

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 it happen. Whether you are volunteering in the kitchen, helping to a serve a meal, in the Free Store, helping to sort donations, or in 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.

## Volunteer Application Outline

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

I hope that it is helpful for you as make your decision 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](mailto:volunteers@ccolife.org)

c) 773-574-5506

Thank you,

Gretchan Brickey

Volunteer Coordinator

Cornerstone Community Outreach

# CORNERSTONE COMMUNITY OUTREACH

## VOLUNTEER APPLICATION

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

Gender:  Male  Female

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

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (h): \_\_\_\_\_ (c): \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth \_\_\_\_\_

School/Place of Employment: \_\_\_\_\_

Occupation/College Major: \_\_\_\_\_

**Emergency Contact:**

(name): \_\_\_\_\_ (phone): \_\_\_\_\_

**For community service**

Who is requiring the service? \_\_\_\_\_

How many hours? \_\_\_\_\_

How did you hear about our program?

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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Why are you interested in volunteering with CCO?

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**Time/ Days willing to commit:**

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

*\*See Volunteer Opportunities on pages 5-7 for more information.*

**Frequency:**

- One time thing
- Monthly      How many times a month?: \_\_\_\_\_
- Weekly        How many times a week?: \_\_\_\_\_
- Until my service hours are completed.

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

# 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.

## 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 4.*

**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.*

**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.

**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.**



# Frequently Asked Questions

## **My school, athletic team or employer is interested in participating in a service day, do you host large groups?**

Yes, we most certainly do! We welcome groups as small as 3 participants and as large as 250 depending on the service project(s). Contact our Volunteers Coordinator to schedule a time to discuss the different service options we have available or any ideas you may have for your service day.

## **Can I complete court appointed community service hours or required school service hours (high school or collegiate) at Cornerstone Community Outreach?**

**Yes. Please have the following information ready when contacting us:**

- Attach a **completed** Volunteer Application to your request (see pages 1-3)
- Contact information (name, phone number and email) for your case worker or teacher
- Clearly specify the number of hours required, the date they must be completed by and/or your court date.
- Outline of days and times you are available to serve

**\*Service requests will not be considered until ALL of the above information is provided.**

**\*\*Please note that ALL dates and service projects are subject to availability and scheduled on a first-come, first-served basis.\*\***

## **I'd like to bring my family, do you allow children to volunteer?**

Yes. Our first concern is for the safety of any child so work in the kitchen is prohibited for children under the age of 14. However, we do have a Community Meal, food pantry and work in our free thrift store that can accommodate middle school aged volunteers. For children under the age of 10 we have regular holiday parties, birthday celebrations and craft days that are the perfect fit for families looking to volunteer together. Contact our Volunteers Coordinator for more information.

## **I work during the week, do you have weekend service options?**

Yes. We have multiple meal service options for groups and/or individuals as well as donations sorting, work in our free thrift store and more for groups of 10 or more.

## 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.

## 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](mailto:swright@ccolife.org) .

## How do I go about scheduling a time to volunteer?

Simply reach out with the following information:

- A completed Volunteer Application (see pages 1-3)
- When you are looking to serve.

*\*\*Please note that dates and service projects are subject to availability and on a first come first served basis.\*\**

- What type of service you are interested in

*\*\*If you are looking to serve in our kitchen please fill out a copy of our volunteer waiver (see page 4).\*\**

- How many participants there will be

*\*\*If you are wanting to schedule a group please email the Volunteer Coordinator at [volunteers@ccolife.org](mailto:volunteers@ccolife.org) and request a Group Volunteer Application.\*\**

- Your name, e-mail and phone number so we can get back to you

**We look forward to having you volunteer with us here at Cornerstone Community Outreach.**

# 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.