <input type="checkbox"/> JS Job Search | <input type="checkbox"/> SB Store-Books | <input type="checkbox"/> SC Store-Cashier | <input type="checkbox"/> SD Store-Dept. Boutique |
| <input type="checkbox"/> SE Store-Elec/Mech Rpr | <input type="checkbox"/> SF Store-Furn Repair | <input type="checkbox"/> SP Store-Pricing | <input type="checkbox"/> SR Store-Reception |
| <input type="checkbox"/> SS Store-Sorting | <input type="checkbox"/> ST Store-Tech Cmptr | | |

Availability (Time and Date) WHAM is Closed on Sundays

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____
 Saturday _____

I can work approximately _____ hours per week (minimum 2 hours)

Is the above time(s) flexible? _____

By signing my name I am agreeing to work as a volunteer under the rules and procedures of WHAM.

Applicant Signature _____ **Date:** _____

*** DO NOT WRITE BELOW THIS LINE ***

SUPERVISOR SIGNATURE:	ADMIN CHECK LIST
Supervisor provide information below:	
Actual Start Date: _____ Approximate Total weekly hours: _____	<input type="checkbox"/> List in Directory
Mon fr _____ to _____ in _____ Tue fr _____ to _____ in _____	<input type="checkbox"/> List in Monthly Report
Wed fr _____ to _____ in _____ Thu fr _____ to _____ in _____	<input type="checkbox"/> Badge
Fri fr _____ to _____ in _____ Sat fr _____ to _____ in _____	<input type="checkbox"/> Add to Hours Log
Comments:	<input type="checkbox"/> Application filed

All new volunteers MUST attend an Orientation Session and interview.

Revised November 1, 2008

Revised 11/1/2010



VOLUNTEER Code of Conduct

As a WHAM Volunteer, I agree to adhere to these Conduct and Behavior Standards:

1. Volunteers accept supervision from employed staff management and authorized non-paid staff.
2. Volunteers are expected to relate to others in a warm and friendly manner.
3. Volunteers are to be courteous to customers, contributors, clients and co-workers.
4. Volunteers contact their Department Supervisors when unable to show up for assignment.
5. Volunteers do not have permission to purchase items from the back of Second Blessing Store. Only a Supervisor or a Manager may authorize the sale of non-processed item, following store procedure.
6. Volunteers dress modestly in casual or semi-casual attire. Open-toe shoes are not allowed in Second Blessing or the Food Pantry.
7. Volunteers exercise reasonable care and use all safety precautions in carrying out assigned duties.
8. Volunteers may not proselytize among staff or volunteers, on the premises or at any WHAM activity.
9. Volunteers may use the WHAM telephones, although personal use should be infrequent and in short duration. Long distance calls are not permitted.
10. Volunteers must report any accidents or injuries to a Department Supervisor immediately.
11. Volunteers only use client knowledge and information in confidence and for service purposes.
12. Volunteers respect the confidential nature of client information & personal contact with clients.
13. Volunteers will avoid any circumstance that may be interpreted as causing a conflict of interest.
14. Volunteers will not have an existing or potential financial interest or other material interest that impairs, or might appear to impair, their actions which support WHAM.
15. Volunteers will not use their position for personal gain or to benefit another at the expense of WHAM, its mission or reputation.
16. WHAM does not tolerate verbal or physical abuse, harassment, or property destruction or theft.
17. WHAM is a drug free environment. Volunteers determined to be under the influence of alcohol or illegal drugs will be separated from the volunteer services.
18. WHAM is a firearms free environment. No handguns. No ammunition on site. A "License to carry" does not restrict WHAM's right to regulate the possession of weapons on site.
19. WHAM is a smoke free environment. Volunteers may only smoke in the designated smoking area on the outside and on the south side of the building.
20. Volunteers will not bring children to WHAM during the hours they are working/volunteering.

Noncompliance with this Code of Conduct may result in separation from volunteering at WHAM. See the WHAM Volunteer Policies & Procedures for more information.

Volunteer Name (please print) _____

Volunteer Signature: _____ Date: _____

**WEST HOUSTON ASSISTANCE MINISTRIES, Inc.
(WHAM)**

10501 Meadowglen, Houston, TX 77042

Must be 18 years of age or older to sign

CONSENT TO USE OF NAME AND PHOTOGRAPH

I, the undersigned, a volunteer of West Houston Assistance Ministries, Inc., also known as WHAM, recognize that on occasion, it may be in the interest of the organization to use my name, portrait, photograph, or likeness (hereinafter collectively and severally referred to as a “photograph”) in marketing brochures, annual reports, annual reviews to staff, and/ or other print, digital or broadcast publications.

Furthermore, I recognize the high expense publicity and advertising, and the difficulties involved in reprinting publications every time a volunteer leaves WHAM.

I do do not (check one)
hereby consent and authorized WHAM, its advertising agents, publishers, and
the like to use my name and photograph for any purpose whatsoever
related to the business, actual or projected, for a reasonable period of time,
and also for a period of time of not less than one year after my
relationship ceases or any revocation hereof by me, and agree
that any revocation hereof must be in writing.

STUDENT NAME: _____
Please Print

SIGNATURE: _____
Parent or guardian must sign for students under age 18

DATE: _____

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RECEIPT OF VOLUNTEERING DOCUMENTS

I, the undersigned, a prospective volunteer of West Houston Assistance Ministries, Inc. WHAM, acknowledge that I have read and received a WHAM Volunteer Application, Code of Conduct, Consent to Use form, and the Volunteer Program Procedures for the purposes of registering.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

Revised January 4, 2010