



Dear Interested Volunteer,

We are so excited at Life Choices of Memphis to hear that you desire to come alongside us in this very rewarding life-affirming work. Your service is incredibly needed and cherished as we work to change the lives of women in our community. This letter to you presents various volunteer opportunities for your consideration.

Although the majority of our volunteer base consists of women, men share the load in different areas of service as well. Our most consistent need for male volunteers is during fundraising event times. Men help as they serve on committees, direct traffic, set up tables, chairs, equipment, etc.

For women, the volunteer opportunities are broader due to the fact that we primarily serve the females of our community. If meeting directly with clients is your interest, below are the requirements needed.

Long term commitments include attending Volunteer Orientation with the intentions to serve as a volunteer. Orientation is also a time to discover your niche within the ministry. It is important to us that you pray and understand the commitment you are considering. Life Choices of Memphis Pregnancy Help Medical Clinic also maintains a state child-placing adoption license, and because of the seriousness of the work we do in the areas of medical, counseling and adoption, there are certain requirements for our volunteers in order to have client contact. All client volunteers will need to fulfill these requirements:

1. Be at least 21 years of age,
2. Be an active member of a local church.
3. Agree to sign a doctrinal and pro-life statement.
4. Complete all application forms.
5. Submit a copy of your highest earned diploma (a requirement for our state licensing) A picture of your diploma is acceptable.
6. If married, your spouse must be supportive of your work for Life Choices.
7. Attend all training sessions (a requirement for our state licensing)
8. Obtain a minimum of 6 hours of in-service training per year.
9. Intend to actively volunteer for 2 years, as circumstances allow.
10. Willingly follow all guidelines and submit to the authority of our Board of Directors.

If you meet and are willing to carry out these requirements, here are the next steps you must complete prior to training:

1. Complete and return the Response Form at the end of this letter.
2. Once I receive the Response Form, you will receive a phone call where we will discuss your intentions with Life Choices. After this short phone interview, you will be sent a volunteer application.

3. Bring a copy of your highest degree of education, a **\$35 application fee** and your car insurance information form (This degree and form are required by the state as we are a state-licensed adoption agency.) The auto information includes a copy of your driver's license, verification of insurance with the limits of insurance, and a copy of your auto registration. We will send you a form to complete explaining this in further detail. (Volunteers working with clients must have these forms in their confidential volunteer file.)
4. Mandatory Volunteer Orientation is held on a Saturday.

**Listed below are the areas of volunteer service for women at Life Choices of Memphis. Specialized training in specific areas will be provided.**

**HELPLINE:** Answer 24-hour Helpline which is forwarded to your personal phone after office hours, schedule appointments and answer questions. **Helpline volunteers do not counsel over the phone.**

**BABY PREP COACH:** Walk alongside our clients throughout their pregnancy, one on one weekly or bi-weekly meetings with clients, help them prepare for baby.

**RECEPTIONIST:** Answer the telephone, make appointments and greet clients.

**NURSE:** Initial contact with clients, check blood pressure, temperature, ultrasounds, etc. and gather patient's pregnancy history.

**BABY BOUTIQUE:** Groups and individual ladies organize our "Baby Boutique". This is a large room full of maternity/baby clothes and needed baby items where clients can redeem their earned points through our pregnancy care programs.

**DEVELOPMENT/ADMINISTRATIVE:** Stuff envelopes, prepare for bulk mailings, write letters, assist with fundraisers, etc.

**OPERATIONS:** Assist the Director of Operations and Finances with various tasks.

We also welcome men's, women's, coed, and/or youth classes to help meet other various needs. For example, during Volunteer Orientation we provide lunch and snacks to all the women attending the day-long Saturday training. A huge blessing is to have a group provide lunch or snacks for these meetings. Baby showers in honor of Life Choices can also be given to ensure baby items are available to the ladies completing the pregnancy care programs.

Concerning medical/nurse volunteers, these are ladies who currently have an active registered nursing license and can serve in our Clinical Services Department. Nurse volunteers can diagnose pregnancy and therefore offer confirmation of pregnancy, which enables women to make progress in obtaining TNCare during their pregnancy. Many women feel completely hopeless when they learn of the unplanned pregnancy and the burden of not having proper medical care can lead them into a decision they may regret later.

Thank you for your prayerful consideration of serving with Life Choices of Memphis. Please complete the Response Form on the next page and please let me know if you have questions. I am looking forward to hearing from you!

Gratefully,

Jessica Kirk

Client Advocate/Volunteer Coordinator

# Volunteer Response Form

\*Once we receive this response form from you, we will contact you with the next Orientation date.

**At this point, I would like to serve as:**  
(Check all that apply)

- Baby Prep Coach                       Receptionist                       Operations
- Provide food for orientation                       Baby Boutique                       Administrative
- Nurse                       Helpline                       I am unsure of how I want to serve

I currently volunteer for another organization called: \_\_\_\_\_

I would like to receive your quarterly newsletter

I am not interested in Volunteer Orientation. Please remove my name from your list.

First Name:	Last Name:	Date:
Street Address:		Apartment/Unit #
City:	State:	ZIP:
Phone (Home):	Phone (Cell):	
E-mail:		

Will you be able to serve as a volunteer on weekdays (Mon.-Fri.)?  
 YES     NO

**Please return promptly by mail, e-mail or fax:**

**Life Choices of Memphis**  
**Attn: Jessica Kirk**  
**2400 Poplar Ave. Suite 550**  
**Memphis, TN 38112**  
**(p) 901-452-8991**  
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