

Group Volunteer Application



Group Contact Information

Group/Organization Name:	
Street Address:	
City ST ZIP Code:	
Primary Contact Person:	
Home Phone:	
Cell Phone:	
E-Mail Address:	
Alternate Contact Person:	
Alternate Phone:	

General Information

Date of Service:	
Arrival Time:	
Departure Time:	
Total Number of Volunteers:	
# of Adults in Group (over 18):	
# of Youth (under 18):	
Age Range of Youth:	

* We ask that at least one adult be present for every five youths that volunteer.

Reason for Volunteering

Briefly describe why your group would like to volunteer at Hesed House.

Special Projects, Events, etc.

If you have contacted Hesed House with a specific project in mind that your group would like to do, please use this space to describe the project in detail.

Additional Questions

Is the primary contact for your group assuming responsibility for the overall activities of the group, including supervision on the date of service? If not, please specify person and provide contact info.	
To the best of your knowledge, do any of the members in your group have any medications and/or physical limitations we should be aware of? If yes, please specify.	

Volunteer Guidelines

Volunteers play a very important role at Hesed House. We would not be able to function as a ministry to the poor without the generous gifts of your time, talent and hospitality. Because we depend so heavily on our volunteers, we ask that you would observe the following guidelines:

- Be punctual and conscientious. Arrive at your designated time, dressed appropriately, and ready to work. If you are not able to make your volunteer shift or will be late, please call ahead and let us know.
- Do not give out personal information, including your full name, telephone number, or address to guests. Do not give out money.
- Practice the buddy system when entering and leaving the building. Feel free to ask staff to accompany you!
- Report any inappropriate behavior, or anything that makes you uncomfortable, immediately to staff.
- Do not become involved in guest disputes or in cleaning up bodily fluids. In both instances, refer the situation to staff.
- Do not take pictures of any guests or residents.
- When working or interacting with children, do so in an area occupied and supervised by staff.

These guidelines are for your protection and are intended to help you make wise decisions about your involvement with the people we serve. Failure to follow these guidelines or to conduct oneself in a professional manner may be reason to terminate your volunteer relationship with Hesed House.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete and I have read and understand the attached TB notification.

Name (printed):	
Signature (print if filed electronically):	
Date:	

Do Not Write Below This Line – For Staff Use Only

Date of Service:		Arrival Time:	
Staff Supervisor:		Departure Time:	
<i>Fill in the details of the planned final project below. Include any materials we need to provide. Write any additional notes regarding this group project.</i>			



HESED HOUSE Comprehensive Homeless Resource Center

Ending Homelessness, One Person – One Family – at a Time...

659 South River Street
Aurora, IL 60506-5551

(630) 897-2165 Phone
(630) 801-9759 Fax

info@hesedhouse.org
www.hesedhouse.org

April 2011

Dear volunteer:

Thank you for your interest in volunteering at Hesed House. With 6,000 volunteers per year, Hesed House is entirely dependent on the efforts of the community in order to serve homeless families and individuals.

Hesed House exists to help churches, organizations and individuals serve their homeless neighbors. Philosophically, volunteers are central to the mission of what we do. As a volunteer-centered organization, Hesed House strives to be as transparent and up-front with new and existing volunteers as we can be.

To that end, you should be aware that we have struggled with a series of tuberculosis cases for some time now. We have been working closely with the Kane County Health Department and the Illinois Department of Public Health to manage the situation. Aspects of the collaborative plan included:

- 1) Individuals identified as having active contagious TB are immediately removed from the shelter so they can receive appropriate medical attention;
- 2) We have developed a volunteer registration system (so we can alert volunteers of developments);
- 3) The Health Department is testing of guests and residents on a continuing basis;
- 4) We are working to remodel Hesed House air handling system to improve the general health of the shelter;
- 5) The Health department is testing all staff and volunteers who spend over eight (8) hours per week at Hesed House.

Here is what we know about the risk of TB to volunteers:

- 1) Transmission of TB disease requires close and prolonged contact in a closed environment. Casual contact with a TB patient is not likely to lead to the transmission of the disease.
- 2) The Health Department, using CDC and WHO guidelines, are recommending testing for any individual who spends more than 8 hours per week at Hesed House. Under those guidelines, we are working with the Health Department to test residents, staff and volunteers who

spend more than 8 hours per week at Hesed House. The Health Department is not recommending testing for "ordinary" monthly volunteers.

To give you some context, according to CDC guidelines, if a person with active, contagious TB is on an airplane ride they do not test other individuals on the airplane unless the trip was over 8 hours, and even then they only test individuals who were within 2 rows of the patient.

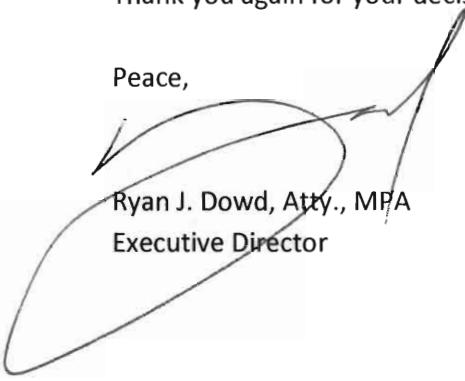
If you spend less than eight hours per week at Hesed House, but are still concerned, the Health Department recommends that you contact your doctor.

It is important that you "sign in" when you volunteer at Hesed House so that we can contact you quickly if we should need to provide you information about this or any other important issue.

If you have any questions relating to TB, please contact the Health Department at (630) 264-7650. If you have any questions relating to Hesed House, my direct line is (630) 914-6424.

Thank you again for your decision to serve your homeless neighbors.

Peace,



Ryan J. Dowd, Atty., MPA
Executive Director