



## Volunteer Information Packet

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

### Volunteer Opportunities Include:

\_\_\_ **Volunteer Groups** - Do you have a group of dedicated volunteers looking to make a difference? Assist with campus needs or provide youth an experience. Other options include sorting donations, mowing, hosting a BBQ or recreational activities. For any questions please contact Laci Bird, [lbird@sjrctexas.org](mailto:lbird@sjrctexas.org)

\_\_\_ **Community Events** – Help with planning or assisting at local events in your area. Partner with our Community Liaison to coordinate a donation drive or a recruiting event to bring in volunteers and awareness to SJRC Texas/Belong. For any questions please contact Laci Bird, [lbird@sjrctexas.org](mailto:lbird@sjrctexas.org)

### Touchstone (Bulverde, Texas)

\_\_\_ **Group Mentoring** - Do you have a skill that you can share with the youth we serve? We would love for you to share your passion to a group of youth in hopes that our youth gain a new skill or hobby. Please reach out to Kandace Moehrig for available time slots. [kmoehrig@sjrctexas.org](mailto:kmoehrig@sjrctexas.org)

### PAT (Parents as Teachers | Kinship Families) 27 counties

\_\_\_ **Community in Action** - Help your local families with everyday home and lawn maintenance. Support Kinship families in preparing their home for the licensing process such as change a light bulb, moving assistance, mowing, etc. Contact Melissa Loyola (PAT) or Kane Jaggars (Kinship) with any questions you may have. [mloyola@sjrctexas.org](mailto:mloyola@sjrctexas.org), [kjaggars@sjrctexas.org](mailto:kjaggars@sjrctexas.org)

### CPA (Child Placing Agency) San Antonio, Texas

\_\_\_ **Foster Family Support** - Provide child care/support to foster families while they complete foster parent training. Contact Rica Banks with any questions you may have. [rbanks@sjrctexas.org](mailto:rbanks@sjrctexas.org)

Volunteers will be required to get fingerprints, background check, TB and drug test.

**PLEASE** include a **COLOR** copy of your Driver's License and Social Security card when submitting this packet.

Please mail, scan, or email to:  
SJRC Texas c/o Community Partnerships & Event Coordinator Laci Bird  
1400 Ridge Creek Lane, Bulverde, TX 78163  
Office Phone: 210.876.6763  
Email/Scan: [lbird@sjrctexas.org](mailto:lbird@sjrctexas.org)

*Thank you so much for your time and dedication. You are making a difference in the life of a child!*



## MEDIA CONSENT, RELEASE, AND WAIVER

I hereby give consent to SJRC Texas and its division, Belong (the "organization"), to photograph, videotape, or otherwise digitally record and use images and/or sound recordings of myself \_\_\_\_\_ and my child \_\_\_\_\_ (if applicable) to use in any public media, including radio, television, internet, social media, print or in any of the organization's or its partners' publications, productions, or posts. I understand that the intended use of such images and information is solely for the purpose of advertising, marketing, fundraising and/or the promotional and public awareness purposes for the organization. I hereby waive any rights or interest in the images or recordings, as contemplated in this release.

I acknowledge that this consent to use images and/or recordings is being made solely for the benefit of the organization and comes without any expectation of monetary compensation or other benefit to me. To the extent that any benefit accrues or might accrue to the organization from the use of images or information, I hereby and forever waive any interest in or claim to such benefits.

I hereby release and forever discharge the organization (including without limitation all corporate affiliates and officers, directors, trustees, donors, employees, agents and volunteers) from any and all claims, liability, actions, suits, demands, costs, expenses or indebtedness arising out of, related to, or in any way connected with the use of images and materials described herein, and I hereby waive all rights and interest in and to such information and materials.

I further acknowledge that there is no guarantee that any or all of the participants' images or recordings will be used in any released media.

Address

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Name of Adult (Parent or Legal Guardian if applicable) *(please print)*

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Name of Child/Children (if applicable) *(please print)*

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Signature of Adult (Parent or Legal Guardian) Date



## CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

The trade secrets, proprietary information, client and Undersigned information and other internal information, data and materials (the "Confidential Information") of SJRC are valuable assets. Protection of this information plays a vital role in SJRC's continued growth and in its ability to compete. Therefore, in consideration of employment of the undersigned as either a paid or unpaid representative of our organization to include Employees, Volunteers, Consultants and Board Members ("Undersigned"), the undersigned agrees to the following:

1. **Non-Disclosure Acknowledgment** - Undersigned acknowledges that the Confidential Information to which Undersigned shall have access as a result of employment with or election as board member to the Ranch is confidential, unique and valuable and was developed by or for SJRC at substantial cost and over a period of time. Undersigned acknowledges that disclosure of such Confidential Information to anyone other than persons authorized by SJRC would cause our organization irreparable injury.
2. **Confidential Information Agreement** - Undersigned agrees that in order to appropriately safeguard this Confidential Information:
  - a. Undersigned will not directly or indirectly disclose to any other person other than the officers, board members, or other persons, including Undersigned authorized by SJRC, or use or otherwise exploit for the Undersigned's own benefit or for the benefit of anyone other than SJRC, any Confidential Information whether such material is developed before or after the date of this Agreement or Undersigned's employment or term with SJRC;
  - b. Undersigned shall use his or her best efforts to cause all persons or entities to whom any Confidential Information shall be disclosed by him or her hereunder to observe the terms and conditions set forth herein as though each such person or entity were bound hereby;
  - c. Undersigned shall not remove any Confidential Information from SJRC's premises except in the course of performing his or her duties on behalf of SJRC;
  - d. Undersigned shall have no obligation hereunder to keep confidential any Confidential information if and to the extent disclosure of any such information is specifically required by law or if the information has been released to the public by SJRC; provided that in the event disclosure is required by applicable law, Undersigned shall provide SJRC with prompt notice of such requirement, prior to making any disclosure, so that SJRC may seek an appropriate protective order.
3. **Information, Data and Materials Constituting Confidential Information.** Confidential Information includes, but is not limited to, such items as:
  - a. Any patent, patent application, copyright, trademark, trade name, service mark, service name, "know-how" or trade secrets;
  - b. Individuals we serve and information relating to any such individual or any party related thereto to include protected health information and data;
  - c. Customer and Donor lists and information relating to any of SJRC's entities or any party related thereto;
  - d. Suppliers lists, pricing policies, consulting contracts and competitive bid information;
  - e. Company records, operational methods and company policies and procedures, including manuals and forms;
  - f. Marketing data, plans and strategies;
  - g. Business acquisition, development, expansion or capital investment plan or activities;
  - h. Software and any other confidential technical programs to include methods, formulae, composition, system techniques, inventions, machines, computer programs, and research projects;
  - i. Personnel Information, employee payroll, medical information and benefits data;
  - j. Company correspondence and communications with outside parties;
  - k. Accounts receivable and accounts payable,
  - l. Information data and materials developed by undersigned on behalf of SJRC
  - m. Other financial information, including financial statements, budgets, projections, earnings and any unpublished financial information;

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<b>ORGANIZATIONAL POLICIES AND PROCEDURES MANUAL</b>	<b>EFFECTIVE DATE:</b> 05/01/2015	<b>REVISION DATE:</b> 05/07/2021
<b>SUBJECT:</b> CLIENT CONFIDENTIALITY		

## PURPOSE


To ensure confidentiality, privacy, and integrity of all information belonging to service recipients.

## POLICY


SJRC Texas will protect the confidentiality and privacy of all service recipients.

