

VOLUNTEER APPLICATION FORM
Children Unlimited of Family Service Center

Name: _____ Phone: _____

DOB: _____ E-Mail: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Work Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____

Previous Volunteer Experience: _____

Special training and skills with children: _____

Hobbies and interests: _____

In what program area of Children Unlimited would you prefer to volunteer?

At what times are you available to volunteer for Children Unlimited?

Are you willing to accept orientation or training if needed to volunteer at Children Unlimited? _____

How did you learn about Children Unlimited? _____

Personal References (list at least three names and how to contact each)

Whom should we notify in case of an emergency? _____

Relationship: _____ Phone: _____

Physician: _____ Phone: _____

CU Volunteer Corps Service Agreement

I, _____ agree to be a member of CU Volunteer Corps. I am willing to be trained, supervised and evaluated by the staff supervisor. I understand I will be expected to assume the responsibilities as listed in the description, including attendance at necessary training sessions and planning meetings.

Confidentiality Form

As a member of the CU Volunteer Corps with Children Unlimited of Family Service Center., I agree to hold all information to which I may have access about clients or former clients and their families confidential and will not share with any person any information concerning them.

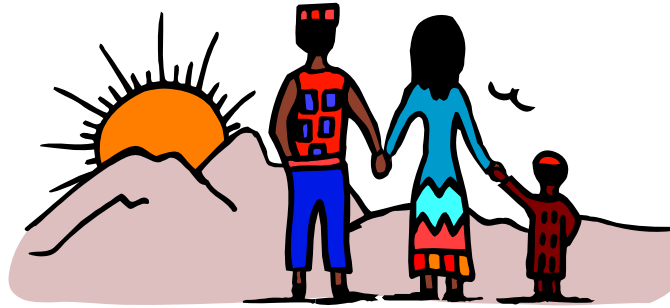
Consent

I give my permission for Children Unlimited to use any photographs or videos including me in recruitment, brochures, newsletters and other materials designed to further the mission of the agency.

I have received, read and understand Children Unlimited's Harassment policy. I agree to abide by this policy.

Volunteer

Date



**CHILDREN UNLIMITED OF FAMILY
SERVICE CENTER**

VOLUNTEER

HANDBOOK

ABOUT CHILDREN UNLIMITED

Children Unlimited of Family Service Center (also known as CU) is a private non-profit adoption agency that assists in the placement of children with special needs into adoptive homes. These children are often a part of sibling groups or are physically, mentally, or emotionally handicapped. Our primary goal is to help children have permanency by promoting awareness of special needs adoption and foster care, recruiting families for adoption, and helping families stay together through our adoption preservation services.

Children Unlimited of Family Service Center was founded in 1977 by adoptive parents, social workers, and concerned citizens to help children with special needs in foster and group home care find adoptive homes. Since that time Children Unlimited has placed more than 500 children in adoptive homes all across South Carolina's 46 counties.

Children Unlimited of Family Service Center believes children develop and mature best in families. All of our services have been designed to help children find and live in a permanent family. We pride ourselves on maintaining honest, flexible, and respectful relationships with others.

WHAT IS A CHILD WITH SPECIAL NEEDS



- ♥ A white child ten years or older
- ♥ A black biracial child six years old or older
- ♥ A physically, mentally, or emotionally handicapped child or a child at risk for physical, mental, or emotional handicaps
- ♥ A member of a white sibling group of three or more children – one of whom is over six years of age, or a sibling group of four or more children of any age; and or
- ♥ A member of a black sibling group of two or more children – one of whom is over six years of age, or a sibling group.

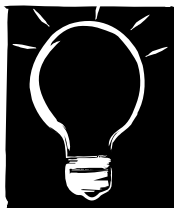
VOLUNTEERS ARE...



Volunteers are caring, capable, and generous people. The costs of being a ***volunteer*** are commitment, time, energy, creativity, and love. In the process of being a ***volunteer*** you make new friends, learn new skills, provide valuable assistance, and have fun.

Volunteers do not work for money, but the rewards to yourself and the children you serve are numerous. Most of all ***volunteers*** are people who are interested in sharing themselves with others in order to enhance other people's lives and in return their own lives are blessed.

HOW CAN I HELP?



Volunteer opportunities are varied at Children Unlimited of Family Service Center

- ♥ CU Volunteer Corps provides individualized services to children through a variety of activities, as well as general clerical and office services. Volunteers are dedicated to enhancing Children Unlimited's program of services for children and families.

Do you have any on-going projects I can volunteer for?

Yes, Children Unlimited has several annual and regularly scheduled activities in which volunteers are utilized.

- ♦ Camps for Children who have been adopted: held twice a year, usually in the summer
- ♦ Camp for Families who have adopted – held once a year. Volunteers needed to help with children's activities on Saturday
- ♦ Workshop presenters for Support Weekend for Parents who have adopted children
- ♦ Day Camps for children of Adoptive Parents: held once a year in four areas of the state (Florence, Columbia, Greenville, & Charleston). Volunteers needed to help with children's activities while parents attend trainings.

Does Children Unlimited accept donations?

Yes, listed below are a few suggestions of things you can donate.

- ♦ **Funding:** Our programs are offered to our families at low or no cost so that every family has an opportunity to take advantage of the services provided. Monetary donations help cover the costs associated with providing services to our clients. Your donation can help provide a speaker for a family training, refreshments or supplies for retreats, birthday or Christmas gifts for children waiting to be adopted, and more.
- ♦ You can donate items for retreats, new clothes for children, refreshments for workshops, groups, etc., hair appointments for child preparation for TV focus, gifts for special occasions of the child, door prizes for support weekends (parent group).

Are there any other areas in which I can be of assistance?

Yes, here are a few suggestions, but feel free to be creative.

You can also assist by: preparing crafts for retreats and workshops, running errands for retreat supplies, teaching a skill or craft to a child or family, providing varied clerical/office services, writing thank-you notes, assisting with children's educational programs, recruiting other volunteers, and many more...

HOW CAN I BECOME A VOLUNTEER WITH CU?

It's easy, fast and simple



To qualify you only need to be caring, committed, responsible, patient, and mature. You must demonstrate a knowledge of or willingness to learn about children with special needs. Be creative, a good planner, organizer and consistent. You must be able to maintain confidentiality. If transporting children, you must be a good licensed driver with a reliable vehicle and have adequate insurance. You cannot have a protective service or criminal record.

General Orientation to Children Unlimited and “CU Volunteer Corps” will be provided by CU staff. Other training opportunities will be available to volunteers, who are encouraged to attend. Supervision is also provided for CU by staff while the volunteer participates in agency projects and programs. CU staff will be available to volunteers at all times during their service to help the volunteer understand the agency, the specific service, and the children served. Volunteers are encouraged to discuss their experiences with staff and give helpful feedback. To become a volunteer with CU simply call, write, or come by our office. You will be asked to complete an application and background checks.

VOLUNTEER RESPONSIBILITY



Be committed, prepared, and accept responsibility for your work.

Be dependable, on time, and keep promises.

Be consistent and enthusiastic about your work.

Be a good listener.

Seek new information and share ideas with staff.

Ask for help whenever in doubt.

Learn the rules of the agency.

Establish good rapport with the child/family.

Respect confidentiality of child/family.

TIPS FOR VOLUNTEERS



1. Be warm and friendly – learn the children’s names and show interest in what they are doing and telling you – you are a very important listener.
2. When working with children, encourage them to do their own thinking – giving them plenty of time to answer; silence often means they are thinking and organizing what they want to say or write.
3. If you don’t know an answer or are unsure of what to do, admit it to the children and work it out together – feel free to ask for help when you need it.
4. Use tact and positive comments – encourage children – seek something worthy of note in a child’s abilities, progress, or behavior.
5. Accept each child as he is – you do not need to feel responsible for judging a child’s abilities, progress, or behavior.
6. If a child is upset, encourage him or her to talk the problem over with you. You do not need to solve the problem, but by listening and talking you help the child feel you care.
7. Respect a child’s privacy – if a child or a staff member reveals personal information, regard it as confidential.
8. Maintain a sense of humor.
9. Be consistent with the agency’s rules for behavior, schedule and atmosphere.
10. Wear comfortable clothes and don’t hesitate to “get down to a child’s level.”
11. If parents or friends ask about your work, tell them you enjoy working with the children, and discuss the activities you do, rather than specific information about any child, staff member, or the agency.
12. Keep your commitments: the children and staff will expect you and look forward to your coming. If you know you will be unable to come on a certain day, tell them in advance. Keep all promises, and make none that you cannot keep. Children never forget.



VOLUNTEER'S CREED

My interest and concern for children and my belief that my involvement provides for a more meaningful life for children has challenged me to become a part of the effort to improve and enrich the therapeutic experiences offered by Children Unlimited.

I understand that I, as a volunteer, will offer supplementary services which can increase Children Unlimited's effectiveness in the community and state.

I recognize that Children Unlimited staff will help me decide the duties I will perform, the authority I will be given, and the information and materials I will need. I will accept responsibilities as assigned and will expect to account for these services.

I realize that love and respect for children are the most important ingredients in working effectively with them. I value the achievements of children, enjoy working with them, and will be discrete and trustworthy. I will maintain confidentiality at all times.

I will contribute to the success of the overall volunteer program by being dependable and consistent. I will follow all regulations and procedures. I will complete any event or project which I agree to provide. If for any reason I am not able to complete a project as promised, I will give 72 hours notice to the Volunteer Coordinator at Children Unlimited.

I will discuss specific problems with the Volunteer Coordinator, and observe discretion in commenting on Children Unlimited matters.