



The mission of AtG is to demonstrate the love of Christ by empowering vulnerable, single mothers and their children, enabling them to become responsible leaders in their homes and community.

## Volunteer Manual



**Against the Grain Inc © 2003**

**Against the Grain Inc**  
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**EDUCATION + MENTORSHIP =  
EMPOWERMENT**

**THANK YOU** for your interest in Against the Grain (AtG). Our goal is to transform the lives of single mothers and their families. We cannot do that without the help of volunteers. We have many different volunteer opportunities. This information packet will provide you with information about AtG and will explain how you can help.

## A Brief History

Against the Grain began in March of 2003 with a desire to empower one single mother as she tried to break the cycle of generational poverty and dependence upon the government. Through personal references, AtG began to get requests from many single mothers asking for assistance as they tried to grow spiritually and to independently provide for their children. AtG was incorporated on August 4, 2003 as a faith-based, social change organization and is a 501(c)(3) non-profit. AtG works with churches, businesses and others within the community to continue empowering single mothers.

AtG provides training, healthy relationships and hope to people who are “at-risk” of becoming just another year’s statistics.

**THE FACTS...**According to the 2000 Census there are more than 12,000 single mothers living in Middle Tennessee. 5,000 of these single mothers do not have a high school diploma or a G.E.D. Over 7,000 have no consistent income. In Middle Tennessee there are more than 14,000 children under the age of 5 living in poverty. According to the Tennessee Commission on Children and Youth “...the effects of poverty threaten to erode the income, education and health of the next generation of parents and so shape the childhoods of their own children.” Poverty is devastating.

**THE MISSION CARRIED OUT...** Education is at the core of AtG’s programs. The **180 Program** is for the mothers. The **180 Program** is a one-year program for empowering mothers to make a “180 degree turn” in their lives through intentional one on one mentoring and monthly support meetings. The curriculum is designed so that the mothers build character and integrity while creating a positive home environment for themselves and their children. Through this time of transformation we provide the mothers with the tools to help them succeed in all aspects of their lives. The curriculum includes budgeting, parenting, self-esteem, character development, leadership skills and a jobs program. Each mother has a dedicated mentor that will walk with her through a guided curriculum/ Bible study. During the mothers’ monthly support meeting we also work with their children (Kids 180) on social skills and life skills.



In all of its teaching and programs, AtG seeks to:

- Guide participants to love God, Lead their family and Serve their community
- Provide opportunities for participants to be empowered in a safe learning environment.
- Integrate participants' families into the process.
- Instill in participants a sense of respect for their heritage.
- Communicate to participants a sense of responsibility for their present behaviors, attitudes and situations.
- Inspire participants with a sense of destiny and purpose for their lives and the lives of their families.

Because AtG believes that the Bible contains practical instruction about how to accomplish these goals, it is used as the first reference and the final authority in the educational process.



## **AtG Volunteer Opportunities (Brief Description)**

We encourage families to volunteer together in order to provide fellowship and encouragement for participants in the 180 Program. Because these are single mothers, opportunities to observe and interact with 2 parent families are limited. The 180 Program serves both mothers and their children, and families that volunteer are a vital part of our Kids 180 Program. There are many ways to get involved with AtG. Included is a brief description of our current volunteer teams.

### **Individual 180 Mentors**

*As part of our 180 Program, an Individual Mentors is assigned to each mother. The Individual Mentor meets one-on-one with the mother, going through a written curriculum and guidance toward meeting goals.*

### **Mentors for children**

*As part of our Image Builders Mentors Program, mentors undergo a formal matching process and are assigned to a child of a single mother. They attend recreational group events with other mentors and children and meet with the child one-on-one, providing emotional support, guidance, and friendship.*

### **Study Buddies**

*Study Buddies is a program that pairs an adult “study buddy” with a child whose mother is in the 180 program. Study buddies work with the child’s teacher to give the child one-on-one instruction in areas where the teacher has noticed a weakness. Study Buddies meet with the child at his/her school for 30 minutes once every week during the school year.*

### **Dinner Preparation**

*This opportunity involves providing dinner for our class participants and volunteers during class times. It entails delivering simple meals (so the mothers can duplicate the recipes if possible), hot and ready to be served, in disposable containers to the designated location at 5:45pm.*

