



**CHRISTMAS 2024**

**Volunteer Application**

07/23/2024 14:43

# The Salvation Army

Corps/Location applying for:

Contact Person(s):

Contact Email(s):

## Christmas Opportunities

### INDIVIDUAL VOLUNTEERS

☐ Christmas Bell Ringer

☐ Christmas Other:

☐ Driver: See officer to fill out the required MVR Form.

### GROUP VOLUNTEERS

☐ Christmas Bell Ringer

☐ Christmas Other:

## Personal Information for Individual Volunteer or Group Leader

Volunteer Name or Group Leader Name:   
*First MI Last*

if applicable, Group Name:

Address:   
*Street Address, Apartment/Unit #, City, ST Zip*

Phone:  E-mail:

Social Security #:  (required for Territorial Registry check) ☐ 1x Volunteer (SS# not required)

## Availability / Limitations

Date Available:  Days/Time Available: 

	Mon	Tue	Wed	Thr	Fri	Sat
Mornings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evenings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Limitations, if any:

## Emergency Contact Information

*In the event of an emergency, please notify:*

Full Name:  Relationship:   
Company:  Phone:   
Address:

## Reference

**You may contact the following as a reference:**

Full Name:  Relationship:   
Address:  Phone:

## Consent

**Adult Volunteer (18+):** Signing here authorizes The Salvation Army to recognize you (or your volunteer group) on its website(s) and/or various social media outlets:   
Print Name:

**Minor Volunteer (under 18):** **Parent or Legal Guardian** must sign for consent(s) below:

Signing here gives your consent to your minor child volunteering for  
The Salvation Army during this Christmas season:   
Print Name:

Signing here grants The Salvation Army the absolute, unrestricted and unlimited license, right, permission and consent to use, disseminate, print and publish minor's name and picture on its website(s) and/or various social media outlets:

Print Name:



DOING THE MOST GOOD  
The Salvation Army – USA Eastern Territory  
**KeepSAfe: Policies for Child & Vulnerable Adult Protection**  
**KeepSAfe Principles**

**1:1 Policy Statement**

The Salvation Army is committed to protecting minors and vulnerable adults in its care, in all of its many programs. Salvation Army personnel are required to take all reasonable steps to avoid the abuse of minors and vulnerable adults and to institute reasonable preventative measures to protect the vulnerable populations in their care.

Ministry to vulnerable populations is a sacred responsibility and all Salvation Army personnel share in the responsibility to safeguard people, programs and the mission in a manner that is reasonable under the circumstances that services are being delivered.

This policy is intended to be consistent with and supplement all applicable National Salvation Army policies, including The Salvation Army National Policy Statement on Child Abuse, The Salvation Army National Policy Statement on Non-Discrimination in Programs and Delivery of Services and The Salvation Army Social Services Code of Ethics.

**1:2 KeepSAfe Code of Conduct**

All Salvation Army officers, employees and volunteers are expected to adhere to the following KeepSAfe guidelines with regard to child & vulnerable adult protection:

- Salvation Army personnel will diligently work to prevent abuse and neglect among children or vulnerable adults.
- Salvation Army personnel will not physically, verbally, sexually, or emotionally abuse or neglect children or vulnerable adults.
- Salvation Army personnel will immediately report concerns about inappropriate behaviors or policy violations to their supervisor.
- Salvation Army personnel will comply with Mandated Reporter laws and report any suspected abuse or neglect of a child or vulnerable adult to the appropriate government authorities.
- Salvation Army personnel will comply with all KeepSAfe policies and training requirements concerning child and vulnerable adult protection.
- Salvation Army personnel, as reasonably possible, will avoid one-on-one interactions with minors and vulnerable adults in Salvation Army programs where they cannot be seen and/or heard by others.
- Salvation Army personnel will conduct all electronic and other communications with minors and vulnerable adults in an open manner that maximizes their accountability.
- Salvation Army personnel will not retaliate against others who, in good faith, share concerns or policy violations; report observed or disclosed abuse or suspicion of abuse.

**General Definitions:**

**Salvation Army Personnel:** Salvation Army workers, including officers, employees and volunteers (including lay leaders/local officers and soldiers where applicable); cadets in The Salvation Army College for Officer Training.

**Minor:** Youth under the age of 18.

**Vulnerable Adult:** Any person 18 years of age or older who cannot completely care for themselves or are vulnerable to exploitation due to: A physical or mental condition, advanced ages, drug or substance abuse, homelessness or economic challenge, sexual exploitation or other social challenges, any other reason.

**Mandated Reporter:** Anyone with knowledge or a reasonable suspicion of abuse who must report under applicable law. In addition to compliance with applicable mandated reporting laws, internal reports are required. Salvation Army Officers, program directors, licensed professionals and supervisors are generally Mandated Reporters with respect to abuse that occurs in Salvation Army programs.

## The Salvation Army - Northeast Ohio Safety Protocols & Worker's Agreement

The purpose and mandated requirements to meet all safety precautions while working at a Salvation Army facility and/or kettle location are as follows:

**Health** – I will not work if ill and will contact The Salvation Army. I understand that if I work when ill, or show signs of illness, I will not be allowed to work for that day. I agree to have my temperature checked and recorded before beginning a kettle or work shift, and, at any time during a shift.

**Mask**– If a mask mandate is in effect, I will wear a face mask while working. This includes:

- Being transported in a designated Salvation Army vehicle.
- Working at a Salvation Army facility and/or kettle location.
- Wearing a mask that The Salvation Army approves, if not provided.

**Donations**– As a donor approaches the kettle, I will allow for safe social distancing. I will not have any physical contact with any donations or individuals.

**Transportation** - Kettle workers are responsible for transportation to and from The Salvation Army center and must arrive at the center 45 minutes prior to the start of their shift. If you are running late, you must call, or you will be removed from the schedule for that day. The Salvation Army provides group transportation to and from the kettle locations. Kettle workers who are uncomfortable with group transportation due to COVID are encouraged to use their own vehicle/transportation when available. Transportation preferences must be confirmed with the corps officer prior to starting work.

**Breaks** - Full-time kettle workers receive one 30-minute break and two 15-minute breaks. Part-time kettle workers receive one 30-minute break and one 15-minute break. Breaks should be taken during a slow period of the shopping day. Please take only those breaks allowed - we can only collect donations if you are at the kettle collection stand!

**Smoking/Alcohol/Drug Policy** - The Salvation Army is a non-smoking organization. Smoking/vaping is prohibited in Salvation Army buildings and properties. Smokers must adhere to the following: 1) No smoking/vaping at the kettle stand; 2) Smoking/vaping is permitted only on break-away from the kettle stand; 3) Any Salvation Army apparel or identification must be removed while smoking/vaping. I will not bring or consume drugs or alcohol during the time I am on the premises and I will not arrive intoxicated or under the influence of any illegal substance or if impaired by prescribed drugs.

**Personality**- The amount of kettle income collected is directly related to the personality of the kettle worker. Stand where the customer can see you so that you can establish eye contact. However, do not block the doorway of the store or get in a customer's way. Greet each person by saying, "Thank you," "God bless you" or "Merry Christmas". Be sure to smile and speak loudly and clearly. Be polite and friendly under all circumstances--regardless what people may say to you. Do not confront people or ask for donations. It is important that kettle workers ring the bell consistently--the constant ringing of the bell makes the public aware of The Salvation Army's presence.

**Appearance & Dress Code**– The Salvation Army requires all kettle workers to be clean, well-groomed, and neatly dressed. If kettle workers report to work dressed inappropriately, they will be sent home. Any items provided to you by The Salvation Army for uniform purposes must be worn as required and must be returned at the end of the season. Be sure to dress appropriately for the weather each day-- layers of clothing and socks will ensure warmth. The day may begin warm--however, it may get colder as the day progresses.

**Kettle Stand Location**- The Salvation Army and store management determine the location of the kettle stand. If your kettle stand is located outside of the store, it is to remain outside at all times. Under no circumstances are you to bring the kettle stand inside the store or change its location--even if management/employees give you permission to do so.

**Security**- While collecting donations, do not stray from the kettle stand. You must always remain within arms-distance of the kettle stand. Unannounced visits will be made at the stores to be sure kettle workers are at the kettle stand. If a customer hands a donation to you, kindly ask the customer to place the donation into the kettle. Explain that you are not allowed to handle the money. Under no circumstances are you permitted to handle the money--this is cause for immediate termination. When on break, kettle workers must take the kettle to the customer service desk of the store or other location as designated by the corps officer for safe-keeping. Never leave the kettle unattended or take the kettle with you on break--this is cause for immediate termination. If the kettle becomes full, making it difficult to place donations inside, call the corps officer or identified supervisor to have the kettle replaced. Please note: Never release your kettle to anyone that was not identified by the corps officer or supervisor.

**The following are prohibited at the kettle stand:**

-Storing of packages/purchases -Personal visitation -Eating or Drinking -iPod and all personal listening devices -Cell phones and texting - Thermoses or drink containers -Smoking/Vaping -Any form of weapon, explosives, or firearms

**Miscellaneous** - I will abide by any additional safety policies explained to me throughout the dates and terms of my volunteering.

**Individuals:**

By signing below, you acknowledge that you have read and agree to  
The Salvation Army KeepSAfe Principles, Safety Protocols & Worker's Agreement.

**Group Leader:**

By signing below you acknowledge that you have read and agree to  
The Salvation Army KeepSAfe Principles, Safety Protocols & Worker's Agreement  
and that you will disseminate this information to your group participants and will be  
held accountable for their compliance to same.

Volunteer or Group Leader Signature

Print Name



## The Salvation Army – Northeast Ohio Division Group Liability Form

I, , acting as representative of and liaison between the  
 and The Salvation Army, certify that I am responsible for organizing and providing direction to the group of volunteers listed on the Group Volunteer List ("the Group"). I further certify that I have communicated to the Group the KeepSAfe Principles, Safety Protocols & Worker's Agreement.

### Terms of Service for Volunteer Project

*(volunteers who do not understand and accept these terms should not participate with the Group):*

- Volunteers understand that they are volunteering their service at their own risk and will not hold The Salvation Army responsible for any injuries or losses experienced as a result of, or in connection with, their service on the Project.
- All volunteers who are 18 years of age or older consent to being photographed while serving on the Project by a representative of The Salvation Army and consent to the publication of such photographs by The Salvation Army for the sole purpose of promoting their services. Volunteers under the age of 18 must have a [Consent to Publication Form for Minors](#) signed by their parent/guardian prior to the Project (please fill out the [form](#) on-line).
- Volunteers understand that a large part of the work of many Salvation Army volunteers involves the collection and use of personal and private information about those who are being served. Such information, regardless of the method(s) used to collect, store or communicate it, is property of The Salvation Army and must be treated confidentially and may not be released without proper authorization. Volunteer work is not to be discussed with other Salvation Army employees, volunteers, or anyone else, other than those to whom you are responsible in your volunteer assignment.

### Additional Assurances

Also, by signing this form, I certify that I have taken reasonable steps to ensure that each volunteer in our group:

- Is neither currently charged with, pled guilty to, nor been convicted of, a crime involving the abuse of a child or a fraud, and
- Has demonstrated that he or she is, in fact, the person who is or will be volunteering his or her service on the Project.

Group Leader Name (print):

Group Leader Signature:

*Group Leader Signature **REQUIRED** in order for Group to Volunteer.*

### ATTENTION GROUP LEADER:

Print Name:

Please sign above if you would like The Salvation Army to publicly recognize your group. If you are authorizing us to recognize your group on our website and various social media outlets, please email your logo to:

[NortheastOhioQuestions@use.salvationarmy.org](mailto:NortheastOhioQuestions@use.salvationarmy.org)



## CHRISTMAS 2023

## GROUP VOLUNTEER LIST

[illegible]



**THIS SECTION FOR CORPS/DHQ ADMINISTRATION USE ONLY**



**APPROVAL**

Local Unit Corps Officer / Supervising Officer Approval:

Divisional Volunteer Coordinator/HR Director Approval:

Territorial Registry (for group leader):

National Sex Offender Public Website  
(for ALL group participants):

Notes: