



110 Parallel Street ~ Beaver Dam, Wisconsin ~ 53916

Phone 920.219.9305

Volunteer Application

Date of application at PSCDC: _____

Name: _____

Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Church Affiliation: _____

Languages spoken other than English: _____

Please check the opportunities you are most interested in below

Administrative

- ☐ Assist with mailings
- ☐ Computer data entry
- ☐ Clerical work
- ☐ Donor management
- ☐ Newsletter and/or E-Letter

Development and Special Events

- ☐ Special events committee
- ☐ Fund raiser banquets
- ☐ Assist at special events
- ☐ Baby Bottle Campaign
- ☐ Be a Church Liaison
- ☐ Trash bag sales project

Material Aid

- ☐ Organization of donated materials inventory
- ☐ Wash & iron donated clothing items
- ☐ Locate new sources for donated materials

Ongoing Maintenance

- ☐ I.T. Tech support for network, phones, etc.
- ☐ Gardening and yard work
- ☐ Cleaning the offices
- ☐ Painting & general repairs
- ☐ Make deliveries

Be a part of the Prayer Team

- ☐ Pray for PSCDC clients and volunteers
- ☐ Pray for the ministry's financial stability
- ☐ Be on the Prayer Team email list

Volunteer Application



PSCDC Mission Statement

Serving women and their babies, born and unborn, in Dodge County by offering support, guidance and education in times of physical, emotional and spiritual need.

Name: _____ Birthdate: _____

Address: _____ City: _____ Zip: _____

Email: _____ Phone: _____

Marital Status: _____ Spouse: _____

Occupation/Employer: _____

Church Affiliation: _____ How long? _____

Phone: _____ Do you consider yourself a Christian? _____

List any prior experience with your church or other organization.

Why do you want to volunteer with PSCDC?

Center hours: Monday 9am-5pm Wednesday 12pm-8pm Thursday 9am-5pm

Based on the center hours listed above and your own schedule, please identify your level of commitment.

Hours/Week: _____

Days/Times you are available: _____

Skills/Talents/Interests: _____

Volunteer Application

Circle the areas in which you would like to become involved:

Client Advocate	Assist with mailing	Sort/Organize donated items
Office Tasks	Marketing Committee	Fundraising Committee
Pray with Clients	Draft/Send Thank-you Notes	

Would you consider making public presentations on behalf of PSCDC?

References: Two references must be people you have known for at least two years. Family members are excluded. Ideally, the third reference should come from your pastor or church leader.

Name: _____ Phone: _____ Relationship: _____ # of years known: _____

Share any other comments or pertinent information about yourself.

In agreeing to be a volunteer of the PSCDC inc., I am willing to be accountable to its leadership. I have read and am in agreement with the statement of faith and PSCDC Mission Statement (at top of application.) The information I have provided in this application is complete and accurate and may be verified by PSCDC. I authorize the center and its agents to verify any information related to this application. I also authorize all individuals, previous employers, and law enforcement officials to freely share any information concerning my background (including the results of a background check conducted by PSCDC.) To the center, I hereby release any and all of them from any liability for doing so. I also agree to execute any releases, as well as my social security number, to enable PSCDC to obtain information on prior employment, medical, judicial and law enforcement records, and any information pertinent to matters addressed in this application.

Signature: _____ Date: _____

For Office Use Only

Interview Date: _____ Approved By: _____ Date: _____
Start Date: _____ Days of week scheduled: _____ Time: _____

Mission Statement



Vision Statement

As instruments of our Lord Jesus Christ we provide an environment of unconditional love with the utmost confidentiality for women and children in crisis.

Mission Statement

Serve women and their babies, born and unborn, in Dodge County by offering support, guidance and education in times of physical, emotional, and spiritual need.

Values Statement

We hold basic our commitment to Jesus Christ as the foundation for our organization, which includes service, Christ-like compassion, strict honesty and confidentiality, affirmation of life as a gift from God, total acceptance of each person and Christ's forgiveness for all.

Staff/Board/Volunteer Expectations Agreement



- Maintain closeness to God through prayer and participation at your Church.
- Open your mind and heart to Christ, seeking to constantly improve your knowledge of your expertise as a staff/volunteer by reading the Bible and all training materials.
- Lead your personal life in a Christ-like manner, adhering to His principles.
- As a staff/volunteer of the PSCDC, conduct yourself in a manner that will always reflect positively on you, the PSCDC and most important, our Savior.
- Your dedication to the PSCDC, should include a commitment to assist at the Center when needed.
- Any issues involving the Center, a staff member, client or any other incident should be discussed at the earliest opportunity with the Director of the PSCDC. Negative comments or idle gossip are not conducive to a well-managed Christian-based, client-oriented agency and will not be tolerated.
- In order to maintain a schedule that can best serve the needs of our clients it is imperative that all staff/volunteers work their scheduled shifts at the center. If you know in advance that you will be unable to fulfill your shift obligation, contact the Director immediately by telephone.
- Monthly volunteer meetings will be scheduled to best accommodate the schedules of all volunteers. Understanding the importance of the monthly meetings, if you are unable to attend meetings, notify the Director as soon as possible.

