

Kyle Smith  
Captain – Spokane Corps Officer

Lisa Smith  
Major – Spokane Corps Officer



Founded in 1865

James Knaggs  
Territorial Commander  
Shaw Clifton  
General  
William Booth  
Founder  
Doug O'Brien  
Divisional Commander

Re: Volunteer Application

To: Interested Volunteer

Hello, my name is Leslie Rogers and I am the Volunteer Coordinator here at the Spokane Salvation Army. I am so glad that you are interested in volunteering here.

While filling out the volunteer application please keep the following in mind, so that your application can be processed in a timely manner:

- A signature **must** be in every place it asks for one---this includes the sheet that says you've attended an orientation
- Seven years of residency must be listed on the background check and make sure the background check is filled out completely
- List two references with phone numbers, on the "statement of work with children" form

Thank you for your interest in volunteering at The Salvation Army. Also The Salvation Army does require all regular volunteers to complete a "Child Safety" class that we offer here on the campus, free of charge, within the first 30-days of volunteering.

If you have any further questions or to schedule a start date please feel free to call me at 509-329-2721 or e-mail me at [leslie.rogers@usw.salvationarmy.org](mailto:leslie.rogers@usw.salvationarmy.org).

Thank You,

Leslie Rogers  
Volunteer Coordinator  
509-329-2721

Office Use Only:  
 Department: \_\_\_\_\_  
 Program: \_\_\_\_\_  
 Date of Hours: \_\_\_\_\_  
 Received On: \_\_\_\_\_



The Salvation Army-Spokane Corps  
 Volunteer Application

**Please Return All Applications To The Volunteer Coordinator**  
 222 E. Indiana, Spokane, WA 99207

Full Legal Name \_\_\_\_\_  
First MI Last

Current Address \_\_\_\_\_  
Street City State Zip Code

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Drivers License # \_\_\_\_\_ State of Issue \_\_\_\_\_ Expiration \_\_\_\_\_  
\*Possession of a driver's license is not a requirement to volunteer in any of our programs, but is if you will be driving any Salvation Army vehicle.

Employer Name \_\_\_\_\_

Employer Address \_\_\_\_\_  
Street City State Zip Code

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

Current College or University \_\_\_\_\_

Emergency Contact \_\_\_\_\_  
Name Phone Number

Briefly explain any past and/or current volunteer experiences:

Please list any skills you may have that you think will be beneficial to our organization:

Please list days and times that you are available to volunteer:

Please check the box that applies to why you are volunteering:

- Because I want to give back  Community Service – How many hours \_\_\_\_\_  Career Path
- Service Learning for School – How many hours \_\_\_\_\_

**Please Place A Check Mark Next To Each Area Of Interest**

Which department would you like to volunteer in:

\_\_\_\_\_ Food Bank

\_\_\_\_\_ Family Emergency Shelter

\_\_\_\_\_ Stepping Stones—Transitional Housing

\_\_\_\_\_ Employment Services

\_\_\_\_\_ General Office/Clerical

\_\_\_\_\_ Maintenance

\_\_\_\_\_ Visitation---Transport Assistant

\*Must be 21

\_\_\_\_\_ Corps Youth Events

\*Christian Persuasion

\_\_\_\_\_ Camp Gifford

\*Located on Deer Lake

\_\_\_\_\_ Other: \_\_\_\_\_

Would you like to help us out at one of our seasonal events? Please check which one you would be interested in:

\_\_\_\_\_ Thanksgiving Distribution

\_\_\_\_\_ Bell-Ringing

\_\_\_\_\_ Clothe-A-Child

\_\_\_\_\_ Back to School Drive

**Volunteer Statement**

I understand that The Salvation Army, a religious and charitable organization, requires the assistance of volunteers in the conduct of its various spiritual and social programs. It is my desire to further the work of The Salvation Army by performing services as a volunteer as assigned. I undertake to perform such services as a volunteer without compensation, and in performing such services, I acknowledge that I am NOT acting as an employee of The Salvation Army.

I will also respect the confidentiality of all clients at all times.

\_\_\_\_\_  
Volunteer Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Coordinator Signature

\_\_\_\_\_  
Date



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## GENERAL SAFETY RULES

- All employees shall report personal injury accidents and vehicle accidents to their immediate supervisor as soon as is reasonably possible.
- Report immediately any condition or practice you think might cause bodily injury or property damage. Each employee is responsible for reporting any and all unsafe conditions, unsafe practices or defective equipment to their supervisor.
- Obey all safety rules, signs, markings and instructions. Be familiar with those that apply directly to you. If you don't know, ASK!!
- If you are given instructions that you do not understand, ask questions rather than proceeding.
- "Horseplay", as it is commonly referred to, is absolutely forbidden.
- Drinking alcoholic beverages or using illegal drugs, whether it is on the premises or in a vehicle, is grounds for automatic dismissal from your job.
- Clothing which is suitable for the work situation is mandatory. Loose or baggy garments that can be caught in moving machinery are prohibited.
- When you find oil, water or any other liquid on the floor, it should be cleaned up immediately. The cause of the spill should be identified and repairs completed immediately. If it is beyond your control, notify your supervisor.
- All employees have a responsibility to participate in keeping the work area clean and free of accident hazards. Broken glass, pieces of wood, discarded pallets and other unsafe debris should be properly discarded by all employees.
- All employees shall keep aisles clear, refrain from stacking things on stairways and keep the areas in front of electrical panels free of materials at all times.
- Do not store or temporarily place any materials so that they block fire extinguisher, automatic sprinkler valves, sprinkler heads, emergency exits or other areas of important access.
- Do not operate any equipment that is not in a safe condition.
- Safety and personal protective equipment should be used when required and maintained in good condition.
- Ladders should always be used to reach high places. Do not stand on the top rung of any ladder. Do not climb on machinery or other materials. Do not stand on furniture, boxes or other unsafe items when attempting a task that is too high for your height. **USE ONLY THE PROPER LADDER.**

I, \_\_\_\_\_, have read and understood the above General Safety Rules  
(Employee/Volunteer/Beneficiary) PLEASE PRINT NAME  
of The Salvation Army on this date.

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Employee/Volunteer/Beneficiary)

\_\_\_\_\_  
(Signature of Officer-in-Charge)

Location Code: 09-105



## THE SALVATION ARMY EMPLOYEE / VOLUNTEER CODE OF ETHICS

1. The Salvation Army staff member / volunteer shall treat each client or patron with respect and shall not discriminate against or show any form of favoritism or preferential treatment.
2. The Salvation Army staff member / volunteer shall not become involved in any business dealings, especially the lending or borrowing of money, with a client, patron, or any member of a client's or patron's family. No staff member / volunteer shall accept personal gifts from a client or patron, their family member or close associate.
3. The staff member / volunteer shall not engage in criminal activities, alcohol abuse (intoxication), use of non-prescription drugs, or other questionable activities which will bring discredit upon The Salvation Army and its programs.
4. The staff member / volunteer shall not become socially involved with a client, patron, any members of their respective families, close associates who are in housing programs, or any other Salvation Army programs sponsored by The Salvation Army in Spokane where such social involvement effects any aspect of the program or job performance of the employee.
5. The staff member / volunteer shall not under any circumstances exploit relationships with clients or patrons for personal advantage or gain.
6. The staff member / volunteer shall under no circumstances engage in or suggest sexual activity with any client or patron or staff member or volunteer. Immoral conduct of any kind is cause for disciplinary action up to and including immediate discharge.
7. The staff member / volunteer shall respect the confidentiality of all clients and patrons of Salvation Army programs and shall hold in confidence all information obtained through records and program service contacts.
8. The staff member / volunteer shall not instruct or advise clients or patrons to commit illegal acts.
9. The staff member / volunteer shall not offer use of his or her personal residence to clients or patrons of Salvation Army programs.
10. The staff member / volunteer shall not offer any legal advice to any client or patron of Salvation Army programs.
11. The staff member / volunteer shall not engage in any of the above mentioned activities with the immediate family members of any client or patrons.
12. The staff member / volunteer shall demonstrate reliability and responsibility by conducting himself or herself in accordance with Salvation Army personnel policies and company rules.

Violation of rules can result in disciplinary action ranging from a verbal warning to immediate discharge.

13. The staff member / volunteer shall not bring on to the premises of any Salvation Army property in Spokane – Washington, any psychoactive drug paraphernalia. This will include alcohol and empty alcohol containers.
14. The staff member / volunteer shall follow Salvation Army procedures and show responsible care and consistency with maintaining all charts, files, and records.
15. The staff member / volunteer shall not be under the influence of any psychoactive drug, (that is not prescribed by a physician) or alcohol when working. The staff member / volunteer shall not be on the agency premises while under the influence or evidencing any of the effects of psychoactive drugs at any time. It is the responsibility of the staff member or volunteers to notify the department head if they are taking psychoactive prescription drugs as prescribed by a physician.
16. The staff member / volunteer shall provide the client or patron with accurate and complete information regarding the extent and nature of services available.
17. The staff member / volunteer shall seek the advice and counsel of colleagues and supervisors whenever such consultation is in the best interest of the client or patron.
18. In order that the integrity of Salvation Army programs and employees be maintained, the staff member / volunteer shall advise his or her immediate supervisor of any violations of this code. Should a violation include a supervisor, immediate contact should be made to the next level of command. Strict confidentiality shall be maintained regarding any reports and their subsequent investigation.
19. The staff member / volunteer will be knowledgeable as to the standards and purpose of The Salvation Army and will do nothing to bring discredit to The Salvation Army or hold it up to ridicule or derision.

By my signature below, I attest that I have read and do understand the Code of Ethics of The Salvation Army in Spokane and I agree to act in accordance with them.

\_\_\_\_\_  
Signature of Staff Member / Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



## Anti-Harassment Policy

The Salvation Army strictly prohibits its personnel from engaging in unlawful acts of harassment. It applies to such behavior a zero tolerance policy to protect, and show respect for the rights of others that arise under federal, state or local law. The policy also bars personnel from retaliation against another because he or she has filed a legitimate complaint or assisted in the investigation of a complaint. The policy puts on notice those whom The Salvation Army serves and those with whom it does business that such behaviors are not tolerated. Violation of the policy subjects personnel to a range of potential administrative actions, up to and including termination.

With respect to sexual harassment, The Army prohibits the following:

- A. Unwelcome sexual advances; Request for sexual favors; all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
  - submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment;
  - such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
  
- B. Offensive comments, jokes, innuendoes and other sexually oriented statements. Examples of the types of conduct expressly prohibited by this policy include but are not limited to the following:
  - Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body
  - Sexually suggestive touching
  - Grabbing, groping, kissing, fondling
  - Violating someone's "personal space"
  - Offensive whistling
  - Lewd, off-color, sexually-oriented comments or jokes
  - Foul or obscene language
  - Leering, staring, stalking
  - Suggestive or sexually-explicit posters, calendars, photographs, graffiti, cartoons
  - Unwanted or offensive letters or poems
  - Sitting or gesturing sexually
  - Offensive e-mail or voicemail messages
  - Sexually-oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess
  - Questions about one's sex life or experiences
  - Repeated requests for dates



- Sexual favors in return for employment rewards, or threats if sexual favors are not provided
  - Sexual assault or rape
  - Any other conduct or behavior deemed inappropriate by The Army
- C. Anyone in a supervisory capacity who has or suggests an affair with a subordinate should realize that the nature of the relationship raises questions about the voluntary nature of the subordinate's conduct, notwithstanding appearances. A supervisor/subordinate affair is susceptible to charges of sexual harassment, or creating a hostile work environment, and is, thus, subject to the full range of discipline up to and including termination.

### Complaint Procedures

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers.

If you experience any job-related harassment based on your sex, race, national origin, disability, or another factor, or believe that you have been treated in an unlawful, discriminatory manner, promptly report the incident to your supervisor, department or division head or the Command Human Resources Director. The Human Resources Department can be reached via telephone at 1-800-736-7291 or via e-mail at [nwjobs@usw.sarmy.org](mailto:nwjobs@usw.sarmy.org). This policy applies to all incidents of alleged harassment, including those that occur off premises, or off hours, where the alleged offender is a supervisor, co-worker, or non-employee with whom the employee is involved, directly or indirectly in a business or potential business relationship.

Should the alleged harassment occur after your normal working hours, your complaint should be filed as early as possible on the first business day following the alleged incident.

Please understand that The Army takes complaints of discrimination and harassment very seriously. Should a complaint involve one's supervisor or department head, the usual chain of command may be by-passed and you may file your complaint directly with your Command Human Resources Department. The Command Director of Human Resources will undertake an investigation of your complaint. Your complaint will be kept confidential to the maximum extent possible.

If The Army determines that an employee is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee, up to and including an unpaid suspension or termination of employment. Paid suspensions may also be authorized, if needed, during the investigation of a harassment complaint.



The Army prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if after investigating any complaint of harassment or unlawful discrimination, Administration determines that the complaint is frivolous or was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information. For anyone not satisfied with The Army's internal procedures for resolving a complaint, contact may be made with the Equal Employment Opportunity Commission. Their website is [www.eeoc.gov](http://www.eeoc.gov). Once on the website, scroll down to the section "How to file a Claim" and proceed with the steps outlined.

By signing below, I acknowledge that I have read and received a copy of The Salvation Army Anti-Harassment Policy and the Business & Legal Reports brochure "Preventing Workplace Sexual Harassment."

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Corps/Department

Development Dept Use Only

Department or Event \_\_\_\_\_

Received By \_\_\_\_\_



CONSENT TO PUBLICATION  
BY  
THE SALVATION ARMY

I certify that I am at 18 years of age, my birth date being \_\_\_\_\_, 19\_\_\_\_, and having the right to contract in my own name and to the extent herein set forth.

I hereby irrevocably grant to The Salvation Army, its successors and assigns, its agents and those by whom it is commissioned, the absolute, unrestricted and unlimited license, right, permission, and consent to use and reuse, disseminate, copyright, print, reproduce, publish and republish, for any and all trade purposes or commercial or other advertising or public purposes, and in any and all advertising, publicity, display, publication or media, my name, signature and likeness, and any portraits, pictures, photographic prints or other representations of me, or in which I may appear, or any reproductions or sketches thereof or parts thereof, photographic or otherwise, with such additions, deletions, alterations or changes therein as you in your discretion may make, either separately or together with my name or a fictitious name, or the name of another person, with or without any statements or testimonials made by me, or authorized by me which you may, in your discretion, prepare for use in connection therewith. I warrant that I have not limited or restricted the use of my name or photograph to the use of any organization or person.

I hereby grant unrestricted use of audio tracks or text by The Salvation Army for such purposes as The Salvation Army may deem appropriate.

I hereby release and discharge The Salvation Army, its successors, assigns and agents from any and all claims and demands arising out of or in connection with the use of any of the foregoing, including any claims for defamation, invasion of privacy or violation of any statutory right.

Witness by my hand as noted and sealed this day.

_____	_____	_____	_____
(Print Name)	(Sign Name)	(Address)	(Date)

Authorization Relating To A Minor Or Individual Under Local Guardianship

I hereby certify that I am the (parent)/(legal guardian) of a minor child or dependent \_\_\_\_\_, and have executed this release on (his)/(her) behalf.

_____	_____	_____	_____
(Print Name)	(Sign Name)	(Address)	(Date)

Witness to Execution of Release

_____	_____	_____	_____
(Print Name)	(Sign Name)	(Address)	(Date)

All forms must be turned into the Development Department



**STATEMENT OF VOLUNTEERS  
(SALVATIONISTS AND NON-SALVATIONISTS)  
FOR WORK WITH CHILDREN**

Statement

As the applicant described above, I do hereby represent to The Salvation Army, with the understanding that The Salvation Army will rely upon the information provided in considering my application for work with children, that the foregoing information and following statements are true:

1. In my prior volunteer work, I have never used a name other than that set forth above.
2. I understand the essential duties of my position in connection with the working with children in the programs of The Salvation Army. I am able to perform those essential job duties with no accommodation except as follows: \_\_\_\_\_
3. I have never been accused of abuse of a child or of actual or attempted sexual molestation of a child, either in a program for children or otherwise.

If the foregoing statement is not true, please describe the circumstances of the accusation and the outcome:  
\_\_\_\_\_

4. I have never been arrested as a result of a charge of child abuse or of actual or attempted sexual molestation of a child.
5. I have never been convicted of child abuse or a crime involving actual or attempted sexual molestation of a child.
6. I authorize any of the churches or other organizations and their representatives and my personal references listed above to give to The Salvation Army any information they may have regarding my character and fitness for work with children. I release all such organizations and individuals from any liability that may result from their furnishing such information to The Salvation Army. I waive any right that I may have to inspect any records containing such information.
7. I am aware that The Salvation Army is a branch of the Christian Church and I agree that I will conduct myself in my work with children in a way that is consistent with the religious and charitable policies and principles of The Salvation Army.
8. Having provided the foregoing information and having affirmed the foregoing statements are true, I recognize that any false information or statements are punishable under the laws relating to perjury.

\_\_\_\_\_  
Date \_\_\_\_\_ Applicant \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Witness  
Name \_\_\_\_\_  
Please Print  
Address \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

**STATEMENT OF VOLUNTEERS  
(SALVATIONISTS AND NON-SALVATIONISTS)  
FOR WORK WITH CHILDREN**

**(The remaining sections are to be completed by Salvation Army personnel)**

1. All references identified above have been contacted and

There were no reports of misconduct involving children.

Misconduct involving children was reported – applicant is not approved for work with children and name has been reported to headquarters for inclusion in the Territorial Registry.

\_\_\_\_\_  
Immediate Supervising Officer

\_\_\_\_\_  
Date

2. Applicant's name has been checked in the Territorial Registry and

The applicant's name did not appear in the Territorial Registry.

The applicant's name appeared in the Territorial Registry – applicant is not approved for work with children.

\_\_\_\_\_  
Responsible Officer at THQ/DHQ/CFOT/SFOT/ARC, etc.

\_\_\_\_\_  
Date

3. Applicant's name has been checked in available State databases and

There were no reports of misconduct involving children.

Misconduct involving children was reported – applicant is not approved for work with children and name has been reported to the Secretary for Personnel for inclusion in the Territorial Registry.

\_\_\_\_\_  
Responsible Officer at THQ/DHQ/CFOT/SFOT/ARC, etc.

\_\_\_\_\_  
Date

- 4.\* Prior accusations of abuse have been investigated and

There was no reasonable suspicion of abuse

There was reasonable suspicion of abuse – applicant is not approved for work with children and name has been reported to headquarters for inclusion in the Territorial Registry.

\_\_\_\_\_  
Immediate Supervising Officer

\_\_\_\_\_  
Date

- \* To be completed only if applicant reports an accusation in response to item # 3 of Statement.

**AGREEMENT, AUTHORIZATION, AND CONSENT FOR RELEASE OF BACKGROUND INFORMATION**

PLEASE TYPE OR PRINT      LOCATION: \_\_\_\_\_

I, \_\_\_\_\_  
 LAST NAME                      FIRST NAME                      MIDDLE NAME                      (PLEASE INCLUDE Jr., Sr., II, III Etc.)

understand that in conjunction with my application for employment, work to be performed under contract, promotion, volunteer position, officership, lay missionary work, reassignment, and/or retention ("Engagement"), **The Salvation Army** will use the services of an outside agency to research and verify the information I have provided on my application for Engagement including my personal background, character, professional standing, work history and qualifications. This agency will provide a written report of its findings to **The Salvation Army**. **The Salvation Army** uses **Abso**, a consumer-reporting agency, as an agent to perform its Engagement related background investigations.

**Abso** will utilize various sources of information it deems appropriate including but not limited to: criminal records, sex offender registries department of motor vehicle records, SSN trace, and other related sources of information required to perform its investigation. I agree, authorize and consent to the release and disclosure of any and all information including but not limited to the above to **The Salvation Army**, and **Abso**.

I agree, authorize and consent to the procurement of a Consumer Report and/or an Investigative Consumer Report and understand that it may contain information about my character, general reputation, personal characteristics, or mode of living. This authorization in original or copy form shall be valid for my term of Engagement from the date indicated next to my signature. According to the Fair Credit Reporting Act, I will be notified by **The Salvation Army** if Engagement is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that if requested within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided to **The Salvation Army**. I further understand that I may request a copy of the report, and that when doing so, proper identification will be required and I should direct my request to: **Abso**, 101 Creekside Ridge Ct., 2<sup>nd</sup> Floor, Roseville, CA 95678. I understand that residents of all states will automatically receive a copy of the report if an adverse action is taken regarding the employment application, or upon request as outlined herein.

CHECK THIS BOX IF you are applying for work with a California, Minnesota or Oklahoma based employer and you would like a copy of your Consumer Report if one is prepared in the investigation of your background. CA Codes 1785.20.5 & 1786.16(a)(5)(b)(1), MN Code 13C Subdivision 2, OK Code 24 O.S. §148

**LAW ENFORCEMENT AGENCIES AND OTHER ENTITIES FOR POSITIVE IDENTIFICATION PURPOSES REQUIRE THE FOLLOWING INFORMATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND WILL NOT BE USED FOR ANY OTHER PURPOSES. PLEASE PRINT CLEARLY.**

Signed \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Name as it appears on your driver's license \_\_\_\_\_ Position Applied For \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Other names you have used, or are also known as, including maiden name, name changes and any aliases:

**PLEASE PROVIDE ALL RESIDENTIAL ADDRESSES FOR THE PAST 7 YEARS**

							Mo./Yr. / Mo./Yr
Current Address:	_____						/
	Street	Apt.#	City	State	Zip Code		From / To?
Former Address:	_____						/
	Street	Apt.#	City	State	Zip Code		From / To?
Former Address:	_____						/
	Street	Apt.#	City	State	Zip Code		From / To?
Former Address:	_____						/
	Street	Apt.#	City	State	Zip Code		From / To?

EMPLOYEE     VOLUNTEER     OFFICER                       Client requests copy of report

**Code of Ethics for Working with Minors and Vulnerable Adults  
The Salvation Army Western Territory**

The Salvation Army personnel will conduct themselves in a manner that is consistent with the discipline and teachings of The Salvation Army within the course of their duties.

The Salvation Army personnel will do their utmost to prevent abuse and neglect among minors and vulnerable adults involved in army activities and services.

The Salvation Army personnel will not physically, sexually or emotionally abuse or neglect a minor or vulnerable adult.

The Salvation Army personnel will share concerns about inappropriate behavior or policy violations with their supervisor.

The Salvation Army personnel will obey the laws and report any suspected abuse or neglect of a minor or vulnerable adult whether on or off Salvation Army property, whether perpetrated by Army personnel or others, to the governmental authorities.

The Salvation Army personnel understand that The Salvation Army will not tolerate abuse and agree to comply in spirit and in action with this position.

The Salvation Army personnel will accept their personal responsibility to protect minors and vulnerable adults from all forms of abuse.

The Salvation Army personnel will do their utmost to use all opportunities to be a source of help to families in which abuse and neglect of a minor or vulnerable adult has become a problem.

The Salvation Army personnel will be transparent in ALL of their communications with minors, be they electronic or in person: understanding it is their responsibility, as the adult, to find ways to build that transparency and accountability into ALL of their interactions with minors.

**Acknowledgement**

I have attended an orientation that describes and explains the *Protecting the Mission* Policies adopted by The Salvation Army on January 1, 2003. I understand the policies and voluntarily agree to abide by these policies and conduct myself in complete accordance with them.

Please Print

Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

## RECEIPT OF RAPID RESPONSE GUIDEBOOK

I, the undersigned, do hereby state that I have received a copy of the Rapid Response Guidebook for \_\_\_\_\_.

(CLEARLY PRINT NAME & LOCATION OF APPLICABLE CORPS OR PROGRAM)

I understand that this book is a quick reference on how to handle a disclosure of abuse by a child or vulnerable adult, as well as how to best handle any accidents involving children or vulnerable adults while in my care.

I also understand that I am required by state law and as personnel of The Salvation Army that I am a mandated reporter and required to report any suspicions of abuse or neglect to state authorities.

PRINT NAME: \_\_\_\_\_

SIGN NAME: \_\_\_\_\_

DATE: \_\_\_\_\_