

TOPEKA RESCUE MISSION VOLUNTEER REWARDS PROGRAM

The Topeka Rescue Mission offers a Volunteer Rewards Program for mission guests. Guests volunteering in selected work areas of the mission may be eligible for credits toward approved housing, as well as other personal needs. This program is voluntary, and any volunteer work performed or credits issued will not be considered "work for pay."

Purpose

The purpose of the Volunteer Rewards Program is to provide the TRM guest an opportunity to learn work skills while under supervision, contribute to the welfare of others through volunteering and to participate in acquiring needed personal items, housing and/or transportation.

Reward Credits Options

Option 1: Housing credits may be applied toward **ONE MONTH'S** rent, rent deposit, utilities, utility deposits, and/or application fees. (Phone and cable are not considered utilities) ****SEE PAGE TWO FOR CONDITIONS****.

Maximum - \$500 per household. ONE TIME ONLY.

Option 2: Transportation credits may be applied toward one-way bus transportation if the individual plans to relocate or return home.

Maximum - \$200 ONE TIME ONLY.

*****YOU CAN ONLY USE OPTION 1 OR OPTION 2 -- NOT BOTH*****

Option 3: Gas vouchers, as well as local bus passes and tickets are available for local use. (Bus passes may not be received the same day they are requested.) Car repairs may be considered. A written estimate must be submitted for consideration.

Maximum - \$200 per 12-month period.

Option 4: Medical credits may be applied toward prescription medication. Guest is responsible to get prescription and insurance information to designated pharmacy. (Medications may not be picked up the same day they are requested.) Medical credits may also be used toward payment for Valeo appointments.

Maximum - \$200 per 12-month period.

Option 5: Identification credits may be applied toward obtaining photo ID, driver's license, birth certificates, etc.

Maximum - \$50 per 12-month period.

Option 6: Household and clothing credits may be applied toward items at the TRM Thrift Store.

Maximum - \$500 per 12-month period.

Option 7: Fine credits may be applied toward court fines when verified in writing and approved by the advocate and business administrator.

Maximum - \$200 – ONE TIME ONLY.

Option 8: GED credits may be applied ONLY toward the OPT and GED tests.

Maximum - \$118 (Two OPT tests, if necessary, and one GED test)

Option 9: Miscellaneous credits may be applied toward miscellaneous items such as stamps, locks and AT&T phone cards. Stamps will be distributed only by the book (currently \$8.80) or 2 or more stamps.

Maximum - \$100 per 12-month period.

No fewer than 10 credits will be redeemed per request (except for Options 4 and 9).

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The guest will be responsible to:

Discover available listed volunteer work sites.
Report to work site supervisor.
Perform volunteer work assignment satisfactorily.
Have work site supervisor sign volunteer credit form.
Keep his or her own volunteer work credit forms for proof of credits earned.
Turn into business office volunteer work credit form for redemption.

Conditions

The maximum number of work credits that may be earned in a 12-month period is 600 credits. This period begins with the first credit earned. Credit value is \$1.00 per volunteer hour, except for those credits used for housing and one-way transportation.

TRM guests and former guests may redeem volunteer work credits in the business office by appointment during regular business office hours. Appropriate documentation must be attached to appointment form.

Credits are non-transferable, and no credits may be redeemed for cash. No services or items may be returned or exchanged for cash.

Credits must be applied toward TRM loans before being redeemed for anything else.

Certain documentation and conditions will be required for all redeemed credits. Failure to provide required documentation will result in credits not being redeemed.

- Vouchers will be issued for Thrift Store items and gasoline. Gas vouchers will be given for use only in a vehicle which is currently registered to the guest.
 - When making an appointment to redeem credits for gas vouchers, guest must attach a copy of:
 - Current Driver's License (in guest's name)
 - Current automobile registration (in guest's name)
 - Current proof of insurance (in guest's name)
 - All vouchers are non-transferable and must be used within 30 days of issue. Vouchers not used within 30 days will be forfeited.
- Credits may be applied toward housing at a rate **up to** four times the amount earned. *Example: 50 credits = **up to** \$200*
 - When making an appointment to redeem credits for housing, guest must attach a copy of lease or rental agreement showing amount of rent and/or deposit.
 - Guest must provide verification of income sufficient to sustain housing before housing credits will be redeemed.
 - Credits will be redeemed for housing **one time per household only**, regardless of the amount used.
- Credits may be applied toward one-way bus transportation at a rate up to twice the amount earned. *Example: 50 credits = **up to** \$100*
- Guests who are given assistance with housing and/or one-way bus tickets will not be permitted to return to TRM for a period of at least six months.
- Credits may be redeemed for utility payments only if this directly connects to a guest's ability to move out of TRM. When making an appointment to redeem credits for utility payment, guest must attach a copy of a utility bill *complete with guest's name and account number.*

It is the TRM guest's responsibility to keep secure all credits/vouchers. TRM is not responsible for lost or stolen credits/vouchers and will not replace such.

Volunteer credits must be used within six (6) months of the date earned. After six (6) months, earned credits will become void. *An exception will be made for participants on the SIT Program.*

The Topeka Rescue Mission may change the terms of the Volunteer Rewards Program at any time without notice.