## PROCEDURE

1. Information, Data and Materials Constituting Confidential Information: SJRC Texas keeps confidential any information pertaining to youth we serve, and COO is the designated person responsible for the privacy, security of confidential information as well as for reporting any data breach of sensitive, confidential information to youth, if applicable, as well as applicable stakeholders immediately upon detection and document all actions required/taken into youth foster care software system.
2. SJRC Texas youth care staff annually given a hard copy of SJRC Texas Policy and Procedure, 3.43 Confidentiality and Non-Disclosure as well as sign a “Confidentiality and Non-Disclosure Agreement. Policy and Procedure/Signed Agreement is attached and placed within the staff’s personnel file.
3. Regarding confidential information, SJRC Texas will comply with recipient confidentiality pursuant to state and federal regulations, to include HIPAA. SJRC Texas agrees that in order to appropriately safeguard the sensitive confidential information, all individuals will not directly or indirectly disclose to any other person other than the client, legal guardian, or staff of SJRC Texas. All individuals shall use his or her best efforts to cause all persons or entities to whom any confidential information shall be disclosed by him or her, to observe the terms and conditions set forth in this Policy and Procedure. Individuals shall not remove any confidential information from SJRC Texas premises except during the performance of his or her duties on behalf of youth and SJRC Texas.
4. Youth Care records are confidential and the following SJRC Texas staff are authorized to access or use sensitive confidential information in the course of doing their job:
  - COO


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- Clinical Director
  - Contracts Administrator
  - Program Coordinator
  - Case Manager
5. Youth care records will be stored, available for 7 years after a youth is termed and destroyed in accordance with SJRC Texas Policy and Procedure 2.8, Document Retention, by a third-party shredding company.
  6. SJRC Texas uses administrative, technical and physical safeguards to protect the security of sensitive confidential information from theft, unauthorized use or disclosure, damage or destruction by limiting access to authorized personnel on a need-to-know basis; having the ability to remotely wipe or disable mobile devices, if applicable, in the event that a device is lost, stolen, repurposed or discarded; maintaining paper records in a secure, location when not in use by authorized staff; limiting access based on staff roles within the organization; ensuring electronic systems require strong passwords/passcodes for access to confidential information; requires passwords/passcodes to be regularly changed; locks the user out of the system for incorrect login attempts and automatically times out after a period of inactivity and prompts reauthorization; automatically disabling equipment/passwords/passcodes and access of former employees; ensuring the system is capable of tracking who accesses confidential information within the system and recording when information is altered or deleted and locked file cabinets within locked file cabinet rooms.
  7. Non-Disclosure Acknowledgement: SJRC Texas acknowledges that the Confidential Information to which any individual shall have access because of being a service provider, resource provider, employee of SJRC Texas or employee of Regulatory Agency, is confidential, unique, and valuable. Confidential information may be shared between parties for service planning, safety assessment or service plan reports, communication between legal guardians, and/or investigation by Law Enforcement.
  8. Confidential Information Agreement: SJRC Texas will comply with recipient confidentiality pursuant to state and federal regulations, to include HIPAA. SJRC Texas agrees that in order to appropriately safeguard this Confidential Information: All individuals will not directly or indirectly disclose to any other person other than the client, legal guardian, or staff of SJRC Texas. All individuals shall use his or her

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best efforts to cause all persons or entities to whom any Confidential Information shall be disclosed by him or her, to observe the terms and conditions set forth in this Policy and Procedure. Individuals shall not remove any Confidential Information from SJRC Texas's premises except during performing his or her duties on behalf of SJRC Texas.

9. When having confidential conversations with youth (clients), staff should not counsel youth (clients) in offices (SJRC Texas' premises) when there are volunteers or outside tours in the house (SJRC Texas' premises). This specifically applies to Staff Offices where you can see into the office where youth(client) are present.
10. Exceptions to Confidentiality Policy: The restrictions of this Policy and Procedure on use and disclosure of Confidential Information will not apply to:
  - Public Information or information that is or becomes publicly known without the breach of this Policy and Procedure.
  - Already Known or information that at the time of disclosure under this Policy and Procedure is already know to the Receiving Party without any restriction on its disclosure.
  - Third Party Source or information that is or subsequently comes into the possession of the Receiving Party from a third party without violation of any contractual or legal obligation.
  - Threats of harm to self or others.
11. Youth Care Surveys are confidential/anonymous, completed through Survey Monkey annually and as needed based on program requirements, i.e., Emergency Care Child Sex Trafficking Victims Project and Long-Term Residential Child Sex Trafficking Project:
  - Surveys are only available online through a secure Survey Monkey link
  - Surveys are presented to each youth, 6 years and older, in care at SJRC Texas.
  - Surveys are voluntary.
12. For SJRC Texas TPCN Program, Client Survey Distribution Policy:
  - One Program Survey will be presented to each Program youth.
  - Program youth should be told survey is voluntary.