### **Program Facilitators**

*This opportunity is facilitating the curriculum that will be provided by AtG in Williamson County Jail on Monday’s and Thursdays (men and women are served). In Nashville on Tuesdays and Wednesdays curriculum teaching job skills (men and women are served) will be provided.*

### **Community Relations/Media**

*Annual fund-raising events such as silent auctions, golf scrambles and a volunteer banquet are a vital part of our funding. Our community team contacts local businesses for donations, and builds relationships within the community through public service announcements and media exposure.*

### **Church and Corporate Liaisons**

*Our liaisons agree to be the contact for their church, business or small group regarding AtG events and news; placing the information in the bulletin or newsletter and coordinating donations collected by their group.*

### **Prayer/ Written Encouragement**

*AtG believes in the power of prayer, and we distribute a prayer list that includes prayer requests from the mothers and children in the 180 Program. Throughout the year, birthday cards, notes and cards of encouragement are sent to mothers and children. While often “behind the scenes”, this team is a vital part of our ministry to the families we serve.*

## **Miscellaneous**

*AtG continues to expand our services and has many opportunities to serve in areas outside the current volunteer teams. Assistance in areas such as: administration, bookkeeping, cleaning, organizing, special events, fund-raising, etc. is always appreciated. If you have a special gift or skill that doesn't seem to fit within one of the current volunteer teams, please contact us at 615-791-7885 or [volunteer@atghope.org](mailto:volunteer@atghope.org).*

For more detailed information regarding our volunteer opportunities, please see following page.

## AtG Volunteer Opportunities (Detailed Description)

Many of the volunteer opportunities occur during 180 Program class times. We have listed these below for your convenience.

### **Individual Mentor for Single Mothers**

- *As part of our 180 Program, an individual mentor is assigned to each mother. The Individual Mentor meets one-on-one with the mother, following a written curriculum/ Bible study, holding the mother accountable to overall life goals.*
- Overall Time Commitment: one year
- Location: Varies;
- Monthly Time Commitment: Must meet with the mother one-on-one weekly for 44 weeks

\*\*\*For more information, contact the AtG office at 615-791-7885, or email [volunteer@atghope.org](mailto:volunteer@atghope.org).

### **Mentors for Children of Single Mothers**

*As part of our Image Builders Mentors Program, mentors undergo a formal matching process and are assigned to a child of a single mother. They attend recreational group events with other mentors and children and meet with the child one-on-one, providing emotional support, guidance, and friendship.*

- Total Time Commitment: Two years
- Location: Varies; May use AtG office or 4<sup>th</sup> Avenue Church in Franklin if needed
- Monthly Time Commitment: Must plan to meet face-to-face with child 2 times per month and make contact with the child one time each week. (For example, meet every other week and talk by phone once during the other weeks.)
- Brief records of activities and outcomes must be kept by the mentor and reported monthly
- Mentors must be at least 21 years old, pass a background check, and undergo initiation training

\*\*\* For more information, contact Program Coordinator Jerry Fox at 615-415-2951 or [jerry@atghope.org](mailto:jerry@atghope.org).

### **School Study Buddies for Children of Single Mothers**

*Study Buddies is a program that pairs an adult "study buddy" with a child whose mother is in the 180 program. Study buddies work with the child's teacher to give the child one-on-one instruction in areas where the teacher has noticed a weakness. Study Buddies meet with the child at his/her school for 30 minutes once every week during the school year. Activities are placed in a folder by the teacher which the study buddy picks up at the meeting time. This is a great way to provide encouragement and assistance with specific school activities and lessons.*

- Total Time Commitment: One Calendar School Year (except school breaks and holidays)
- Location: Varies; Study Buddies will be assigned based on school location and age preference
- Weekly Time Commitment: 30 minutes
- Must pass background check

\*\*\*For more information, contact Program Coordinator Carmen Powell at 615-500-8314 or [carmen@atghope.org](mailto:carmen@atghope.org)

### **Program Dinner Preparation**

*This opportunity involves providing dinner for our class participants and volunteers during class times. It entails delivering simple meals (so the mothers can duplicate the recipes if possible), hot and ready to be served, in disposable containers to the designated location at 5:45pm.*

*The meal should be an entrée and a dessert and should serve TBD, Donations of 2 liter bottles of soda, paper plates, napkins, etc., are appreciated, but these items are not required. Dinner preparers are welcome to stay and enjoy a meal with us, but this is not required. Small groups are encouraged to participate in the Thursday class, either bringing a single entrée or a "potluck" style meal.*

- Total Time Commitment: Scheduled quarterly with dates and frequency determined by volunteer
- Monthly Time Commitment: Frequency at discretion of volunteer. Meal preparation time will vary. Food needs to be delivered once per month. 15 minutes at site to drop off meal.

