



## Interfaith Welcome Coalition Volunteer Application

<b>Date</b>				
<b>Name</b>				
<b>Address</b>				
<b>Phone</b>		<b>Can we text this number?</b>	Yes	No
<b>E-mail</b>				
<b>Congregation (Optional)</b>				
<b>Spanish Language Ability</b>	None	Minimal	Conversational	Fluent
<b>Please indicate the activity of volunteer interest.</b>				
Bus station	Airport	Backpack assembly*	Overnight Hospitality	Other:
<i><b>I agree to complete all necessary training and screening, including an hour-long orientation course and background check.</b></i>				
Signature			Date	

A \$17.00 donation is suggested to cover your background check. We understand if this is a hardship and you are not able to make a donation. We still want you to volunteer. Please mail your check to IWC, 300 Bushnell Ave., San Antonio TX, 78212, or you can pay with credit card / Paypal on our website <http://interfaithwelcomecoalition.org> by clicking the Donate button of the Kelly Allen Vision Fund.

\* Backpack assembly does not require background check.

Email your scanned application to [iwcvolunteersa@gmail.com](mailto:iwcvolunteersa@gmail.com) or mail or deliver it to: IWC, 300 Bushnell Ave., San Antonio TX, 78212



DATE: **September 2017**

SUBJECT: **CONFIDENTIALITY**

- I. While it is important to publicize the work of the Interfaith Welcome Coalition with regard to the plight of asylum seekers entering the United States from Central America or at-risk immigrants within our community, it is equally important to protect the personal information of each person served by the Interfaith Welcome Coalition. The purpose of this policy is to establish procedures concerning the confidentiality of all information received as volunteers serving under the auspices of the Interfaith Welcome Coalition.
- II. All IWC volunteers will not discuss with any outside individual or corporate entity any personal information with regard to any asylum seekers, refugees or at-risk immigrants we serve.
- III. IWC volunteers will not take or share unauthorized pictures of asylum seekers, refugees or at-risk immigrants.
- IV. At such time, if the decision is made to make public information on any family we serve, it will be approved and disseminated by the Leadership Team of the Interfaith Welcome Coalition.
- V. The Interfaith Welcome Coalition provides volunteers to visit asylum seekers in detention at the Karnes and Dilly facilities. The Confidentiality Policy will be maintained for these families by IWC volunteers. Any information shared with the IWC volunteer by a family in detention will remain confidential to everyone except the attorney for the family. The IWC volunteer may also discuss visitation sessions omitting family name in counseling through the IWC Care program.
- VI. All IWC volunteers will be required to sign a confidentiality statement acknowledging that they have read this policy and agree to abide by all requirements.
- VII. Unauthorized disclosure of confidential IWC information may result in disciplinary action up to and including termination.

Lenna Baxter  
IWC Co-Chair

**I have read and agree to comply with the Interfaith Welcome Coalition Confidentiality Policy.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**University Presbyterian Church**  
**300 Bushnell Ave**  
**San Antonio, TX 78212**  
**210-732-9927**

**Credit, Criminal and Driving Record Information Disclosure and Consent**

By my signature below, I authorize University Presbytery Church or its agent to obtain information --written, oral, or other -- from a consumer reporting agency bearing on my criminal background, credit standing and driving background records. I understand that this investigation may include interviews with friends, acquaintances, or others who may have relevant information and that this report will be used for employment/volunteer purposes only, including evaluating me for employment, promotion, reassignment, or retention as an employee, congregation or agency of Mission Presbytery, Inc.

Finally, I understand that I have a right to request disclosure of the nature and scope of the report if it involves personal interviews with sources such as my friends, acquaintances, or others who may have relevant information.

**Please PRINT all information and Sign in BLUE INK**

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

\_\_\_\_\_  
Last Name First Name Middle Name Former Last Name

\_\_\_\_\_  
Home Address City State Zip Code

\_\_\_\_\_  
DOB: Month/Day/Year Social Security # E-mail Address

UPC 300 BUSHNELL AVE S.A., TX 78212  
Church/Ministry Address City State Zip Code

Reason for background check: IWC - VOLUNTEER



November 1, 2017

**SUBJECT: MEDIA RELATIONS**

This policy establishes procedures for communication and contacts with news and media organizations, their representatives, and individual freelance writers or producers.

A primary objective of media relations is the preservation and protection of the rights of the asylum seekers and at-risk immigrants we serve. Proper media contacts will reinforce the quality reputation of the Interfaith Welcome Coalition and provide the public with information concerning the programs and opportunities offered by the IWC.

**Definitions:**

“News and entertainment media organizations” include radio, television, newspapers, magazines, newsletters and/or computer on-line information services with the potential for wide dissemination and influence.

“Leadership Team” is the group of individuals who provide strategic planning and guidance of the Interfaith Welcome Coalition. A list of these individuals and contact information will be provided.

**Guidelines:**

1. All official contact with representatives of news organizations or media shall be orchestrated by the Leadership Team of the IWC.
2. IWC volunteers who are approached by the media should refer all contacts to a member of the Leadership Team for assessment.
3. Pictures for media purposes should not be taken of women and children served by the bus station ministry and airport ministry unless approved by the Leadership Team.
4. In emergency situations, volunteers should make every effort to protect the privacy of the families we serve and refer media requests to the Leadership Team.
5. Volunteers are encouraged to express their opinions to the media concerning all matters. However, in order to avoid any inference that they are representing the IWC in their views, volunteers must clearly present their opinions as their own and not identify themselves as IWC volunteers.

Lenna Baxter  
IWC Co-Chair