

FAMILY CRISIS CENTER, INC.  
VOLUNTEER APPLICATION

Family Crisis Center, Inc.  
P.O. Box 1543  
Great Bend, Kansas 67530

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

-----

The following information is optional to fill out:

Date of Birth \_\_\_\_\_

Married \_\_\_\_\_ Single \_\_\_\_\_ Number of Children \_\_\_\_\_

Occupation \_\_\_\_\_ Work Phone \_\_\_\_\_

Business Address \_\_\_\_\_ Work Hours \_\_\_\_\_

Can you receive calls from the Family Crisis Center at work? Yes \_\_\_\_\_ No \_\_\_\_\_

Education (School) \_\_\_\_\_ Years Completed \_\_\_\_\_

(School) \_\_\_\_\_ Years Completed \_\_\_\_\_

I have CPR training. Yes \_\_\_\_\_ No \_\_\_\_\_

I have past crisis center experience. Yes \_\_\_\_\_ No \_\_\_\_\_

I have past volunteer experience. Yes \_\_\_\_\_ No \_\_\_\_\_

I am available for duty on weeknights \_\_\_\_\_ weekends \_\_\_\_\_ weekdays \_\_\_\_\_.

The best time for me to attend in-service meetings is: Day \_\_\_\_\_ Night \_\_\_\_\_

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_ Sun. \_\_\_\_\_

Do you own an automobile? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, insurance company and policy number. \_\_\_\_\_

Please list three personal references, including phone numbers, who are not relatives and whom the Family Crisis Center would have permission to contact.

Name	Address	Phone	Relationship

All information contained in this application is confidential and is not to be disclosed to any person other than the Volunteer Applicant and the Family Crisis Center Staff without the written consent of said applicant.

Please complete the following questionnaire:

1. How did you hear about the Family Crisis Center Volunteer Program? \_\_\_\_\_

---

2. What personality characteristics do you feel you have that would make you particularly effective in dealing with people who may be in crisis? \_\_\_\_\_

---

3. How do you feel about working with someone whose cultural background, sexual preference, income, education and ideas may differ greatly from yours? \_\_\_\_\_

---

4. What feelings do you have about the following:

Spouse Abuse? \_\_\_\_\_

Child Abuse? \_\_\_\_\_

Mental Illness? \_\_\_\_\_

Alcoholism/Drug Abuse? \_\_\_\_\_

Homosexuality? \_\_\_\_\_

Welfare? \_\_\_\_\_

Divorce? \_\_\_\_\_

Interracial Marriage? \_\_\_\_\_

Unemployment? \_\_\_\_\_

Child Sexual Abuse? \_\_\_\_\_

5. Would you feel that you had failed or wasted your time if a victim you had worked with returned to their abusive situation? \_\_\_\_\_

---

6. THIS QUESTION IS OPTIONAL. Have you ever been a victim of domestic violence or sexual assault? \_\_\_\_\_

7. How much time can you realistically expect to give to the Family Crisis Center each month? \_\_\_\_\_

---

8. Why did you choose to volunteer at this time? \_\_\_\_\_

---

9. Other Comments: \_\_\_\_\_

---

---

# Volunteer Task Sheet

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

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

I am interested in volunteering in the following area(s): (Please Check)

- \_\_\_\_\_ 1. Shelter relief – working within the shelter home, working with clients; flexible times: days, evenings, overnight, weekends.
- \_\_\_\_\_ 2. Crisis Line – answering the crisis line at the shelter or on call-forwarding. Crisis line is answered twenty-four hours a day by staff and/or volunteers.
- \_\_\_\_\_ 3. Domestic Violence Program – personal advocacy, assisting with Domestic Violence Support Group.
- \_\_\_\_\_ 4. Sexual Assault Program – personal advocacy, assisting with Sexual Assault Survivors Support Group.
- \_\_\_\_\_ 5. Children’s Program – helping the Child Advocate with shelter children in doing such things as zoo outings, play time, homework help, one-on-one with children, assisting with Children’s Support Group, assisting with Parent’s Group.
- \_\_\_\_\_ 6. On-Call Duties – Weeknights / weekends, carries pager and is available to meet with victims and provide back up for in-shelter staff and/or volunteers.
- \_\_\_\_\_ 7. Help with clerical tasks – typing, making copies, etc...
- \_\_\_\_\_ 8. Assisting with the Volunteer Program – Helping contact volunteers, scheduling, setting up in-service training’s, paperwork, etc...
- \_\_\_\_\_ 9. Fund Raising – The Family Crisis Center is constantly in need of ideas and people to organize and help with fund raising efforts.
- \_\_\_\_\_ 10. Newsletter – putting together a quarterly newsletter; ideas, layouts, typing, etc... Our newsletter reaches people across the state.
- \_\_\_\_\_ 11. Handy Person – doing odd jobs around the shelter, i.e.; painting, cleaning, repairs, general maintenance, etc...

The Family Crisis Center is dedicated to provide quality services to all victims of domestic violence and sexual assault while encouraging social change through education, and only with the help of volunteers can we achieve our goals.

# Volunteer Requirements

Family Crisis Center Volunteers Must:

1. Attend required training.
2. Be accessible by phone.
3. Be emotionally mature.
4. Become familiar with issues of domestic violence, sexual assault and child abuse.
5. Become familiar with the program and procedures of the Family Crisis Center.
6. Be dependable in regard to scheduled volunteer duties.
7. Maintain a non-judgmental attitude.
8. Exhibit good verbal and listening skills.
9. Familiarize self with Family Crisis Center resource material.
10. Make proper utilization of all forms used to document in-coming calls (crisis and informational), client information and services provided.
11. Make a commitment to be available each month.
12. Arrange for another trained volunteer to cover your scheduled shift should you become unavailable, or contact the Family Crisis Center at least twenty-four (24) in advance.
13. Attend all in-service training's.
14. **Maintain Confidentiality of all Family Crisis Center clients and activities.**

- 
- I hereby give my permission to the Kansas Bureau of Investigations and the Family Crisis Center, Inc. to inquire about my background and I understand that this obtained information is only for the exclusive and confidential use of the Family Crisis Center, Inc.
  - I have fully disclosed to the Family Crisis Center, Inc. any criminal convictions and pending charges that I have incurred in any jurisdiction at any time. I understand that I may not be eligible to volunteer while any cases are pending.
  - The Family Crisis Center, Inc. has my permission to use photocopies of this document.
  - I feel I will be able to meet the requirements and am hereby applying for volunteer status with the Family Crisis Center, Inc.

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

-----**Family Crisis Center Use Only**-----

\*\*\* Appointment time and date for personal interview: \_\_\_\_\_

\*\*\* Volunteer Training Attended: \_\_\_\_\_