



## FOCUS FORWARD MINISTRIES VOLUNTEER INFORMATION PACKET

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Email: \_\_\_\_\_ DOB: \_\_\_\_\_

Church you are a member of: \_\_\_\_\_

How long have you been born again? \_\_\_\_\_

Hobbies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Ministries you have or are currently involved in?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Profession: \_\_\_\_\_

Have you ever worked in this kind of setting before? If yes, please explain.

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\_\_\_\_\_

\_\_\_\_\_

Please tell us what skill sets you to bring to Focus Forward?

What abilities do you have? (computer, office, counseling, etc.)

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Why do you want to volunteer at Focus Forward Ministries?

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We ask all staff, volunteers, and residents to complete a background check. Will this be a problem? If yes, please explain.

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Have you ever been convicted of a felony? \_\_\_\_\_  
If yes, please explain. \_\_\_\_\_

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Staff, volunteers, and residents are asked to do random drug testing. Are you willing to submit to a test if asked?

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Are you related to or do you have any association with any resident? If yes, please explain.

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Describe what it means to you to be a Christian.

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What is your understanding of how a person becomes acceptable to God?

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Describe your relationship and daily walk with God.

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Describe your religious upbringing.

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Do you have a story of drug/alcohol abuse weather it be yourself or someone close to you?

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What is your understanding of the use of Spiritual Gifts for today? \_\_\_\_\_

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Have you ever received counseling? If yes, please explain

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What do you feel you have to offer the women in this ministry?

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Please provide 3 personal references that we may contact including name, phone number and relationship:

Name: _____ Address: _____ City, State Zip _____ Phone: _____ Relationship: _____ How long have you known this person? _____	Name: _____ Address: _____ City, State Zip _____ Phone: _____ Relationship: _____ How long have you known this person? _____	Name: _____ Address: _____ City, State Zip _____ Phone: _____ Relationship: _____ How long have you known this person? _____
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You must also complete and sign the confidentiality form complying with the HIPPA laws.

If accepted, when could you start? \_\_\_\_\_

I have read and understood this agreement and voluntarily agree to adhere to the duties and obligations set forth herein. I understand that a breach of the agreement may result in termination of my volunteer or internship relationship with Focus Forward Ministries and or legal action as warranted.

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

Signature: \_\_\_\_\_

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

Director Approval of Applicant:

YES \_\_\_\_\_ NO \_\_\_\_\_

Director Signature: \_\_\_\_\_

Notes:

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## WORKING WITH FOCUS FORWARD MINISTRIES

We are thankful for all our volunteers and interns and deeply value your service to Focus Forward Ministries. As you partner with us to see lives transformed and hope restored, our desire is for you to gain an understanding of our heart that you may share it with your circle of influence.

Due to the nature of our residents and their history, you may encounter topics that are difficult to process or trigger something from your own past struggles.

By signing below, you are entering into an agreement with Focus Forward Ministries that you will seek appropriate pastor and or professional care, if needed, should you be affected in such manner.

Additionally, if serving at Focus Forward Ministries becomes a burden or hindrance to your own freedom, you agree to step away from your responsibilities in an effort to seek healing and freedom for yourself.

### **Volunteer Name**

Printed: \_\_\_\_\_

Signature: \_\_\_\_\_

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



## Volunteer Guideline General Information

Please review the following information and sign the acknowledgement of your application that you will agree by these guidelines while serving as a volunteer.

1. Volunteers are expected to treat all students with dignity and respect, keeping in mind that students are in various stages of recovery. It is imperative that you treat all students in accordance with FF Ministries guidelines, policies and procedures.
2. You are not to give special favors or anything of value to students without prior approval of the director or staff. You are not to accept anything of value from students without the approval of the director or staff. You are not to lend or borrow money from a student, purchase personal items from a student, or sell merchandise or personal services to a student.
3. You are asked to treat all students fairly and objectively. No favoritism or preferential treatment is permitted. You will find that there may be some students to whom you are more naturally drawn to in interaction and conversation, which is true in almost any group of people. Please be sensitive to issues of favoritism or partiality and strive to treat everyone equally. Please maintain a polite and courteous attitude during the performance of your duties at all times.
4. You are asked not to matchmake or encourage students to pursue any type of relationship while in the program.
5. You are asked to abide by program rules and support the program at all times. Student concerns about the program must be brought to the attention of the staff. At no time should you side with disgruntled students against program staff or program policies. Do your best to remain neutral and bring the matter to the attention of the director.
6. All personal information at Focus Forward Ministries is confidential and stays within Focus Forward Ministries. You may not discuss with anyone information about students in the program, including acknowledging whether or not someone is a student at Focus Forward Ministries. This is a federal law and you will be asked to sign a confidentiality regulations form.
7. You are asked not to dispense any prescription or non-prescription medication to students under any circumstances.
8. If you have permission to take a student off campus, the student must be kept under your supervision at all times and return to Focus Forward Ministries within the time frame allowed or indicated by the students pass.
9. If there is any questionable behavior by the student while with you, you must contact a staff member or the director as soon as possible. Questionable behavior would be doing something contrary to Focus Forward Ministries guidelines, policies and procedures, or the student asking you to violate Focus Ford Ministry guidelines policies and procedures on their behalf.
10. If a student is discharged from the program, you are requested not to contact the student, provide favors, or room and board for the student. Compromises in this area could result in severing your volunteer efforts. Please take any concerns regarding this request to the director or staff.
11. You are requested to follow the instructions and guidelines of Focus Forward Ministry staff, not that of the students.
12. Focus Forward Ministry strictly prohibits all drugs, alcohol and or tobacco use while on campus, while accompanying a student or representing the ministry, and at any time while volunteering with us.
13. Always ask approval of the director or staff prior to using the campus facilities or equipment. Please do not inquire, ask or seek approval from a student regarding your request.