\*\*\*For more information, contact AtG at 615-791-7885 or [volunteer@atghope.org](mailto:volunteer@atghope.org)

### **Program Facilitators**

*Our 180 Program Facilitators will utilize our program materials to facilitate class time with the single mothers. The classes include topics such as: parenting, budgeting, self-esteem, job skills and other life-skills. Facilitators need to have some knowledge of the curriculum topics and a passion to empower single mothers and be willing to follow the curriculum provided.*

- Total Time Commitment: Minimum of 8 consecutive weeks
  - Monday's Williamson County Jail
    - 8am-10am Women Jobs Training
    - 10:30-12:30 Men Life Skills Training
    - 1pm-3pm Women Life Skills Training
  - Tuesday in Nashville Job Skills Training
    - 8:30am-1:30pm (men and women could be in attendance)
  - Wednesday in Nashville Job Skills Training
    - 8:30am-1:30pm (men and women could be in attendance)
  - Thursday in Williamson County Jail
    - 8am-10am Women Jobs Training
- Choose one of the 180 Program Class Times above
- Weekly Time Commitment: Could be 1 to 2 hours of preparation time prior to the class meeting.
- Must pass background check, complete interview process

\*\*\*For more information, contact AtG at 615-791-7885 or [volunteer@atghope.org](mailto:volunteer@atghope.org)

### **Community Relations/Media**

*Annual fund-raising events such as silent auctions, golf scrambles and a volunteer banquet are a vital part of our funding. Our community team contacts local businesses for donations, and builds relationships within the community through public service announcements and media exposure.*

- Total Time Commitment: Either annual or determined by the specific event you are supporting
- Dates of upcoming events are available at [www.atghope.org](http://www.atghope.org)
- Weekly Time Commitment: Varies with the event and role being filled. Contact with businesses may be made by phone or in person, PSA/ community calendar items may be submitted electronically, and donation collection varies, dependant upon the event.

\*\*\*For more information, contact AtG at 615-791-7885 or [volunteer@atghope.org](mailto:volunteer@atghope.org)

### **Church and Corporate Liaisons**

*Our liaisons agree to be the contact for their church, business or small group regarding AtG events and news; placing the information in the bulletin or newsletter and coordinating donations collected by their group.*

- Total Time Commitment: One calendar year
- Weekly Time Commitment: Varies; monthly email blast to distribute and occasional extra communications

\*\*\*For more information, contact AtG at 615-791-7885 or [volunteer@atghope.org](mailto:volunteer@atghope.org)

### **Prayer/ Written Encouragement**

*AtG believes in the power of prayer, and we distribute a prayer list that includes prayer requests from the mothers and children in the 180 Program. Throughout the year, birthday cards, notes and cards of*

encouragement are sent to mothers and children. While often “behind the scenes”, this team is a vital part of our ministry to the families we serve.

- Total Time Commitment: One calendar year
- Weekly Time Commitment: Varies; daily prayer and weekly mailing of 1-2 cards preferred

\*\*\*For more information, contact AtG at 615-791-7885 or [volunteer@atghope.org](mailto:volunteer@atghope.org)

### **Miscellaneous**

AtG continues to expand our services and has many opportunities to serve in areas outside the current volunteer teams. Assistance in areas such as: administration, bookkeeping, cleaning, organizing, special events, fund-raising, etc. is always appreciated. If you have a special gift or skill that doesn't seem to fit within one of the current volunteer teams, please contact us at 615-791-7885 or [volunteer@atghope.org](mailto:volunteer@atghope.org).

