



# Lighthouse Mission, Inc.

"Mobile Food Outreaches Restoring Lives"

1543 Montauk Highway  
Bellport, New York 11713  
(631) 758-7584  
FAX (631) 447-9633

## Kids' Club Volunteer Guidelines

The Bible says that children are a wonderful gift from God, and at Lighthouse Mission we take that very seriously. We are very careful who we allow to work with our children.

After reviewing the general guidelines below, please fill out the Kids' Club Volunteer Application at the end of this document, and send it to:

Lighthouse Mission  
Attn: Andrea Ryan, Kids Club Director  
1543 Montauk Highway  
Bellport, NY 11713

Once your volunteer application is reviewed, and you have completed the required background check, our Kids Club Program Director will contact you.

If you are inquiring about volunteering as a group or sponsoring a Kids' Club meeting, please email us at: KidsClub@LighthouseMission.com. (\*\*Please note: Volunteer Team Leaders are required to complete a background check)

### **General Guidelines:**

- Volunteers must be 13 years or older to serve at Kids' Club.
- All Volunteers are expected to serve from 10:00am to 2:00pm on the day of the program.
- Volunteers must arrive promptly at 10:00am to help set up, and are expected to assist with clean-up after the program's end.
- The Kids' Club is run by our Kids Club Director, or an appointed volunteer substitute. Volunteers must follow the directions of the Director, and may be asked to escort children, set up crafts, serve lunch, clean up garbage or spills, or other tasks. Flexibility & willingness to serve in any capacity is greatly appreciated.
- If you witness any incidents of bullying, violence, or foul language, please inform the Kids Club Director immediately.
- Pictures are taken during our program for Lighthouse Mission's newsletters, website, and Facebook page. If you do not wish to be included in a picture, please inform the Kids Club Director when you arrive to serve.
- Remember: We are being the hands & feet of Jesus to children who are underprivileged and generally do not attend church. We are all expected to have servants' hearts like Jesus, and will be held to this standard.



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## Guidelines for Volunteer Groups:

- Groups of Volunteers must register in advance with the Kids' Club Director so that we can be sure to have enough space to accommodate you. Please contact our director at KidsClub@LighthouseMission.com to register your group.
- Please make name tags for each person in your group before arriving to serve. This will help us to coordinate our program set-up quicker.
- You may bring children ages 4-12 with your group. However, they may only serve during set-up and clean-up (unless they are part of a presentation). During the actual program, your children will join the other kids in attendance & participate in program activities.

## Guidelines for All Volunteers During the Kids Club Program:

- All Volunteers are required to wear the red volunteer aprons that we provide for the duration of the event. These show the children who they can turn to if they need help during the program.
- Volunteers are expected to mingle with the children during the program and encourage them to participate in program activities. You are welcome to talk with and sit alongside the kids as a means of encouraging them. Please DO NOT sit or stand to the side of the room. You are here to help the children, not to observe.
- The Lunches offered at the Kids' Club are designated for the underprivileged children who attend. We may not have enough extra food for you as a volunteer. After every child has been served, extra food may be offered to volunteers.

Still Have Questions or Concerns?

Please Contact Our Kids Club Director at:  
KidsClub@LighthouseMission.com



## Screening Form for Adults 18 & up Working with Children

*This application is to be completed by persons over 18 years who volunteer for any position involving the supervision or custodial care of minors. It will be used to help provide a safe, secure environment for children and youth who participate in our programs and use our facilities.*

### PERSONAL INFORMATION

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Spouse: \_\_\_\_\_

Children: \_\_\_\_\_  
\_\_\_\_\_

Do you have a current driver's license? \_\_\_\_\_ Yes \_\_\_\_\_ No

License Number \_\_\_\_\_

What church do you regularly attend? \_\_\_\_\_

Town of church \_\_\_\_\_

How long have you attended? \_\_\_\_\_

Other Churches and locations where you have regularly attended over the past 5 years:

\_\_\_\_\_

**Are you currently under a charge or have you ever been convicted of, or plead guilty to child abuse or a crime involving actual or attempted sexual misconduct or sexual molestation of a minor? \_\_\_\_\_ Yes \_\_\_\_\_ No**

**If yes, please explain \_\_\_\_\_**  
\_\_\_\_\_

**Are you currently under a charge or have you ever been convicted of, or plead guilty to possession/sale of controlled substances or of driving under the influence of alcohol? \_\_\_\_\_ Yes \_\_\_\_\_ No**

**If yes, please explain \_\_\_\_\_**  
\_\_\_\_\_

**Have you ever been convicted or pled guilty to a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No**

**If yes, please explain \_\_\_\_\_**  
\_\_\_\_\_

**RELATED ACTIVITY**

**1. Experience:**

**a. What volunteer or career experience with children/youth have you had in a church or the community?**

\_\_\_\_\_  
\_\_\_\_\_

**b. List any gifts, calling, training, education or other factors that have prepared you for ministry to children/youth.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Concerns: What causes the greatest feelings of apprehension as you contemplate this ministry?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCES**

(Not a former employer or relative)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**APPLICANT'S STATEMENT**

The information contained in this application is true and correct to the best of my knowledge. I authorize any of the above references or churches to give you any information (including opinions) that they may have regarding my character and fitness to work with youth and children.

In consideration of the receipt and evaluation of this application by Lighthouse Mission, I hereby release any individual, church, youth organization, charity, employer, reference or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me or my family, on account of compliance or any attempts to comply, with this authorization, excepting only the communication of knowingly false information.

Should my application be accepted, I agree to be bound by the bylaws and policies of Lighthouse Mission, and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

**\*Please Note:**

**This application is not complete until you have had authorize a background check with Protect My Ministries via the internet. Lighthouse Mission will email the link to complete this process once we receive this paperwork.**