The Pregnancy Support Center of Dodge County is a Christian agency that was created to serve all clients seeking our assistance. To be truly effective, the staff/volunteers of the Center must live their lives in a manner prescribed by and pleasing Christ. I have read and understood the PSCDC Mission Statement as well as the Statement of Faith and agree spiritually and personally with the content of those documents. I profess in thought and deed that all human life is sacred in accordance with the teaching of Christ our Savior and therefore state unequivocally that I reject abortion in all of its forms from contraception/abortifacients to infanticide, commonly referred to as "partial birth abortion". I will explain abortion and its consequences in an honest, candid, factual manner, but I will never promote, recommend or participate in any action that could result in the destruction of human life.

I accept the responsibility to act as an advocate on behalf of the women and men under my care; to give accurate information, emotional support and spiritual guidance (when encouraged to do so by the client). Any and all client information will be held in strictest confidence. All information obtained within the center via personal contact by other means outside the confines of the Center will be considered confidential and must not be revealed to anyone during your tenure as staff/volunteer at the PSCDC or after your active participation at the Center has ended. The only exception to this confidentiality agreement would involve contacting the Director for advice regarding how to best address the needs of a client.

Understanding critical roles staff/volunteers have in the mission of the PSCDC, I commit myself to faithfully serve at the Center as scheduled. I have read and accepted the Staff/Board/Volunteer Expectation Agreement and I understand that I will have regular evaluation (except for the board) to enable me to become a more competent, successful volunteer. In my capacity as a devout Christian and PSCDC staff/volunteer seeking to preserve life, I will do my best to glorify God both publicly and privately in everything I do. While an active volunteer and representative of the PRegnancy Support Center of Dodge County, I will follow Christ's precepts regarding remaining chaste outside of marriage and if married, I will honor the vow I took before God.

Signature: _____ Date: _____
PSCDC Director: _____ Date: _____

Statement of Faith



1. We believe in one God eternally existing in three persons, Father, Son, and Holy Spirit.
2. We believe God the Father created all things and Whose love extends to every person, even before each is born.
3. We believe in the deity of JESUS Christ, in His virgin birth, in His sinless life, in His miracles, in His death on the cross in atonement for the sins of all humanity, in His bodily resurrection, in His ascension to the right hand of the Father and in His everlasting love, compassion and omnipotence.
4. We believe that human beings are created in God's image, but as a result of human sin against God, that image was marred and oneness with God was severed.
5. WE believe that God demonstrated His love for lost and sinful humanity, in that while we were yet sinners, Christ died for us. We believe that the power of the Holy Spirit encourages us to experience God's salvation through faith in Jesus Christ, our Savior and Lord, who alone reconciles us to God.
6. We believe in the ongoing ministry of the Holy Spirit, who empowers us to give honor and glory to Christ by the manner in which we live our lives and by expressing our personal faith through prayer and good works.
7. We believe in life after death and pray that all people will seek the path to God and be called to His side at the moment of their death.
8. We believe that the Bible is the inspired, infallible Word of God and as such guides us in faith and love.
9. We believe that the Body of Christ, together with the guidance of the Holy Spirit supplies us with gifted diversity in order to facilitate Christ's mission throughout the world.

Note: This statement of faith was developed and approved by the Planning Committee of the PSCDC Inc. whose members represent varied Christian faith.

Signature: _____ Date: _____

Photo/Media Consent and Release Form



Without expectation of compensation or other remuneration, now or in the future, I hereby give my consent to Pregnancy Support Center its affiliates and agents, to use my image and likeness and/or any interview statements from me in its publications, advertising or other media activities (including the Internet). This consent includes, but is not limited to:

- (a) Permission to interview, film, photograph, tape, or otherwise make a video reproduction of me and/or record my voice;
- (b) Permission to use my name; and
- (c) Permission to use quotes from the interview(s) (or excerpts of such quotes), the film, photograph(s), tape(s) or reproduction(s) of me, and/or recording of my voice, in part or in whole, in its publications, in newspaper, magazines and other print media, on television, radio and electronic media (including the Internet), in theatrical media and/or in mailings for educational and awareness.

Circle all the apply in consent from above: A B C

This consent is given in perpetuity, and does not require prior approval by me.

Name: _____ Address: _____

Signature: _____ Date: _____

The below signed parent or legal guardian of the above-named minor child hereby consents to and gives permission to the above on behalf of such minor child.

Print name: _____

Signature of parent or legal guardian: _____ Date: _____

Code of Conduct



As a volunteer/staff member of Pregnancy Support of Dodge County, I realize that I am subject to a code of ethics. In agreeing to serve, I assume certain responsibilities and expect to account for what I do in terms of these professional expectations.

- I will honor the goals, rules, regulations, and the mission of the organization.
- I will keep confidential matters confidential.
- I interpret volunteering to mean that I have been accepted as a "partner-in-service" and I expect to do my work according to the highest standards, as the paid staff members expect to do their work.
- I understand I am working as part of a team in order to serve clients, change lives, and build the organization.
- I promise to take my work with an attitude of open-mindedness, to be willing to be trained for it according to the standards and practices of the organization, and to bring to my work my full interest and attention.
- I believe my attitude toward the volunteer world should be professional.
- I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom the organization serves, and to the public.
- As a Christian-based organization, I will treat staff, volunteers, clients and visitors with the utmost dignity, compassion and respect in order to foster a trusting work environment.
- I will respect the uniqueness and intrinsic worth of every individual.
- In order to maintain the organization's respect in the community and with the clients we serve, I will not take part in gossip or bring forth a negative attitude in or outside of the organization.

In order to ensure a healthy environment at the pregnancy center, we need to follow the principle of MATthew 18:15. "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over."

In other words, if a conflict or issue comes up with a staff member or volunteer at the center, first address the issue with them. If it cannot be resolved, we recommend talking directly to the Executive Director about it.

Being eager to contribute all that I can to the goals of this organization, I accept this code of ethics, to be followed carefully and cheerfully.

Signature: _____ **Date:** _____

Conflict of Interest/Related Party Form



A conflict of interest may relate to your, your spouse, family members, business interests, and/or associates. Conflicts of interest may arise when one party has the ability to significantly influence the management or operation policies of the other, to the extent that one of the parties might be prevented from fully pursuing the interests of the Pregnancy Support Center of Dodge County, Inc. rather than each one's own separate or related-party interests.

Period of time: _____ to _____
(Print date) (Print date)

I or a related party to me holds directly or indirectly, a position of financial interest in an outside concern from which the PSCDC Inc. secures goods or services. **YES NO**

I or a related party to me renders directive, managerial, or consultative services to , or am an employee of, any outside concern that does business with the PSCDC Inc. **YES NO**

I have accepted gifts or other benefits from any outside concern that does, or is seeking to do business with the PSCDC Inc. **YES NO**

I have participated in management decisions concerning transactions that affect or benefit me, my family, or my personal financial interests (other than management decisions on employment issues such as compensation). **YES NO**

I or related parties of mine have been indebted to the PSCDC Inc. at some point during the above stated period. If so, please note the nature, date, terms and amount. **YES NO**

The PSCDC Inc. has been indebted to me or a related party of mine at some point during the above stated period. If so, please note the nature, date, terms, and amount. **YES NO**

If you answered "Yes" to any of these statements, please provide further explanation and information.

Signature: _____ Date: _____

Release of Staff Information



The Pregnancy Support Center of Dodge County, Inc. may release information concerning current and former employee's employment. With regard to requests for employment verification, the current or former employee may authorize release in ONE of the following methods.

The employee MUST initial one of the following options:

_____ Release of employment dates (hire and/or termination), cureent or last position, full-time/part-time.

OR

_____ Release of the entire employment file.

I have read the conditions set forth above and hereby give my permission without limitation for the PRegnancy Support Center of Dodge County Inc. to provide such information as indicated above to the requestor and hereby release the PSCDC Inc. and its officer and employees from any liability arising from the release or use of such information from my employment files.

Signature: _____ Date: _____

Volunteer Pledge and Confidentiality Statement



I, _____, hereby pledge that as long as I am volunteering at Pregnancy Support Center of Dodge County or am representing the Center in any capacity, that I will not refer anyone for an abortion, I will also adhere to the Center's "Policy on Contraceptive" and not refer and unmarried person for any type of birth control abortifacient. MArried clients shall only be referred to Natural Family Planning.

I will adhere to the Center's "Policy on Sexual REsponsibility." I will counsel abstinence for all unmarried clients. I will abstain from sex outside of marriage.

I further pledge that I will treat all information that I may obtain on individual clients of the Pregnancy Support Center of Dodge County as completely confidential, both during and after my association with the Pregnancy Support Center of Dodge County.

Signature: _____ Date: _____