

THANK YOU!

At Cornerstone Community Outreach we strive to make our facility as comfortable as possible for the families and individuals living under our roof. When you volunteer with Cornerstone, YOU help to make that happen.

Whether you are volunteering in the kitchen helping to a serve a meal, in the Free Store helping to sort donations, or planning an event helping our people to celebrate life even in hard times. We appreciate everything that YOU our volunteers do for us and we look forward to working with you.

Group Volunteer Application Outline

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This application packit was created to give you and your group all the options.

I hope that it is helpful for you as you all make your decisions on how you would like to volunteer with CCO.

If you have any other questions please feel free to contact me via email or cell.

e) volunteers@ccolife.org

c) 773-574-5506

Thank you,

Gretchan Brickey

Volunteer Coordinator

Cornerstone Community Outreach

Date: ____/____/____

CORNERSTONE COMMUNITY OUTREACH

GROUP VOLUNTEER APPLICATION

Type of group:
 Family Business Church School

How many in your group? _____

Name of Business/Church/School: _____

Address: _____

City: _____ State: _____ Zip: _____

Main Contact:

Name: _____

Phone (Main): _____ (c): _____

Email: _____

For family groups please use the address lines provided for the main contact.

For schools looking to complete community service hours:

How many hours are you looking to fill? _____

How did you hear about our program?

Work Experience (when, where, what kind of work):

Date: ____/____/____

List any specific skills that might be of assistance to CCO:

Why are you interested in volunteering with CCO?

Time/ Days looking to volunteer:

- AM PM
 Su. M T W Th F Sa.

Frequency:

- One time thing
 Monthly How many times a month?: _____
 Weekly How many times a week?: _____

In which service would your group most like to volunteer?

- Serving a meal - Breakfast/Lunch/Dinner
 Sorting donations in our Free Thrift Store
 Food Pantry
 Community Meal
 We would like to provide a meal for your facility ***If you would like to provide a meal for our facility please see our Volunteer Kitchen Guidelines on page 11.*
 We would like to host an event at your location for the families/individuals living at your shelter. ****Please see our Volunteer Event Guidelines on page 13.*

**See Volunteer Opportunities on pages 6-8 for more information.*

For adults looking to volunteer please have them sign and date the Volunteer Agreement.(see pages 3-4)

****For volunteers looking to work in the kitchen(serving meals) please complete the Volunteer Waiver. (see page 5)****

Date: ____/____/____

CORNERSTONE COMMUNITY OUTREACH

VOLUNTEER AGREEMENT

1. Agreement with Mission: Volunteers/Interns affirm CCO's mission statement and will not press CCO clients to adopt beliefs or behaviors reflecting their own value system rather than that of the clients.
2. Dignity and Respect: Volunteers/Interns offer dignity and respect to all persons that they interact with while volunteering at CCO, regardless of race, creed, age, sexual orientation, or social background.
3. Communication with Staff: Volunteers/Interns will communicate with the CCO supervising staff about matters that may affect clients or staff adversely. To the best of their abilities, volunteers will complete their agreed-upon term of service, communicating with the Volunteer Coordinator if there will be any problem doing so.
4. Protection of Clients: Volunteers/Interns will not deliberately do harm to a client in any way. They will not verbally assault, ridicule, provoke or attempt to subjugate or endanger a client, nor will they allow other clients, staff, or volunteers to do so.
5. Relations with Clients: Volunteers/Interns will refrain from any kind of personal relationship, such as a dating relationship, with clients. In socializing with or dating a client there is a risk of sexual exploitation or undue personal pressure. Therefore, it is inappropriate for a volunteer/intern to invite a client to his/her home for any reason.
6. Sexual Harassment: Volunteers/Interns will report any sexual harassment to the staff of CCO. Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Sexual harassment also includes unwelcome flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.
7. Financial Exploitation: Volunteers/Interns will not engage in financial dealings with clients. Examples of personal financial involvement or dealings which are unacceptable include: giving money to, or borrowing money from, a client, lending money or personal belongings to a client, selling merchandise to a client, or purchasing personal services from a client. Volunteers/Interns will not promote client dependence on volunteers or staff, but instead will encourage clients' self-empowerment.
8. Confidentiality Policy: Volunteers/Interns will not give out any information regarding our clients to the public or to other agencies without the client's written permission.
9. Drug and Alcohol Policy: Volunteers/Interns will refrain from the use of alcohol or drugs while on volunteering at CCO. They will also not report to work while under the influence of such substances.
10. Background Check: Volunteers/Interns understand and agree that any applicant found to have been convicted of, or having charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose risks to children or the credibility of Cornerstone Community Outreach's (CCO) will not be accepted as a CCO volunteer/intern. Volunteers/Interns understand and agree that by submitting this application, they authorize CCO to make inquiries regarding their suitability as a volunteer and to conduct a criminal background check. Any information obtained will be used only for the purpose of determining their suitability as a volunteer and will be held in the strictest confidence. Falsifying and/or knowingly misrepresenting any information in this application are grounds for denying the application or dismissing the volunteer.

By signing below I verify that all of the above is true and give my consent to a background check if necessary. I have read and agree to abide by CCO's Volunteer Agreement (attached).

Signature of Applicant _____ Date _____

For background check purposes

Date: _____/_____/_____

CORNERSTONE COMMUNITY OUTREACH

Volunteer Release and Waiver of Liability

Contact Information

Name : _____
 (Please Print) First Middle Last

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-mail: _____

Emergency contact: _____ Phone: _____

Relationship to volunteer: _____

Group Affiliation Name _____

Waiver

I do hereby represent that:

1. I am 18 years of age or older. IF NOT 18 years old, AGE _____ Include Parent/Guardian signature below.
2. I recognize and appreciate any dangers and risks inherent in volunteering at Cornerstone Community Outreach's Kitchen.
3. I am submitting this release and waiver of liability declaration voluntarily and of my own free will.
4. I have no physical or emotional problems, nor any history thereof, which will impair my ability to volunteer at Cornerstone Community Outreach's Kitchen.
5. I hold harmless and agree to indemnify Cornerstone Community Outreach, its officers, directors, employees, agents and volunteers from all claims, liability, and damages I may sustain from any bodily injury, personal injury or property damage which may occur from any cause, including negligence, before, during or after any Cornerstone Community Outreach event in which I participate as a volunteer.
6. I irrevocably grant Cornerstone Community Outreach and its agents, the exclusive right to use my name, likeness, photos or reproduction for any purpose including web site articles, promotion, advertising or other purposes.
7. I acknowledge that I have read and understand this entire Waiver of Liability and Release, and I agree to be legally bound by it.

 Signature Print Name Date

Signature of Parent or Legal Guardian (if volunteer is under age 18):

 Parent or guardian Signature Date

 Print name of parent or guardian

Volunteering Opportunities

"Education is the most powerful weapon which you can use to change the world" - Nelson Mandela

Here at Cornerstone Community Outreach we believe that inviting the community to volunteer and advocate alongside us is crucial. Whether you are wanting to learn more about homelessness in the city of Chicago or are simply looking for somewhere to give back, we have many opportunities available for a wide range of ages and group sizes.

Serving Meals: At Cornerstone our doors are always open allowing us to serve three meals daily. By volunteering in our kitchen you have the opportunity to help prepare and serve meals to families and single adults.

- Service time includes, meal prep., meal service, and clean up
- Ages 14 and up
- Accommodates smaller groups (a maximum of 10 people) and individuals
- Weekend service options

Meal time service hours:

Breakfast 6:30 - 10:00 am *weekdays* 7:00 - 10:00 am *weekends*

Lunch 10:30 am - 1:30 pm *daily*

Dinner 3:30 - 6:30 pm *daily*

If you are planning to volunteer in the kitchen please be sure to fill out our volunteer waiver on page 5.

Community Meal: Join us for Dinner Guests, a community meal service open to the neighborhood: whether that be a senior living on a fixed income, a friend sleeping under the viaducts or just someone looking to share a meal and amiable conversation.

- Service time includes a short project orientation, meal service and clean up
- Accommodates individuals or groups up to 20 volunteers
- A great fit for families looking to serve together
- Ages 7 and up

Community Meal Service hours:

Every Saturday 1:00-3:30 pm

Food Pantry: Thanks to the Greater Chicago Food Depository, local grocers and our volunteers who participate in the annual Hunger Walk, CCO is able to offer a neighborhood food pantry once a week. Here you will help distribute groceries such as fresh produce, meat, baked goods and dry goods to community members in need.

- Service time includes, short orientation, set-up, food distribution and clean up.
- Great for families with elementary aged children and older.
- Can accommodate groups of 5 to 25 volunteers
- Ages 10 and up.

Food Pantry Service hours:

Every Wednesday 9:00 - 11:30 am

Free Store: Our Free Thrift Store is a place where we can help meet the needs of shelter guests and community members in crisis. By volunteering in our Free Store you can help distribute clothing, shoes, housewares, toys, books and more. Volunteers can assist us by scheduling a time to sort donations, restock shelves or participate in one of our many shopping days.

- Service time is flexible in start time and duration
- Can accommodate groups as large as 30 volunteers
- Ages 12 and up.
- Weekday and weekend service options

Work Projects: CCO strives to provide clean, comfortable living spaces for up 300 residents daily. Sometimes groups are interested in helping us achieve this through work projects such as painting, street beautification, decorating or large scale clean up days.

- Service time is flexible in start time and duration
- Can accommodate groups as large as 200 volunteers
- Great for company service days or large school events
- Ages vary by project
- Good fit for skilled workers looking to volunteer

**Work projects are subject CCO needs and availability.*

Date: ____/____/____

Events: At Cornerstone Community Outreach we strive to make our guests' time with us special while transitioning to permanent housing. When you volunteer to help host an event or just participate in one of our pre-planned events you are helping us to spread joy to our residents during their time with us.

- Service time varies for each event
- Great for large organized groups
- Ages vary by event
- Examples include holiday parties, craft projects, game days, Back to School Bash, or helping in Santa's Workshop.
- Once a month we partner with The Birthday Party Project to provide an amazing birthday experience for every child and we'd love to have you come join the celebration! Follow the link to sign up.
<https://thebirthdaypartyproject.volunteerhub.com/lp/chicago/events/index>

Donations: Not able to come personally to volunteer? Not a problem! Cornerstone gladly accepts new or very gently used items, such as clean usable clothing, household items, shoes, and collectibles.

- Service time varies per individual
- Great for students or individuals looking to impact their community
- All ages
- Toiletries, care packages, toy and clothing drives are always appreciated!

CCO accepts donations every day 7:00 am - 7:00 pm at our 4628 N. Clifton Ave. location.

Q/A

How do we get there?

Public Transit:

We are conveniently located right around the corner from the CTA Redline Wilson Stop or near CTA Bus Routes #36 Broadway and #78 Montrose.

Driving:

You can easily find our location on Google maps using our address below.

Address: Cornerstone Community Outreach
4628 North Clifton Ave.
Chicago, IL 60640

Parking:

Unfortunately, our location does not have any specified parking areas.

There is a limited free parking on some of the side streets nearby. Other than that there is a lot of pay to park areas on the main streets (i.e. W. Wilson Ave. and N. Broadway Ave.) surrounding our location.

What do we do when we arrive?

When you arrive at our 4628 N. Clifton Ave. location the first thing you do is let the person at the front desk know who you are and please call your main contact for CCO and let them know you have arrived.

Next, ask the front desk person for the Volunteer Sign-in sheet and sign-in your group.

Do you take donations?

Yes. We accept brand new or very lightly used clothing, shoes, accessories, housewares and collectibles. We **cannot** accept the following:

- Furniture
- Mattresses / box-springs or bed frame of any kind
- Tube style televisions
- PC computers and monitors more than 4 years old
- Unwashed, broken or items with missing pieces

Donations are accepted **seven days a week between 7:00 am and 7:00 pm** at the front desk of our Community Center located at 4628 North Clifton Avenue.

If you would like a donation receipt for tax purposes please print and fill out this donations receipt ahead of time or take a moment to fill one out at our front desk.

Date: ____/____/____

Turning donations into food and shelter with Swedemom Center For Giving

Occasionally we come across high end designer items or collectibles that can be turned into revenue to help provide food, shelter and supportive services for families and individuals experiencing homelessness. To learn more about the program's vision to serve non-profits nationally visit their website at

<https://www.swedemomcenterofgiving.org> .

If you have any treasures or high end items you'd like to donate with this in mind please contact to schedule a drop off by emailing Sarah Wright at swright@ccolife.org .

Some people in my group would like to volunteer individually. How can we get them started?

If you or anyone in your group is interested in volunteering individually please contact the CCO volunteer coordinator at volunteers@ccolife.org and request an Individual Volunteer Application.

Volunteer Kitchen Guidelines

For volunteer groups that would like to provide a meal for CCO please be sure to follow these guidelines.

Choosing a menu

We must serve a meat, vegetable, fruit, dairy (i.e. cup of milk) and grain of some sort.

Desserts are welcome, but not required.

If needed you can request contact with CCO's kitchen coordinator to help come up with ideas.

CCO is prepared to serve anywhere between **250-350** people per meal, please be sure when planning your meal that you can provide enough food for everyone.

Preparing the meal

All of our meals are served promptly at their designated times.

Breakfast is served weekdays at 7:00 am and weekends at 7:30 am.

Lunch is served everyday at 12:00 pm.

Dinner is served everyday at 4:30 pm.

Please plan accordingly, and have everything you need to create your meal when you arrive.

If you are planning on making your meal at our location, please allow your team enough time to get everything ready.

If you are planning on making your meal ahead of time at another location please plan enough time to heat any items before hand.

Serving the meal

As previously stated all of our meals are served promptly at their designated times and are served for 1 hour.

Breakfast is served weekdays from 7:00 - 8:00 am and weekends from 7:30-8:30 am.

Lunch is served every day from 12:00 - 1:00 pm.

Dinner is served every day from 4:30-5:30 pm.

After the meal

Part of our meal service is cleaning up after the meal is done being served.

See the clean-up checklist on page 12.

Kitchen Cleanup Checklist

Please make sure that everything on this checklist is completed before you leave.

- All leftover food **MUST** be properly cooled, stored, and put away. (See kitchen staff for instructions.)
- Wipe down counters and tables in kitchen **AND** dining room.
- Sweep and Mop kitchen **AND** dining room.
- Wash and put away **ALL** dishes and pots/pans.
- Clean out dish sinks and dishwasher.
- Turn off ovens and steam table.
- If needed* make sure to empty shop-vac.
- Take out **ALL** trash and put in new liners.
- Turn out lights and lock the kitchen door.
- Before you leave check with kitchen staff that there is nothing else that needs to be done.

Please have staff member sign below:

Volunteer Event Guidelines

For volunteer groups that wish to host an event for the families/individuals at CCO.

Planning your event - things to think about

Who are you planning the event for?

CCO is a temporary home to people of all ages. We have 3 main programs. Naomi House is for our single men and women, the Sylvia Center is our family shelter with children ranging from 0 - 18 years and Hannah House is for single mothers with children ranging from 0 - 10 years.

If your group decides to host an event for the children/families you must host for both Sylvia Center and Hannah House.

What kind of event would you like to host?

Once you know what group you are targeting for your event it is time to decide what kind of event you would like to host. At CCO we have events all year round and of all shapes and sizes.

Some ideas for your event could be; an ice cream social, a family game night, a game tournament, a holiday party, or even a movie night.

What dates work best for you?

To best plan your event it's a good if you come up with at least 4 possible dates that work for your group.

That way we can have a solid starting point when scheduling for the event.

Because most of the adults at our facility work during the day/week weekends and evenings are the best options for times.

Do you have enough volunteers?

When hosting an event at CCO make sure that you don't create an event that you and your group can't host properly. Plan an event that fits with your group. If you have a smaller group, plan a smaller event. If there are a lot of younger kids in your group make sure that you have plenty of adults to help keep an eye on everyone.

****Cornerstone Community Outreach is not responsible for hosting your event. You must provide your own volunteers.****

Prepping your event

When prepping your event please make sure to have all of your bases covered.

If you're planning a game night make sure you have enough games for everyone to play.

If you're planning a movie night make sure you have the right equipment needed.

If you're planning a party and would like to hand out gifts make sure you have extra just in case.

****Please note that CCO cannot provide any equipment or funds to host your event.****

Setting up

Make sure that you plan ahead and know how long it will take you to set up for your event. Before you arrive the volunteer coordinator will have told you where your event will be held. Depending on the size of your event you will want to make sure your group arrives enough in advance for you to get everything you need together.

After the event

Once your event is over you and your group are responsible for cleaning up the event space.

If you have your event in the main dining room please see the Dining Room Clean up Checklist on page 15.

If you have your event in the after school room please see the After School Room Clean up Checklist on page 16.

Thank you so much for hosting an event!

Dining Room Cleanup Checklist

For volunteer groups that host events in the CCO dining room.

- Clean up all remnants of your event.
- Wipe down all the tables
- Spot sweep and mop
- Put all the chairs and tables where they belong.
- Take out the trash and put in a new liner.
- Check with staff member that everything is done.

Please have staff member sign below:

After School Room Cleanup Checklist

For volunteer groups that use this space to host their event.

- Clean up all remnants of your event.
- Wipe down all tables (and chairs is needed).
- Sweep and mop floor.
- Take out trash and put in a new liner.
- Please take any leftovers (food, prizes, etc...).
- Check with staff member that everything is done.

Please have staff member sign below:
