



## ***It's Not Just About The Meal...***

Meals on Wheels delivery volunteers are a life link to Meals on Wheels recipients who frequently are unable to experience the world outside their home. The bright smiles and friendly greetings from our delivery volunteers are as nourishing as the meals we deliver. For our Meals on Wheels clients, the volunteer delivering is sometimes the only person they will see each day. That is why Meals on Wheels is more than just a meal. Because of volunteer in our community, 85% of our clients are able to live independently in the home of their choosing.

Delivering Meals on Wheels is easy and practical and will fit easily into your busy lifestyle. It's **minimal effort** with **maximum impact**. To feed one Meals on Wheels client a year is less than \$1,750 as opposed to nursing home care that averages \$40,000 a year in the state of Texas.

For a powerful and long-lasting volunteer experience, join us at Meals on Wheels. Volunteer for **THEM**...Volunteer for **YOU**.

### **TO VOLUNTEER CONTACT:**

LISA WILLIAMS

Volunteer Coordinator

940-322-6232 office

940-631-8920 cell



■ MEALS ON WHEELS

■ RED DOOR CENTER

■ GREEN DOOR CENTER

■ KIDS MEALS



## *A Message From Our Executive Director*

Dear Volunteer,

**WELCOME** to THE Kitchen family! Thank you for taking time from your busy schedule to help support a growing need in our community ... senior hunger.

A new report documents the growing problem of senior hunger in America, and Texas figures prominently in it. Our state ranks #4 in the percent of seniors facing the threat of hunger.

In Wichita Falls, our Meals on Wheels program struggles to keep up with the growing demand for our services. THE Kitchen serves approximately 850 – 900 home delivered meals every day. In order to feed the seniors, disabled, and homebound in our community, we need at least 60 volunteers a day! We could not accomplish this without **YOUR** help...

Again, **THANK YOU** for what you do!

A handwritten signature in cursive script that reads 'Jackie'.

Jackie Hamm  
Executive Director

# Volunteer Info

## *“How Can I Help?”*

Meals on Wheels Volunteers deliver meals to seniors, disabled, and home-bound throughout Wichita Falls. In addition to a hot, nutritious meal, the volunteer also provides valuable human interaction. It's so easy!

- Pick up meals at THE Kitchen anytime between 10:30am and 12:00 noon, Monday- Friday
- Pick up meals no later than 12:00 noon unless the Volunteer Coordinator has been notified
- Deliver the meals on your route by 1:00 pm

## *“How much time do I have to give?”*

- As much as you want! You can touch so many lives in just ONE day!
- We can help you find the perfect route
- You can try it once and decide to take a route once a week, bi-weekly, monthly, or be a substitute willing to take a route on the day of the week you designate if one of our regular route drivers is sick. Start small...get comfortable... you can always add another route later!

## *“What will I need?”*

- The most valuable skills you can bring are compassion, an open mind, a willingness to do whatever is needed and a positive attitude
- Meals on Wheels volunteers are former service users, students, retired, unemployed, employed, disabled, non-disabled, old and young, from a variety of ethnic and religious backgrounds
- Have a willingness to patiently serve the elderly and disabled
- Have a current drivers license and liability vehicle insurance
- Have the ability to pass a criminal history background check
- One hour during lunch time

## *“What's in it for me?” (It's okay to ask that!)*

- Volunteering can have surprising benefits! Many people who volunteer think they are very fortunate to live the way they do and want to give something back to our community
- It's also a great way to meet people and broaden your support network
- You'll be helping your community, alongside other volunteers who have the same desire to give back as you do

## *Ask questions.*

You're donating your valuable time, so it's important to communicate with the people you're working with at the THE Kitchen to make sure you enjoy and benefit from your volunteering experience.

**Volunteering will mean YOU are making a difference in someone else's life.**

# THE Kitchen

Meals on Wheels Volunteer Application



- MEALS ON WHEELS
- RED DOOR CENTER
- GREEN DOOR CENTER
- KIDS MEALS

APPLICANT INFORMATION					
Last Name		First Name		M.I.	
Address				Apartment/Unit #	
City		State		Zip	
Work Phone	Cell Phone		Email Address		
Employer			Title		
Driver License #	State Issued		Expiration Date		
Auto Insurance Carrier		Policy #	Expiration Date		
Birthday		Social Security #			
Are you a citizen of the United States?		YES	NO	If no, are you authorized to work in the US?	
		YES	NO	If so, when?	
*Per Texas Department of Aging and Disability Services, and in accordance with 40 TAC §97.248(b)(1), all agencies must perform a criminal history check on current and potential volunteers.					

VOLUNTEER AVAILABILITY					
Preferred Delivery Day:	Monday	Tuesday	Wednesday	Thursday	Friday
Are you available to substitute on another day if needed?			YES	NO	

## PLEASE READ AND INITIAL EACH ITEM

\_\_\_\_\_ I agree and understand that before I can deliver Meals on Wheels, I am subject to a criminal history background check.

\_\_\_\_\_ I agree to abide by the policies of THE Kitchen.

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

I, \_\_\_\_\_, acknowledge the aforementioned information is correct to the best of my knowledge. I also understand that THE Kitchen reserves the right to not accept this application if any of the aforementioned information is inaccurate.

**DPS Computerized Criminal History (CCH) Verification**  
**(AGENCY COPY)**

I, \_\_\_\_\_, acknowledge that a Computerized Criminal  
APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please:</b> <b>Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: _____	
Empl ____ Vol/Contractor ____	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	

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# PHOTO RELEASE

***Periodically, our local news media will photograph or film our Meals On Wheels program to help bring attention in the community. Please indicate your permission below to be filmed or photographed for these purposes. Thank you.***

I hereby grant THE Kitchen, a dba of Senior Citizens Services of North Texas, Inc., permission to interview me and/or to use my likeness in photograph(s)/ video in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by Senior Citizens Services of North Texas, Inc., in perpetuity, and for other use by Senior Citizens Services of North Texas, Inc. I will make no monetary or other claim against Senior Citizens Services of North Texas, Inc., for the use of the interview and/ or the photograph/ video.

Name (print full name) \_\_\_\_\_

Signature \_\_\_\_\_

Relation to subject (if subject is a minor) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

DATE \_\_\_\_\_







## Confidentiality/HIPPA Statement

Senior Citizens Services of North Texas, Inc., d/b/a THE Kitchen complies with HIPPA regulations, which state that all clients, employees, and volunteers have the right to have confidentiality of their Protected Health Information, which can include medical, financial, personal and other information, records, data, etc., protected from unauthorized viewing, use and disclosure. We further believe that all employees and volunteers of THE Kitchen must have the same right of confidentiality regarding their personal data, records and information, and that THE Kitchen information must be safeguarded as well.

In order to safeguard these rights, employees and volunteers may only look at, use or disclose client, employee, volunteer or THE Kitchen information only for reasons necessary to the performance of their duties. Any unauthorized viewing, use or disclosure of such information will provide grounds for termination of employment or volunteer affiliation. When in doubt as to whether or not information is considered to be Protected Health Information and/or considered confidential, you understand that it is your responsibility to discuss the matter with your supervisor or the volunteer coordinator before a violation occurs.

I acknowledge being informed of the Statement concerning confidential information and its treatment and agree to adhere to and uphold the expectations of this Statement.

Volunteer Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_