

VOLUNTEER GROUP ACTIVITY FORM



His House recognizes the importance of establishing strong relationships with community partners in order to create opportunities to serve, while meeting the needs of the organization. This form will assist us in identifying your group's goals and motivation for participating in an activity with His House. It also establishes the Guidelines, Policies and Procedures that your group will need to understand and adhere to for the duration of the activity.

CONTACT INFORMATION

Group Name

Contact Person's Information

Name Title

Address Phone

Fax Email Website

GROUP INFORMATION & QUESTIONNAIRE

How did you hear about His House Children's Home?

What is your company/organization/ministry mission statement?

Group/Company/Organization/Ministry Information *(if different than above)*:

Address

Phone Fax Website

Last revised on 2/04/2021

VOLUNTEER GROUP ACTIVITY FORM



COMMUNITY INVOLVEMENT HISTORY

How many people do you expect to participate?

Is there a specific date or time of the week you would prefer?

What is the age range of the volunteers participating?

Is this a mandatory or voluntary effort?

What type of volunteer work most interests you? Please check the types of projects you would like to participate in from the list below:

Serving Meals to the Residential Cottages - How Many Meals would you like to provide?

Taking Children on Recreational or Educational Outings

Sponsoring an Activity (Bowling, Zoo, Laser Tag, Movies, Skating, other)

Hosting a Bible Study

Providing Life skills on a Regular Basis

Cooking, Sewing, Beauty Classes

Tech Skills - Automotive, Transpiration/Driving

Sports

Music/Vocal/Dance/Photography Lessons

Tutoring

Technology/IT/Financial Classes

Preparation for Life after 18 (Resume, Career Services, College Applications)

Other

Putting together Arts & Crafts Activity

Putting together a BBQ

Out Door Activity or Sports

Other (please explain)

Please provide us with a sample timeline for your project.

ITEM	DATE
Proposal deadline	<input type="text"/>
Site visit	<input type="text"/>
Project date	<input type="text"/>
Project completion	<input type="text"/>

Last revised on 2/04/2021

VOLUNTEER GROUP ACTIVITY FORM



Are there any other activity or project requests or details we should be made aware of?

Has your group allocated funds for this activity or project? What is your budget for your activity. Are you able to incur the cost of the food, supplies, resources needed to host the activity?

What is your role in your company/organization/ministry's volunteering efforts

Goals for Volunteerism: What do you hope to achieve (goal) in this activity or project?

If an activity or project date has already been determined with our office, please provide details including expected completion date and budget (if applicable)

Do you have a current volunteer program? Yes No

If yes, what types of activities have you done in the past?

Last revised on 2/04/2021

VOLUNTEER GROUP ACTIVITY FORM



GROUP POLICIES AND PROCEDURES

Please review our Group Policies and Procedures along with our Group Activity form. The Group Activity form must be returned at least one week prior to your scheduled visit. Please also have each volunteer sign the we give thanks to rules and confidentiality agreement forms attached.

All groups must have a group leader representing their church group or organization. Each leader must be a "cleared volunteer" according to HHCH guidelines, which includes providing: filled out intake form, a Volunteer Group Activity Packet, local background check, and a Live Scan Level II Criminal History Check Completed (Finger Printing). Each group must have an organized plan of activities for the children and bring all necessary materials. If your group is scheduled at the pavilion we request that you supply drinking water for the children. We require leaders to speak to their group prior to their visit with regards to all the following:

- Dress appropriately (NO halter tops, midriff shirts, low hip huggers or vulgar language written on shirts)
- Use appropriate language and behavior
- Include and encourage the children to participate in your activities

In order for His House to remain a licensed children's shelter, we must protect our children. Although preferred, group volunteers are not required to have a state or local background check; therefore, your group members must adhere to these procedures for the safety of our children:

- **Taking photos or videos of our children are strictly prohibited** ← **IMPORTANT**
- **Posting pictures of our kids on Social Media is strictly prohibited** ← **IMPORTANT**
- During activities in the Pavilion, Volunteers must be escorted by a His House employee to use the restroom
- Volunteers are prohibited to leave designated group activity with any of our children
- Only His House employees must assist the children to the bathroom
- Volunteers are prohibited to enter the children's bedrooms

All music must be discussed and approved by His House prior to the activity. If your group is scheduled to provide lunch or dinner for the children, please bring the following items:

- Healthy lunch or dinner
- Plates
- Utensils
- Trash bags
- Drinks (No sodas, please)
- Cups
- No candy please
- Napkins

Group leaders are asked to assign a clean team to clean up at the end of the activity.

Signature of Group Leader Date
Group Leader name Printed

Please return your intake form via email to Samantha: smiranda@hhch.org

Last revised on 2/04/2021