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In response to God's call, the mission of the Greater Hickory Cooperative Christian Ministry is to bring together the resources of the community to provide health care services to those in need; emergency food to those who are hungry; and educational and supportive services to those who are in crisis.

Welcome to CCM!

We are grateful that you have chosen to dedicate your time and service to CCM. We hope that you will find volunteering with CCM to be a rewarding experience. If, at any time during your volunteer experience, you have questions, comments or concerns, please talk with your program coordinator or Lillian Carte, CCM's Volunteer Coordinator.

About CCM

Founded in 1969, Cooperative Christian Ministry is a non-profit 501(c)(3) tax-exempt organization. Assisted by 70 churches in Catawba County, CCM receives funding from charitable foundations, grants, local businesses, individuals and civic organizations and through special fundraising activities. CCM provides limited financial assistance to those who are about to have utilities cut off, as well as assisting with rent or mortgage payments when individuals or families are facing eviction. CCM's Health Care Services provide quality health care and pharmacy support to qualified adults living in Catawba County. The clinic offers limited services in primary care, dermatology, ophthalmology, dental, orthopedic and gynecology. The pharmacy fills prescriptions for patients seen by CCM's healthcare provider and other collaborating providers. The CCM Food Pantry provides clients with canned food, basic staples, meat and bakery and dairy items. Local churches provide a large majority of CCM's emergency food. CCM operates a 5,400 square foot Thrift Store, providing clothing, furniture and household items donated from area businesses and individuals. The store's revenue supports CCM programs and services. Volunteer opportunities at CCM are available in the following areas:

Client Services

Interviewing clients for eligibility, answering phones, computer entry, office duties, etc.

Food Pantry

Packing food bags, stocking shelves, assisting clients, cleaning, etc.

Receiving and sorting food, stocking shelves, cleaning, breaking down boxes, etc.

Thrift Store

Clerks/cashiers, assisting customers, merchandising, straightening/cleaning/sorting, etc.

Receive and sort items; price merchandise, etc.

Health Care Services

Receptionist; direct client/patient services, interviewing, office work, filing, etc.

Professional volunteers (dentists, physicians, nurses, CNA II, pharmacy techs, pharmacists, etc.) to assist in the health clinic and pharmacy.

Volunteer Application

Personal Information

Name: _____ Today's Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (day): _____ Phone (evening): _____ Email: _____

Home Church _____

Employment Information

Current/Former Employer: _____ Position: _____

Education & Training Information

Circle highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED School: _____

College: 1 2 3 4 5+ Degree: _____ College: _____

Skills, Training or Certifications: _____

Are you bi-lingual? Yes No If yes, list language(s): _____

Interests/Availability

Have you ever volunteered with other nonprofit organizations? Yes No

If yes, where? _____

In which of the following program areas would you prefer to volunteer?

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Thrift Store | <input type="checkbox"/> Food Pantry |
| <input type="checkbox"/> Clinic | <input type="checkbox"/> Client Services |
| <input type="checkbox"/> Pharmacy | |

Days and hours you are available to volunteer:

- | | | |
|---|--|--|
| <input type="checkbox"/> Monday _____ | <input type="checkbox"/> Tuesday _____ | <input type="checkbox"/> Wednesday _____ |
| <input type="checkbox"/> Thursday _____ | <input type="checkbox"/> Friday _____ | <input type="checkbox"/> Saturday _____ |

Do you have any health issues that we should be aware of? Yes No

If yes, please explain: _____

In case of an emergency, please contact:

Name: _____	Home Phone: _____
Relationship: _____	Work Phone: _____

Volunteer Signature _____

Date _____

FOR CCM USE ONLY

Interviewed by: _____ Date: _____

Program area assigned: _____ Date to begin: _____

Comments: _____



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Volunteer Certification

Please read carefully before signing this volunteer application.

- A. CCM is an equal opportunity employer and will consider applicants for all volunteer positions without regard to sex, age, race, color, religion, marital status, national origin, handicap, veteran status, sexual orientation or any other legally protected status.
- B. The skill-sets of the applicant will be compared to those skill-sets needed to fulfill current job descriptions. Volunteer placement is made based on the recommendation of the volunteer staff and the program coordinator, and the willingness of the applicant to perform the required duties at the times needed by the organization.
- C. CCM will not tolerate sexual harassment or harassment on the basis of any protected class status in the workplace.
- I certify that I have answered truthfully and have not knowingly withheld any information relative to my application. I understand that any misrepresentation or material omission of the application will result in my being eliminated from further consideration. I further understand that, if accepted, any misrepresentation on written applications or in interviews that becomes known to CCM may result in immediate dismissal.
 - I authorize all previous employers and supervisors, including all persons with and for whom I have worked, to give CCM's representative any relevant information regarding my previous employment and job performance. I release CCM and all previous employers and supervisors from liability for any damages that may result from furnishing information to CCM.
 - I agree to abide by existing and future instruction, rules and policies of CCM. I understand that my position can be terminated at any time, at the option of either CCM or myself.
 - I agree that I offer my services as a volunteer with no expectation of compensation and that I fully understand that I will be required to attend volunteer orientation training.

I have read and reviewed the above certification statements and other information on the volunteer application: Yes No

Volunteer Signature

Date

Volunteer Coordinator or Program Coordinator

Date



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Volunteer Code of Conduct

Volunteers with the Ministry share with the staff in fulfilling our purpose – ***In response to God's call, the mission of the Greater Hickory Cooperative Christian Ministry is to bring together the resources of our community to provide health care services to those in need; emergency food to those who are hungry; educational and supportive services to those who are in crisis.***

When serving with CCM, volunteers are held to the same behavioral expectations as our employees. Volunteers should conduct themselves in a respectful and responsible manner at all times, adhering to the following:

1. Clients and other volunteers are treated with dignity and respect at all times.
2. Client information (name, age, address, needs, services given, etc) and records are to be held in confidence and may not be discussed or released with anyone outside of CCM.
3. Honesty is expected and practiced in all areas of CCM. Items may not be taken home from the Ministry's Pantry, Thrift Store, or Pharmacy unless provided by policy.
4. Language is clean and respectful at the Ministry. There shall be no cursing or racial slurs and no offensive, no sexually explicit and no harassing language.
5. As personal conduct is important in serving this Ministry, volunteers should be actively engaged in the Ministry's work with appropriate breaks as needed.
6. Volunteers may not "save" items in the warehouse for themselves under any circumstances. Shopping in the warehouse is not permitted.
7. Volunteers who are asked to price items may not price any items they intend on purchasing. Pricing must be done in this instance by the Thrift Store Manager or Director of Crisis Intervention.
8. Respect and care shall be exercised when using any of the Ministry's equipment, and any problem with equipment will be reported immediately to the Coordinator.
9. Arguing, fighting and stealing are strictly forbidden and are grounds for immediate dismissal as a volunteer.
10. Report for service at the time and in the place agreed upon in the Volunteer Agreement and inform the Ministry in advance when unable to report for service.
11. All Ministry policies governing the delivery of services to our clients shall be upheld at all times.

I declare that I have read the above Volunteer Code of Conduct. I agree to abide by this Code and understand that violation of the Code may result in my being dismissed from volunteer service with the CCM.

Volunteer Signature

Date

Volunteer Coordinator or Program Coordinator

Date