

My Brother's Keeper Outreach Center



HANDBOOK

HAVE FUN !!!

**Your donation of time and talent is always appreciated!
Volunteering is rewarding!**

My Brother's Keeper Outreach Center directs that the corporation shall keep correct and accurate books and records of account. In this regard, MBK needs your participation in tracking volunteer hours donated. Please make sure that you, your group, and your volunteer administrators comply with MBK procedures so that the safety of each volunteer is maintained, and an accurate account of each volunteer's donation 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.

**Thank you for donating your time, talent, and treasure
to My Brother's Keeper Outreach Center.**

VOLUNTEER APPLICATION

My Brother's Keeper Outreach Center, 12621 Bissonnet Street, Houston 77099

CONTACT INFORMATION

PLEASE PRINT

Last Name: _____ First Name: _____ MI _____ Birth: Mo _____ Day: _____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Work/Cell Phone: _____

Email: _____

Place of worship member? (if so, which) _____

Emergency Contact: _____ Relationship: _____ Phone: _____

Do you want your information added to our volunteer registry for Christmas cards? Yes No

Do you want your name and birthday placed on our monthly calendar? Yes No

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 MBK Client Services in the last 6 months? Yes No

What help did you receive? _____

How did you hear about MBK? 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 (We are closed 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 MBK.

Applicant Signature _____ Date: _____

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

SUPERVISOR SIGNATURE: ADMIN CHECK LIST

Supervisor provide information below: List in Directory

Actual Start Date: _____ Approximate Total weekly hours: _____ List in Monthly Report

Mon fr _____ to _____ in _____ Tue fr _____ to _____ in _____ Badge

Wed fr _____ to _____ in _____ Thu fr _____ to _____ in _____ Add to Hours Log

Fri fr _____ to _____ in _____ Sat fr _____ to _____ in _____ Application filed

Comments:

VOLUNTEER Code of Conduct

Mission Statement

My Brother's Keeper Outreach Center (MBK) is a Christian centered faith based organization seeking to carry out the love of Christ's serving and helping those in need.

Conduct and Behavior

- We expect volunteers to relate to others in a warm and friendly manner.
- We expect volunteers to be courteous to customers, contributors, clients and co-workers.
- We will not tolerate verbal or physical abuse, destruction or stealing of property.
- Volunteers accept supervision from staff management.
- Volunteers contact the ministry when unable to work.
- Volunteers respect the confidential nature of client information & personal contacts with clients.
- Volunteers only use this client knowledge and information for service purposes.
- Volunteers exercise reasonable care and utilize all safety precautions in carrying out assigned duties.
- My Brother's Keeper Outreach Center (MBK) is a drug free environment. Any volunteers under the influence of alcohol or illegal drugs will be asked to discontinue volunteer services.
- Volunteers dress modestly in casual or semi-casual attire. Open-toe shoes are not allowed in the Food Pantry.
- A "License to Carry" does not restrict the right of a corporation to regulate the possession of weapons on their property; therefore all firearms, handguns and ammunition are prohibited on MBK property.
- Volunteers may use the MBK telephones, and personal use should be infrequent and in short duration. Long distance calls are not permitted.
- MBK 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.
- Volunteers will avoid any and all circumstances that may be interpreted as causing a conflict of interest. No volunteer may have any financial interest or receive any compensation or gratuities.
- Volunteers will report any accidents or injuries to the Department Coordinator, Assistant Director or Executive Director.
- Volunteers will refrain from proselytizing among staff, volunteers or co-workers on the MBK premises or at any MBK activity.

Failure to comply with this Code of Conduct will result in a warning, suspension or dismissal.

Print Volunteer Name: _____

Volunteer Signature: _____

Date: _____

MY BROTHER'S KEEPER OUTREACH CENTER

12621 Bissonnet Street, Houston TX 77099

CONSENT TO USE OF NAME AND PHOTOGRAPH

I, the undersigned, a volunteer of My Brother's Keeper Outreach Center (MBK), 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 MBK.

I do do not (*check one*)

hereby consent and authorized MBK, 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.

PRINT NAME: _____

SIGNATURE: _____

Date: _____

Our mission is to cultivate healthy individuals and families in the Alief and surrounding areas of Houston by providing self-esteem, confidence building and by fostering physical, intellectual, emotional, and spiritual growth.

We seek to help people who are in need, through love compassion.

My Brother's Keeper Outreach Center is committed to help those who request services. MBK is a one-stop-shop to families and individuals in crisis. While this is an enormous task, it can be accomplished with the effort and commitment of all interested parties. MBK's dedicated team of volunteers and staff members understand strength in numbers. It takes a coordinated group of people to assist those in our community.

The Volunteer Coordinator is the Resource Development Director.

The Volunteer Recruiter (VR) is an administrative volunteer.

There are volunteer Tour Guides, who are MBK volunteers who conduct orientations with advanced notice.