



FOCUS FORWARD MINISTRIES VOLUNTEER INFORMATION PACKET

We want you to know that we are so thankful for you and your willingness to volunteer in this ministry. We could not do what we do without your support.

Our volunteer program based on Titus 3:1-8: Where Paul writes to Titus and instructs him on how to teach and lead the new believers.

V1 Remind them to be subject to rulers and authorities, to obey, to be ready for every good work,

V2 to speak evil of no one, to be peaceable, gentle, showing all humility to all men.

V3 For we ourselves were also once foolish, disobedient, deceived, serving various lusts and pleasures, living in malice and envy, hateful and hating one another.

V4 But when the kindness and the love of God our Savior toward man appeared,

V5 not by works of righteousness which we have done, but according to His mercy He saved us, through the washing of regeneration and renewing of the Holy Spirit,

V6 whom He poured out on us abundantly through Jesus Christ our Savior,

V7 that having been justified by His grace we should become heirs according to the hope of eternal life.

V8 This is a faithful saying, and these things I want you to affirm constantly, that those who have believed in God should be careful to maintain good works. These things are good and profitable to men.

Volunteer signature _____

Date ____/____/____

We ask that you adhere to the same life style principles that we require the residents to adhere by.

No alcohol of any kind

No illegal drugs including the use of marijuana

No misuse of medical prescriptions

No yoga, meditation or any other means of eastern religion.

You must have the biblical knowledge to be able to know or know how to find an answer to any biblical questions that these women may have.

Please remember, you are not a counselor. You may encourage, support and love on but if they are asking for advice that is outside of your realm of knowledge please advise them to find the director or the ministry counselor.

We feel that you must be a member of a local church. In being a member, it shows that you sit under accountability of a local pastor.

You cannot be living with someone outside of biblical marriage and be a volunteer here at Focus Forward Ministries.

Please fill out the following paperwork and tell us a little about yourself.
There will be a face to face interview before any approval is issued.

While volunteering at FF Ministries if you happen to have to have a medical procedure done where you will be taking narcotics, we ask you to inform us ahead of time, so we can fill your volunteer time slot while you are recuperating. You are welcome back when you are not using narcotics any longer. Thank you for understanding.

Volunteer signature _____

Date ____/____/____



ADULT PROGRAM Frequently Asked Question

What is Focus Forward Ministries?

Focus Forward Ministries is a one-year faith based residential program for adult women desiring freedom from their addiction and life controlling problems.

We do not turn anyone away for lack of funds.

As a non-profit residential training program there are always costs incurred for the following services:

- Program Expense
- Staffing
- Education
- Life-Skills Training
- Character Development
- Work Study Training
- Room and Board

If possible, each student is asked to contribute toward the cost of their stay. Students often enlist the help of others to sponsor through charitable support

A \$300 non-refundable processing fee is required. This fee can be held in a reserved account for up to 12 months prior to admission.

In addition, if you have your own medical insurance a medical exam and lab tests are required before you start your program. If you do not have medical insurance and you qualify for WA state insurance, you will be able to sign you when you arrive. If you do not qualify you are required to bring \$260 for an exam and lab tests. FF Ministries will set up your doctor appointment.

Does it follow a medical mode for recovery?

No. FF Ministries is a faith-based discipleship training program that focuses on developing consistent Christian character and a strong work ethic.

Is it effective?

Many programs like FF Ministries have among the highest recovery success rates for those who complete the full program. Our one-year program gives students time to adjust to a renewed life in Christ and the opportunity to apply biblical principles to daily living. The results of this approach are restored relationships and productive citizens who contribute to their community.

Is Focus Forward Ministries only for Christians?

FF Ministries is open to anyone who is willing to pursue the path to a personal relationship with Jesus Christ and apply biblical principles to their lives. It is not required that a student has a faith transformation experience to enter or complete the program, but FF Ministries believes that a personal relationship with Christ will result in the greatest hope for restoration.

How can I get help?

The individual seeking help needs to call 360-790-4312 (we cannot accept collect calls) or write FF Ministries expressing their desire for recovery. A staff person will conduct an over the phone screening interview and assist in determining the next step to entering the program.

How old do you have to be?

FF Ministries is an adult program for those 18 years and older.

Do individuals have to participate in the total program?

FF Ministries believes it is the faith-based approach that results in Total Restoration and everyone in the program is expected to participate in all activities, work study projects, the daily routine and classes.

Is there a refund if I don't come in?

A \$300 processing fee is non-refundable it can be held in a reserved account for 1 year.

Can people leave and come back later?

FF Ministries is considered a voluntary program. However, individuals cannot come and go as they please. A student leaving the property without permission result in a minimum of a 30-day leave of absence. A person Desiring to return must attend to review meeting to determine reentry.

Is Focus Forward Ministries co-ed?

The program does not allow socializing between the sexes. To maximize the resources and facility their maybe both men and women on the property, but interaction is strictly controlled. We practice "together but separate".

Does Focus Forward Ministries provide detox accommodations?

FF Ministries suggest that you detox before entering the program, but not always required. We can provide you with information to a detox facility in the area.

Does Focus Forward Ministries accept insurance to cover the cost?

Our program is not a medical treatment facility and is not State Certified, which does not normally qualify for insurance. However, you are encouraged to contact your insurance company to be certain.

Can dual diagnosis or mentally ill patients enter the program?

Many individuals who are addicted to drugs and alcohol tend to have a dual diagnosis. FF Ministries is not a medical facility and the interview process will determine if the individual is able to function in a live-in setting. Individuals with severe conditions or require psychogenic or antidepressants or anxiety medications may be encouraged to enter care facility that best meets their personal and medical needs.

Can individuals be court order to the program?

Yes. However, due to are voluntary faith-based approach to recovery, the court will give the individual choice to complete our program or go to a correctional facility.

How can I get more questions answered?

Call Focus Forward Ministries at 360-790-4312 Monday – Friday 10am-5pm

Send email to ffministries@yahoo.com

Send mail to Focus Forward Ministries - PO Box 1285 Napavine WA 98565

Applicant signature _____

Date ____/____/____



October 30, 2018

To whom it may concern,

Procedure for all volunteers:

All volunteers will have a complete background check.

Volunteers will not be allowed to be a part of the ministry if they have any rape, sexual abuse, child molestation or child endangerment convictions.

All felonies will be looked at individually and evaluated by the board and directors. The depending outcome will be determined on a case to case basis.

Kandi Delos Santos
Executive Director
360-790-4312



PO Box 1285
Napavine WA 98565
360-790-4312

Permission to Obtain a Background Check
"Confidential"

Not Approved _____
Approved _____

Our insurance policy requires that a background check be made on all individuals who are involved with the Focus Forward Ministries as staff or volunteer. We want to take this time to thank you for your desire to serve the Lord at Focus Forward and witness the transformation of these students who are seeking God's purpose for their lives.

Please Print Clearly

Full Legal Name: _____
Last First Middle

Current Physical Address: _____

Date of Birth: _____ Social Security #: _____

Phone #: _____ Gender at birth: _____

Maiden Name: _____

Please list all the states you have lived in the past 10 years: _____

Have you ever been convicted of a felony: _____ If Yes, what year(s): _____

If yes to the felony, please explain: _____

Abuse Policy

FFM will not hire anyone or accept volunteers with a previous or current criminal felony record of conviction of child abuse, rape, sexual assault or any felony crime that is sexual in nature. If prior or current knowledge of persons involved in this activity, either past or present is surfaced, it will automatically disqualify an individual from the FFM position or volunteer status.

I authorize Focus Forward Ministries or its authorized personnel to review and/or run my criminal background to insure the protection of the students at FFM. This form allows Focus Forward Ministries to maintain a current background (every 5 years) while I remain in position or service. The information in this release form is correct to the best of my knowledge.

Signature: _____ Date: _____



**WORKING WITH
FOCUS FORWARD MINISTRIES**

We are thankful for all our volunteers and interns and deeply value your service to Focus Forward Ministries. As you partner with us to see lives transformed and hope restored, our desire is for you to gain an understanding of our heart that you may share it with your circle of influence.

Due to the nature of our residents and their history, you may encounter topics that are difficult to process or trigger something from your own past struggles.

By signing below, you are entering into an agreement with Focus Forward Ministries that you will seek appropriate pastor and or professional care, if needed, should you be affected in such manner.

Additionally, if serving at Focus Forward Ministries becomes a burden or hindrance to your own freedom, you agree to step away from your responsibilities in an effort to seek healing and freedom for yourself.

Volunteer Name

Printed: _____

Signature: _____

Date: _____



CONFIDENTIALITY AGREEMENT FORM

The following confidentiality and hold harmless agreement must be completed by all volunteers and interns providing their time and service to Focus Forward Ministries

In interacting with Focus Forward, the undersigned volunteer or intern (Recipient) may be granted access to or provide with information which Focus Forward considers to be private or confidential (Confidential Information).

In consideration of being provided with access to the Confidential Information, Recipient must take reasonable care to protect the Confidential Information and prevent unauthorized use and disclosure of such. Recipient may only use the Confidential Information for the Purpose

Recipient acknowledges that any record, forms, written, audio, or multimedia materials related to the Purpose are protected under copyright law and the copying, sharing, or distribution of such is expressly prohibited by Focus Forward Ministries and by law. Recipients acquires no intellectual property rights under this Agreement, except for the limited rights necessary to use Confidential Information for the Purpose. Recipient agrees to hold in high esteem the right of Focus Forward residents to the protection of privacy.

Recipient agrees to:

Prepare records carefully, with accuracy and professionalism.

Physically safeguard Confidential Information, including, but not limited to records, forms, written, recorded or multimedia materials.

Release confidential information from records only with the express written permission of Focus Forward Ministries.

Guard against informal violations of confidentiality by being very discrete about what is discuss both within and outside of the agency.

Seek access only to the records with which I am professionally involved.

Continue to observe the procedures protection confidentiality beyond the term of my term of volunteer/intern relationship with Focus Forward Ministries.

Serious and or repeated infractions may result in termination of Recipient's relationship with Focus Forward Ministries and or legal action as warranted. Recipient remains aware that certain information pertaining to internal matters of the agency should be maintained confidential and shared with express concern for the welfare of Focus Forward Ministries.

Recipient hereby covenants not to sue Focus Forward Ministries and released, waives, and discharges Focus Forward Ministries from any and all liability, claims, demand, actions, or causes of action arising out of or related to any loss, damage, or injury, arising out of recipient's use of the Confidential Information.

Recipient agrees to indemnify and hold harmless Focus Forward Ministries from any loss, liability, damages, or costs, including court costs and attorney fees, that Focus Forward Ministries may incur arising out of or relating to Recipient's receipt and or use of the Confidential Information.

I have read and understand this Agreement and voluntarily agree to adhere to the duties and obligations set forth in accordance with the HIPPA law. I understand that a breach of the Agreement may result in termination of my volunteer and or internship relationship with Focus Forward Ministries and or legal action as warranted.

Volunteer Name

Printed: _____

Signature: _____

Date: _____

Witness by

Printed: _____

Signature: _____



Volunteer Guideline General Information

Please review the following information and sign the acknowledgement of your application that you will agree by these guidelines while serving as a volunteer.

1. Volunteers are expected to treat all students with dignity and respect, keeping in mind that students are in various stages of recovery. It is imperative that you treat all students in accordance with FF Ministries guidelines, policies and procedures.
2. You are not to give special favors or anything of value to students without prior approval of the director or staff. You are not to accept anything of value from students without the approval of the director or staff. You are not to lend or borrow money from a student, purchase personal items from a student, or sell merchandise or personal services to a student.
3. You are asked to treat all students fairly and objectively. No favoritism or preferential treatment is permitted. You will find that there may be some students to whom you are more naturally drawn to in interaction and conversation, which is true in almost any group of people. Please be sensitive to issues of favoritism or partiality and strive to treat everyone equally. Please maintain a polite and courteous attitude during the performance of your duties at all times.
4. You are asked not to matchmake or encourage students to pursue any type of relationship while in the program.
5. You are asked to abide by program rules and support the program at all times. Student concerns about the program must be brought to the attention of the staff. At no time should you side with disgruntled students against program staff or program policies. Do your best to remain neutral and bring the matter to the attention of the director.
6. All personal information at Focus Forward Ministries is confidential and stays within Focus Forward Ministries. You may not discuss with anyone information about students in the program, including acknowledging whether or not someone is a student at Focus Forward Ministries. This is a federal law and you will be asked to sign a confidentiality regulations form.
7. You are asked not to dispense any prescription or non-prescription medication to students under any circumstances.
8. If you have permission to take a student off campus, the student must be kept under your supervision at all times and return to Focus Forward Ministries within the time frame allowed or indicated by the students pass.
9. If there is any questionable behavior by the student while with you, you must contact a staff member or the director as soon as possible. Questionable behavior would be doing something contrary to Focus Forward Ministries guidelines, policies and procedures, or the student asking you to violate Focus Ford Ministry guidelines policies and procedures on their behalf.
10. If a student is discharged from the program, you are requested not to contact the student, provide favors, or room and board for the student. Compromises in this area could result in severing your volunteer efforts. Please take any concerns regarding this request to the director or staff.
11. You are requested to follow the instructions and guidelines of Focus Forward Ministry staff, not that of the students.
12. Focus Forward Ministry strictly prohibits all drugs, alcohol and or tobacco use while on campus, while accompanying a student or representing the ministry, and at any time while volunteering with us.
13. Always ask approval of the director or staff prior to using the campus facilities or equipment. Please do not inquire, ask or seek approval from a student regarding your request.

A copy of these guidelines is provided to you for your personal reference

Your Signature: _____ Date: _____



**FOCUS FORWARD MINISTRIES
VOLUNTEER INFORMATION SHEET**

Name: _____

Address: _____

Phone: _____

Marital Status: _____

Email: _____ DOB: _____

Church you are a member of: _____

How long have you been born again? _____

Hobbies: _____

Driver's License Number: _____ State: _____

Ministries you have or are currently involved in?

Profession: _____

Have you ever worked in this kind of setting before? If yes, please explain.

Please tell us what skill sets you bring to Focus Forward?
What abilities do you have? (computer, office, counseling, etc.)

Why do you want to volunteer at Focus Forward Ministries?

We ask all staff, volunteers and residents to complete a background check. Will this be a problem? If yes, please explain.

Have you ever been convicted of a felony? _____
If yes, please explain. _____

Staff, volunteers and residents are asked to do random drug testing. Are you willing to submit to a test if asked?

Are you related to or do you have any association with any resident? If yes, please explain.

Describe what it means to you to be a Christian.

What is your understanding of how a person becomes acceptable to God?

Describe your relationship and daily walk with God.

Describe your religious upbringing.

Do you have a story of drug/alcohol abuse whether it be yourself or someone close to you?

What is your understanding of the use of Spiritual Gifts for today? _____

Have you ever received counseling? If yes, please explain

What do you feel you have to offer the women in this ministry?

Please provide 3 personal references that we may contact including name, phone number and relationship:

Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
City, State Zip _____	City, State Zip _____	City, State Zip _____
Phone: _____	Phone: _____	Phone: _____
Relationship: _____	Relationship: _____	Relationship: _____
How long have you known this person? _____	How long have you known this person? _____	How long have you known this person? _____

You must also complete and sign the confidentiality form complying with the HIPPA laws.

If accepted, when could you start? _____

I have read and understand this agreement and voluntarily agree to adhere to the duties and obligation set forth herein. I understand that a breach of the agreement may result in termination of my volunteer or internship relationship with Focus Forward Ministries and or legal action as warranted.

Printed Name: _____

Signature: _____

Date: _____

Director Approval of Applicant:

YES _____ NO _____

Director Signature: _____

Notes:

