



# Ruth Ellis Center Volunteer Information Form

## ➤ *General Information*

\_\_\_\_\_  
Please provide full name, including middle.

\_\_\_\_\_  
Please provide any other name by which you may be known. (Full)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Driver's License #

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

\_\_\_\_\_  
Race

\_\_\_\_\_  
Gender

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

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Best method to reach you (i.e. email, text, etc.)

\_\_\_\_\_  
What gender pronoun do you prefer?

## ➤ *Interest & Availability*

Please indicate below how you would like to volunteer at the Ruth Ellis Center:

\_\_\_\_\_ **Administrative/Clerical work:** Assisting with operational duties up to and including answering the telephone, data entry, envelope stuffing, etc.

\_\_\_\_\_ **Second Stories--Drop-In Center:** Providing support services during the Drop In Center operations including preparing/serving dinner, distributing safe-sex kits, and supervision each week while serving as a positive adult role model. Please specify available hours below.

\_\_\_\_\_ **Mentoring:** Assisting youth with job searches, college admissions applications



and/or academic tutoring. Please specify available hours below.

\_\_\_\_\_ **Residential Life Skills:** Assist residents with school work. Providing additional support with transportation and chaperoning of group outings and special events.

\_\_\_\_\_ **Special Events:** For people who are not available on a consistent basis, but can assist with additional support for holiday parties, community outreach events, etc.

Please write in the designated box the times you are available to volunteer at the Ruth Ellis Center.

	SUN	MON	TUES	WED	THURS	FRI	SAT
Morning							
Afternoon							
Evening							

➤ **Previous Experiences**

Please answer the following questions related to your prior work or volunteer experiences.

- Do you have prior work/volunteer experience as a tutor? **YES NO**
  - If yes, did you tutor in a particular subject area? Were you tutoring in a group setting or on an individual basis? Please explain.

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- Do you have prior work/volunteer experience in a residential facility? **YES NO**
  - If yes, please explain the nature of your role and responsibilities.

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➤ **Required Clearances**

Volunteering with the Ruth Ellis Center requires a Child Protective Services clearance from the Department of Human Services. The Child Protective Services clearance has to be renewed on a continual basis, every six (6) months. A Tuberculosis (TB) test is also



*required. Additional information on how to fulfill these requirements will be sent to you via e-mail upon your completion of this application.*

**Have you received a TB test within the last 12-months? YES NO**

***If yes, can you produce the test results prior to volunteering? YES NO***

**➤ *Additional Questions***

**How did you hear about the Ruth Ellis Center?**

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**Why do you wish to volunteer for the Center?**

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**Do you have any certifications or special trainings that you will bring to the Center?**

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**What additional skills do you plan to bring to the Center?**

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**➤ *Acknowledgement***

I understand that a criminal background check will be conducted by the Ruth Ellis Center through the Michigan State Police as required for serving as volunteer of the Center.

I hereby AGREE to allow this procedure to be completed in its entirety, and I am fully aware of all action steps that will be taken by the Ruth Ellis Center as a part of my application as a volunteer.



*\*A record of any convictions other than minor traffic violations disqualifies an individual from working with youth at the Ruth Ellis Center.*

I am providing my signature as consent.

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Signature

Date

Thank you for your interest in volunteering at the Ruth Ellis Center. Before working directly with the youth we ask volunteers to **fill out a volunteer application, consent to a criminal background check; get a Central Registry Clearance, and a recent Tuberculosis (TB) test.** We will be in touch to schedule a volunteer orientation.

*Please look for the nearest Child Protection Service agency to you so that you can get a "Central Registry Clearance." Be sure to bring your ID with you and they will give you the clearance right then and there.*

Please mail or fax all of the above information to:

**Ruth Ellis Center  
Attn: Volunteer Services  
77 Victor Street  
Highland Park, MI 48203**

**Ruth Ellis Fax: 313-871-1445**

**If you have any questions please call us at 313-252-1950**