### **Incentives for the 180 Program**

If you are unable to donate your time to one of our volunteer opportunities, AtG has a constant need for the following supplies used as incentives for the mothers to “purchase” using credits they have earned based on their weekly class participation and attendance:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Gas cards in \$25 increments</li> <li>• paper towels</li> <li>• toilet paper</li> <li>• cleaning supplies (including air fresheners)</li> <li>• laundry soaps/ dryer sheets/ pre-wash</li> <li>• plastic storage containers (for lunches, etc)</li> <li>• feminine hygiene items</li> <li>• dish soap (NO DISHWASHER SOAP)</li> <li>• body soap/ antibacterial hand soap</li> <li>• Shampoo</li> </ul> | <ul style="list-style-type: none"> <li>• Razors</li> <li>• toothbrush/ toothpaste (adult &amp; child)</li> <li>• deodorant</li> <li>• size 5 diapers</li> <li>• size 2t pull-ups</li> <li>• baby wipes</li> <li>• trash bags</li> <li>• Ziploc/ sandwich bags</li> <li>• gift cards to Wal-Mart, Kroger or Publix</li> </ul> |
|---|--|

## Contact Information

For more information regarding volunteer opportunities, contact Meredith Kendall at 615-791-7885 or [email volunteer@atghope.org](mailto:volunteer@atghope.org). We look forward to partnering with you!

## Eligibility and Requirements to be a Volunteer

We encourage families to volunteer together to be mentors to children and to help with the Kids 180 program. Eligibility and requirements for volunteers are listed below.

### All Volunteers Must:

- Take interest in the lives of the mothers and/or children, take initiative to spend time with them, pray for them, believe in them, and say encouraging words and model reliability and commitment.
- Complete the AtG Volunteer Application (located at the back of the volunteer manual) and provide personal/professional references.
- Be willing to submit to a background check. Background checks are required for Mentors, Study Buddies and Program Facilitators. Background checks help create an environment of safety and security for all volunteers, program participants and staff.
- If applicable, **teach curriculum as written**. Most of our curriculum comes from a Christian worldview and as a volunteer, it is **important that you share these beliefs and values**.
- Be willing and able to meet time commitments for volunteer opportunities.
- Complete all other requirements for the position. For example, program facilitators must complete training.
- Demonstrate moral character.
- Dress appropriately.
- Follow all policies and procedures outlined in the volunteer manual.
- Use caution in relationships with mothers and children (see Code of Conduct)

## Volunteer Application Process

AtG takes great pride in the quality of our volunteers. Our goal is to ensure we have volunteers with experience, time and characteristics to be a positive influence on the mothers and their children. We strive to match volunteers with opportunities at AtG that best fit their skill sets and interests while ensuring the safety and security of everyone involved with the program. Our focus is on building teams of volunteers willing to partner in empowering the families we serve to break the devastating cycle of generational poverty.

### Application

If you are interested in being a volunteer, contact AtG at 615-791-7885 or [volunteer@atghope.org](mailto:volunteer@atghope.org) for information and a volunteer application. All volunteers are required to complete a Volunteer Application (located at the back of the Volunteer Manual). Background checks are required for any individual that will be a Mentor, Study Buddy or Program Facilitator. If a background check is required, additional information will be needed, including references.

## Interview

Upon completing the volunteer application, you may be contacted for an interview. The purpose of an interview is to ensure that we understand your background, experience and interests. This is also a good opportunity for you to ask questions and learn more about the organization.

Upon completion of the application process, you will be contacted and given information regarding which opportunity we believe would best fit your background, skills and interests. At that time you will be given specific information regarding duties, time commitment, location, etc.



## Code of Conduct

### Behavior

Volunteers are expected to demonstrate good moral character. They are expected to attend meetings, meet time commitments, and arrive on time. They are expected to be respectful of others and contribute to creating a positive environment.

The following are inappropriate actions that could lead to immediate dismissal:

- Inappropriate touching of any kind, including physical or sexual harassment.
- Inappropriate statements of any kind, including jokes/humor or sexual harassment.
- Threatening, intimidating or fighting with a program participant, volunteer or staff.
- Theft, fraud, abuse or misappropriation of property belonging to AtG or program participants, volunteers or staff.
- The manufacture, use, possession, distribution, purchase or sale of unauthorized drugs or alcohol while performing AtG duties of any kind.

### Performance

We depend upon accountable, engaged and dedicated volunteers who take their responsibilities with AtG seriously. We always want to keep the lines of communication with our volunteers open. As a volunteer, if you have questions regarding procedures or duties to be performed, it is your responsibility to contact the On-Site Coordinator or team leader. In the event that a volunteer is not willing or able to meet the performance expectations of their position, a discussion will be held with that volunteer and our violations/dismissal procedure will be followed.

