

Volunteer Requirements

Volunteers will need to fill out the Volunteer Registration Form in order for the volunteer coordinator to match the hours of availability and abilities of each volunteer, with the needs of the agency. Groups interested in volunteering can contact the volunteer coordinator directly to set up the If an individual wants to work directly with residents, or work in any area on a regular basis with the ministry, they will need to complete a background check. The cost involved for Potter to obtain the required background checks is shared with the volunteer initially, and then refunded after 10 hours of volunteer work is completed. Currently, the cost of the background check is approximately \$60.00. The volunteer is asked to pay \$30.00. (If you are not interested in having your money returned, you can count it as a tax-deductible donation.) The forms can be returned to the secretary at the administration building at 2350 Nashville Rd. Bowling Green, KY. You will be asked to supply a copy of your driver's license. When these forms are returned, you will be contacted to begin volunteering if a position is available. We cannot guarantee a volunteer position for every applicant.

Volunteer applicants younger than 18 do not need to fill out background check forms.

- **Volunteer Registration Form**
- **Permission Form**
- **Central Registry Check for VOLUNTEERS Form**

Contact information

Geneva Brewer, Volunteer Coordinator, Resale Shop Manager—

geneva@potterministries.org

Jacqueline Seaton, Executive Secretary—secretary@potterministries.org

Volunteer Restrictions

Most volunteer hours will be during the business hours of 8:30-4:30 Monday-Friday. There will be some exceptions, but the vast majority of the hours are during this time.

We appreciate everyone who wants to volunteer for this ministry, however some individuals will not be considered for volunteer positions.

We are not able to use volunteers who:

- are registered as a sex offender.
- are court ordered to complete community service hours.
- have committed a class D felony.
- have a protective order against them.

Minor volunteers may not be eligible for all types of volunteering and an adult may be required to accompany the minor for some of the volunteer opportunities.

We will not schedule any volunteers with residents who are minors, without a staff member (or resident's parent) present.

Volunteers will not transport any resident in their own vehicle.

Volunteers are not permitted to share their contact information with minor residents.