A copy of these guidelines is provided to you for your personal reference

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CONFIDENTIALITY AGREEMENT FORM

The following confidentiality and hold harmless agreement must be completed by all volunteers and interns providing their time and service to Focus Forward Ministries

In interacting with Focus Forward, the undersigned volunteer or intern (Recipient) may be granted access to or provide with information which Focus Forward considers to be private or confidential (Confidential Information).

In consideration of being provided with access to the Confidential Information, Recipient must take reasonable care to protect the Confidential Information and prevent unauthorized use and disclosure of such. Recipient may only use the Confidential Information for the Purpose

Recipient acknowledges that any record, forms, written, audio, or multimedia materials related to the Purpose are protected under copyright law and the copying, sharing, or distribution of such is expressly prohibited by Focus Forward Ministries and by law. Recipients acquires no intellectual property rights under this Agreement, except for the limited rights necessary to use Confidential Information for the Purpose. Recipient agrees to hold in high esteem the right of Focus Forward residents to the protection of privacy.

### **Recipient agrees to:**

Prepare records carefully, with accuracy and professionalism.

Physically safeguard Confidential Information, including, but not limited to records, forms, written, recorded or multimedia materials.

Release confidential information from records only with the express written permission of Focus Forward Ministries.

Guard against informal violations of confidentiality by being very discrete about what is discussed both within and outside of the agency.

Seek access only to the records with which I am professionally involved.

Continue to observe the procedures protecting confidentiality beyond the term of my term of volunteer/intern relationship with Focus Forward Ministries.



Serious and or repeated infractions may result in termination of Recipient's relationship with Focus Forward Ministries and or legal action as warranted. Recipient remains aware that certain information pertaining to internal matters of the agency should be maintained confidential and shared with express concern for the welfare of Focus Forward Ministries.

Recipient hereby covenants not to sue Focus Forward Ministries and released, waives, and discharges Focus Forward Ministries from any and all liability, claims, demand, actions, or causes of action arising out of or related to any loss, damage, or injury, arising out of recipient's use of the Confidential Information.

Recipient agrees to indemnify and hold harmless Focus Forward Ministries from any loss, liability, damages, or costs, including court costs and attorney fees, that Focus Forward Ministries may incur arising out of or relating to Recipient's receipt and or use of the Confidential Information.

I have read and understand this Agreement and voluntarily agree to adhere to the duties and obligations set forth in accordance with the HIPPA law. I understand that a breach of the Agreement may result in termination of my volunteer and or internship relationship with Focus Forward Ministries and or legal action as warranted.

**Volunteer Name**

Printed: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Witness by**

Printed: \_\_\_\_\_

Signature: \_\_\_\_\_



**Confidential**

**ADULT PROGRAM  
Reference Letter**  
PO Box 1285 Napavine WA 98565

Dear friend,

\_\_\_\_\_ has applied for a volunteer position at Freedom House ministries and has selected you as a personal reference.

Our mission at Focus Forward Ministries is to provide a faith-based residential recovery program for adult women Desiring freedom from addictions and life controlling problems. Our focus is on developing consistent Christian character and a strong work ethic.

**It is very important that we carefully screen everyone who joins our team.** We would appreciate it very much if you would take a few minutes to complete the following form to the best of your knowledge and return it promptly.

1 How long have you been acquainted with this individual? \_\_\_ years \_\_\_ months

2 Is your acquaintance work-related? \_\_\_ yes \_\_\_ no

3 Do you have a relationship outside the work environment? \_\_\_ yes \_\_\_ no

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

4 Does he or she have a pleasant working work-related attitude? \_\_\_ yes \_\_\_ no

5 Is he or she a team player? \_\_\_ yes \_\_\_ no

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

6 Is he or she responsible? \_\_\_ yes \_\_\_ no

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

7 Does he or she exhibit moral and ethical soundness? \_\_\_ yes \_\_\_ no

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

8 Does he or she have any legal issues? \_\_\_ yes \_\_\_ no

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

9 What are his or her strengths? \_\_\_\_\_  
\_\_\_\_\_

10 What are his or her weaknesses? \_\_\_\_\_  
\_\_\_\_\_

11 Please explain why you think he or she would be a good match working with adult women at Focus Forward Ministries? \_\_\_\_\_  
\_\_\_\_\_

Your Name \_\_\_\_\_ Phone \_\_\_\_\_



## FOCUS FORWARD MINISTRIES VOLUNTEER INFORMATION

We want you to know that we are so thankful for you and your willingness to volunteer in this ministry. We could not do what we do without your support.

Our volunteer program is based on Titus 3:1-8: Where Paul writes to Titus and instructs him on how to teach and lead the new believers.

*V1 Remind them to be subject to rulers and authorities, to obey, to be ready for every good work,*

*V2 to speak evil of no one, to be peaceable, gentle, showing all humility to all men.*

*V3 For we ourselves were also once foolish, disobedient, deceived, serving various lusts and pleasures, living in malice and envy, hateful and hating one another.*

*V4 But when the kindness and the love of God our Savior toward man appeared,*

*V5 not by works of righteousness which we have done, but according to His mercy He saved us, through the washing of regeneration and renewing of the Holy Spirit,*

*V6 whom He poured out on us abundantly through Jesus Christ our Savior,*

*V7 that having been justified by His grace we should become heirs according to the hope of eternal life.*

*V8 This is a faithful saying and these things I want you to affirm constantly, that those who have believed in God should be careful to maintain good works. These things are good and profitable to men.*

Volunteer signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

We ask that you adhere to the same lifestyle principles that we require the residents to adhere to.

No alcohol of any kind

No illegal drugs including the use of marijuana

No misuse of medical prescriptions

No yoga, meditation, or any other means of eastern religion or mysticism.

You must have the biblical knowledge to be able to know or know how to find an answer to any biblical questions that these women may have.

Please remember, that you are not a counselor. You may encourage, support and love on but if they are asking for advice that is outside of your realm of knowledge, please advise them to find the director or the ministry counselor.

We feel that you must be a member of a local church. In being a member, it shows that you sit under the accountability of a local pastor.

You cannot be living with someone outside of biblical marriage and be a volunteer here at Focus Forward Ministries.

Please fill out the following paperwork and tell us a little about yourself.

There will be a face-to-face interview before any approval is issued.

While volunteering at FF Ministries if you happen to have a medical procedure done where you will be taking narcotics, we ask you to inform us ahead of time, so we can fill your volunteer time slot while you are recuperating. You are welcome back when you are not using narcotics any longer. Thank you for understanding.

Volunteer signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_



April 13, 2022

To whom it may concern,

Procedure for all volunteers:

All volunteers will have a complete background check.

Volunteers will not be allowed to be a part of the ministry if they have any rape, sexual abuse, child molestation, or child endangerment convictions.

All felonies will be looked at individually and evaluated by the board and directors. The depending outcome will be determined on a case-to-case basis.

Kandi Delos Santos  
Executive Director  
360-790-4312



PO Box 1285  
Napavine WA 98565  
360-790-4312

Not Approved _____
Approved _____

**Permission to Obtain a Background Check**

**“Confidential”**

Our insurance policy requires that a background check be made on all individuals who are involved with the Focus Forward Ministries as staff or volunteers. We want to take this time to thank you for your desire to serve the Lord at Focus Forward and witness the transformation of these students who are seeking God’s purpose for their lives.

**Please Print Clearly**

Full Legal Name: \_\_\_\_\_  
Last First Middle

Current **Physical** Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Gender at birth: \_\_\_\_\_

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

Please list all the states you have lived in the past 10 years: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a felony: \_\_\_\_\_ If Yes, what year(s): \_\_\_\_\_

If yes to the felony, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Abuse Policy**

FFM will not hire anyone or accept volunteers with a previous or current criminal felony record of conviction of child abuse, rape, sexual assault, or any felony crime that is sexual in nature. If prior or current knowledge of persons involved in this activity, either past or present is surfaced, it will automatically disqualify an individual from the FFM position or volunteer status.

I authorize Focus Forward Ministries or its authorized personnel to review and/or run my criminal background to ensure the protection of the students at FFM. This form allows Focus Forward Ministries to maintain a current background (every 5 years) while I remain in a position or service. The information in this release form is correct to the best of my knowledge.

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