### Conflict of Interest

AtG will maintain a reputation of fairness, equality, and ethical and legal compliance in all business dealings. Volunteers must avoid any behaviors that can create a conflict of interest or the appearance of favoritism and unfair or improper behavior. Volunteers must also use caution in relationships with mothers and children as follows:

- Do not give ANY monetary gifts to the mothers or their children directly.
- Notify AtG immediately if a mother or child asks for money or you feel uncomfortable with any request by a mother or child.
- Do not get in the habit of taking them to dinner.
- Do not give out your personal information such as phone numbers, addresses, etc. If you do call a mother or child and have to leave a message, please do not have them return a call to your number. Inform them you will call them back. When calling a mother or child, always use \*67 then enter your phone number to make it "private".
- Do not get in the habit of watching their children or giving them rides.
- We understand that you want to be a friend, but while they are in the 180 class please follow these rules. In most cases, failing to follow these restrictions results in a direct conflict with the mission of AtG: empowering single mothers to *become self-sufficient*. If a friendship does arise, please use caution as

these relationships will not have healthy boundaries if you do not set and enforce them.

A conflict of interest may exist if a volunteer:

- Seeks or obtains for benefit or advantage anything of more than nominal value that would not normally be available to the volunteer.
- Uses or makes available for benefit or advantage the property, records, services, name, emblem, or endorsement of the AtG affiliation of the volunteer.

In addition, volunteers must inform Rob Kendall, email: [rob@atghope.org](mailto:rob@atghope.org), of any business dealing with or involving the actual or intended use of vendors, independent contractors, or potential grantees who are relatives or close friends of a volunteer. While not automatically prohibited, AtG must ensure that the best interest of AtG and the families we serve is protected.

### **Confidentiality**

As a volunteer, you may work with confidential information. In order to maintain the rights of privacy of its staff, volunteers and program participants, volunteers must not disclose confidential information about AtG's business activities, plans, services, systems, staff, mothers, children, other volunteers, or any other proprietary matters.

### **Attendance**

Attendance by our volunteers is an absolute necessity for AtG. We simply cannot meet all of the participants' needs or achieve our goals when volunteers are absent and/or tardy on a consistent basis. It is also extremely important that we are modeling responsible behavior for the mothers and children. We do understand that our volunteers are giving their personal time and have other commitments outside of AtG. If you will be unable to attend a meeting or meet an obligation, you will need to notify the Program Coordinator for your position as soon as possible, but no less than 24 hours prior to the meeting or scheduled obligation. In the event of an emergency you would need to contact Meredith Kendall at 615-791-7885. Tardies and/or failure to attend scheduled meetings will be addressed with the volunteer through our Violations/Dismissal process.

### **Dress Code**

Volunteers are expected to dress appropriately. Our volunteers should always reflect a positive and credible image to program participants and other members of the community. If a volunteer wears attire or has an appearance that is deemed inappropriate, a discussion will be held with this individual. The volunteer may be asked to go home and change if the attire is extremely unacceptable.

## Grievance Procedure

A grievance consists of complaints or concerns that policies and/or procedures are not being administered properly. The grievance procedure is a systematic process to ensure the objective hearing and orderly handling of volunteers' and staff grievances. Every volunteer and staff member may expect a fair resolution of her/his grievance in a timely manner.

It is our goal that complaints and concerns can be resolved easily when they are brought to the attention of the program staff. We strive to maintain open communication and are open to recommendations for improvement to our policies, procedures and operations.

The following formal grievance procedure should be followed if a volunteer or staff member feels that the grievance was not resolved after speaking to their manager at the informal level:

1. Immediately bring the problem either verbally or in writing to the attention of program staff. All complaints will be handled in a timely manner and with confidentiality.
2. If necessary, upon verification of the allegations, AtG will take appropriate measures to remedy the problem and prevent its recurrence. AtG considers harassment a major offense that can result in disciplinary action, which could include dismissal of the volunteer.
3. The Board of Directors is considered the final authority regarding any grievances brought forth.

Retaliation against any volunteer or staff for lodging a harassment complaint or participating in AtG's investigation of a grievance will not be tolerated. The initiation of the grievance procedure will not restrict the program staff from taking appropriate action with respect to the volunteer or staff member.

### Addressing Violations/Volunteer Dismissal Procedure

In the case of a violation of expectations set forth in this volunteer manual, the following steps will be taken up to and including dismissal of volunteer:

1. A verbal warning will be given to the volunteer.
2. A written warning will be given and placed in the volunteer's file.
3. Dismissal of volunteer

In the event of gross misconduct or more serious violations, AtG reserves the right to move to any step in the dismissal procedure, which includes dismissal of volunteer.

## **Resignation of Volunteer Position**

Any volunteer may end his/her services upon notification in writing. We request a minimum of a two week notice to give us time to find a replacement.

# Volunteer Manual Acknowledgment

**I acknowledge that I have read and understand the policies, procedures and expectations set forth in the AtG Volunteer Manual. I agree to abide by the policies and procedures outlined in this manual.**

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

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



## Against the Grain Volunteer Application

TM

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

E-mail \_\_\_\_\_

Current Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Work Status:  Part-time  Full-time  Student  Homemaker  Unemployed/  
retired

Marital Status:  Single  Married  Divorced

What interests you most about becoming a volunteer with Against the Grain?

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Are there any skills, experience or knowledge you have that you feel would be particularly beneficial to Against the Grain?

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How would you like to be involved with Against the Grain?

<input type="checkbox"/> Individual 180 Mentor	<input type="checkbox"/> Dinner Preparation
<input type="checkbox"/> Mentor for a child	<input type="checkbox"/> Program Facilitator
<input type="checkbox"/> Study Buddy	<input type="checkbox"/> Williamson County Jail
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Nashville
	<input type="checkbox"/> Other _____

Do you authorize AtG to perform a criminal background check? Yes No

Please provide us with 3 personal or professional references.

1.

Name: _____	
Address: _____	
Phone Number: _____	Email: _____
Employer: _____	Relationship to you: _____

2.

Name: _____	
Address: _____	
Phone Number: _____	Email: _____
Employer: _____	Relationship to you: _____

3.

Name: _____	
Address: _____	
Phone Number: _____	Email: _____
Employer: _____	Relationship to you: _____

The information contained in this application is true and complete to the best of my knowledge. I understand that falsification or significant omissions of any information may be considered justification for non-acceptance or dismissal if discovered at a later date. I, the undersigned, give my authorization to Against the Grain or its representatives to contact appropriate government agencies as deemed necessary in order to verify my suitability as a volunteer. I understand that the information contained in this application will be held confidential by the AtG staff.

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**Signature**

**Today's Date**

# Against The Grain Inc.

## Volunteer Authorization For Release of Background Information

In connection with my application for volunteer service with **Against The Grain Inc.**, I authorize **Against The Grain Inc.** and, or, ACCUFAX Div., Southvest Inc., their agent, to solicit background information relative to my criminal record history. I understand that **Against The Grain Inc.** may conduct inquiries into my background that may include criminal records, motor vehicle records, personal references and other public record reports pertaining to me. When requested by an employer motor vehicle records or a driving history may be obtained. American Driving Records will provide motor vehicle records from the state of Louisiana.

**I authorize without any reservation, any person, agency, or other entity contacted by Against The Grain Inc. or ACCUFAX Div., Southvest Inc., their agent for purposes of obtaining background report information, to furnish the above-mentioned information.**

I release **Against The Grain Inc.**, their respective employees or ACCUFAX Div., Southvest Inc. their agent and employees and all persons, agencies and entities providing information or reports about me from any and all liability arising out of furnishing any such information or reports.

**Requested by: 615-791-7885** **PLEASE PRINT INFORMATION BELOW**

FULL LEGALNAME \_\_\_\_\_ DOB \_\_\_\_\_

OTHER NAMES USED \_\_\_\_\_ SS \_\_\_\_\_

DRIVERS LIC # \_\_\_\_\_ STATE ISSUED \_\_\_\_\_

*Please note: If your address is a rural route, or post office box, we must have City & County where mail was delivered*

Current Address \_\_\_\_\_ City \_\_\_\_\_ Co. \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

How long at this address? (Months/Years) \_\_\_\_\_

PreviousAddress \_\_\_\_\_ City \_\_\_\_\_ Co. \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

How long at this address? (Months/Years) \_\_\_\_\_

PreviousAddress \_\_\_\_\_ City \_\_\_\_\_ Co. \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

How long at this address? (Months/Years) \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

LIST ALL CITY/STATES RESIDED AT SINCE AGE 18 AND HOW LONG IN EACH CITY/STATE:

\_\_\_\_\_