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- Program surveys should be physically given to the Program youth, not left on display as a means of distribution.
- SJRC Texas youth care staff or volunteers should not assist youth in filling out Program surveys.
- SJRC Texas youth care staff or volunteers should not mail the Program surveys on behalf of youth.



4. **Assignment of Intellectual Property Rights to SJRC.** Undersigned agrees to assign and transfer to the Ranch his or her entire right, title and interest in and to any and all improvements, new ideas or concepts or other innovations made or developed for SJRC by Undersigned (the "Innovations") either solely or jointly with others during the course of employment or term with SJRC. Undersigned agrees to make and maintain adequate and current written records of all such innovations in the form of notes or reports related thereto; which records shall be and remain the property of and be available to SJRC at all times. Undersigned agrees to promptly disclose to SJRC all such innovations and shall not claim any additional or special payment for such assignment.
  
5. **Return of Confidential Information upon Termination.** Upon termination of employment or volunteer services for whatever reason, Undersigned agrees to return immediately to SJRC's senior officer(s) any and all Confidential Information, including copies, extracts or other reproductions, in Undersigned's possession or control.
  
6. **Agreement Does Not Constitute Contract of Employment.** Undersigned acknowledges that this Agreement addresses only the treatment of Confidential Information and does not constitute a contract of employment nor does it guarantee any continued employment of Undersigned by SJRC.
  
7. **Employment or membership Termination.** The termination of Undersigned's employment, board membership or volunteer services, for whatever reason, shall not extinguish any obligations of Undersigned hereunder.
  
8. **Enforcement of Agreement.** SJRC shall be entitled to specific performance and injunctive or other equitable relief for any breach of this Agreement.

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**EMPLOYEES AND VOLUNTEERS SIGNATURE**

I have read and understand and agree to follow policy 4.37, IN WITNESS WHEREOF, Undersigned has signed this Agreement as of the date written below.

Undersigned Name (Print)	Signature	Date
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Witness Name (Print)	Signature	Date
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**BOARD MEMBERS SIGNATURE**

IN WITNESS WHEREOF, Undersigned has signed this Agreement as of the date written below.

Board Member Name (Print)	Board Member Signature	Date
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Board Chairman Name (Print)	Board Member Signature	Date
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**AUTHORIZATION TO REQUEST RECORDS FOR VOLUNTEERS**

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

Other Names Used (Maiden, etc.) \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Sex \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Driver's License Number \_\_\_\_\_ State Issued \_\_\_\_\_

Ethnicity: Hispanic\_\_\_\_ Other\_\_\_\_ Unable to Determine\_\_\_\_  
Race: American Indian/Alaskan Native\_\_\_\_ Native Hawaiian/Pacific Islander\_\_\_\_ Asian\_\_\_\_  
Black\_\_\_\_ White\_\_\_\_ Unable to Determine\_\_\_\_

[Note: Sex, Race, and Age are not a criteria in any employment decision. It is used for identification purposes only]

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Current address City/State/Zip County Dates (from – to)

Previous address City/State/Zip County Dates (from – to)

Previous address City/State/Zip County Dates (from – to)

**LIST ALL CRIMINAL CONVICTIONS AND TRAFFIC OFFENSES.**

YEAR	OFFENSE	CITY	COUNTY	STATE

SJRC will not knowingly employ or retain any person who has been criminally convicted of one or more of the following offenses, including, but not limited to: murder, homicide, manslaughter, or concealment of a homicidal death; kidnapping, child abduction, criminal child enticement, or contributing to the delinquency of a minor; unlawful restraint or forcible detention; felonious or aggravated assault, menacing, battery, or infliction of great bodily harm; sexual assault/battery or sexual abuse; unlawful sexual behavior; abuse or criminal neglect of a child; theft, financial exploitation, robbery, or burglary; criminal trespass; arson; unlawful possession or use of weapons or aggravated discharge of a firearm; manufacture, delivery, or trafficking of controlled substances; felony conviction of possession of controlled substance(s); DUI/DWI. Continued employment by SJRC is conditioned upon a finding of no criminal convictions of these offenses unless mitigating circumstances (if any), which will be taken into consideration.

I authorize the release to SJRC (and/or any of its licensed agents) any information held by any parties regarding my previous employment, criminal history record and/or record of convictions in state and local files for violations of any federal, state, local statutes or ordinances, any violations of state or federal regulation protecting children, military records, credit history, driving records and scholastic records and hereby release said persons, schools, companies, government agencies, court and law enforcement authorities from any damage whatsoever for releasing this information. I further authorize SJRC to utilize any of the information I have listed above, including my name, address, social security number and driver's license number to obtain any information referenced in this paragraph.

I certify that all the information I have provided on this authorization is true and accurate. I understand that misstatements, omissions or false or misleading statements which I have provided on any application, authorization, on my resume` and/or in interviews shall constitute grounds for refusal to hire or immediate discharge from employment. In consideration of employment with SJRC, I agree to comply with the Code of Conduct, policies, procedures and requirements of SJRC. I understand this application and/or any SJRC policy, manual, handbook or other written document describing such items do not constitute a written contract at this time or in the future. I understand my employment would be at-will and that my employment could be terminated at any time by either party, with or without cause and with or without notice. Any modification of the at-will employment relationship can only be accomplished by a written document signed by SJRC's Chairman or CEO.

I have read and understand the above.

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

**AFFIDAVIT FOR APPLICANTS FOR EMPLOYMENT WITH A CHILD-CARE FACILITY OR REGISTERED FAMILY HOME**

AN APPLICANT FOR EMPLOYMENT with a licensed child-care facility, residential or day-care, or registered family home whose employment or potential employment with the facility or registered family home involves the opportunity for or the direct interaction with children must execute and submit the following affidavit with the application for employment.

STATE OF: TEXAS

COUNTY OF: \_\_\_\_\_

**I SWEAR OR AFFIRM UNDER PENALTY OF PERJURY THAT I DO NOT NOW AND I HAVE NOT AT ANY TIME, EITHER AS AN ADULT OR AS A JUVENILE:**

1. Been convicted of;
2. Pleaded guilty to (whether or not resulting in a conviction);
3. Pleaded nolo contendere or no contest to;
4. Admitted;
5. Had any judgment or order rendered against me (whether by default or otherwise);
6. Entered into any settlement of an action or claim of;
7. Had any license, certificate, employment, or volunteer position suspended, revoked, terminated, or adversely affected because of;
8. Been diagnosed as having or have been treated for any mental or emotional condition arising from;
9. Resigned under threat of termination of employment or volunteerism for;
10. Had a report of child or neglect made and substantiated against me for, or
11. Have any pending criminal charges against me in this or any other jurisdiction for,

**Any conduct, matter, or thing (inspective of formal name thereof) constituting or involving (whether under criminal or civil law of any jurisdiction):**

1. Any felony;
2. Rape or other sexual assault;
3. Physical, sexual, emotional abuse and/or neglect of a minor;
4. Incest;
5. Exploitation, including sexual, of a minor;
6. Sexual misconduct with a minor;
7. Molestation of a child;
8. Lewdness or indecent exposure;
9. Lewd and lascivious behavior;
10. Obscene or pornographic literature, photographs or videos;
11. Assault, battery, or any violent offense involving a minor;
12. Endangerment of a child;
13. Any misdemeanor or other offense classification involving a minor or to which a minor was a witness;
14. Unfitness as a parent or a custodian;
15. Removing children from a state or concealing children in a violation of a court order;
16. Restrictions or limitations on contact or visitation with children or minors;
17. Any type of child abduction; or
18. Similar or related conduct matters, or things.
19. Family Violence calls to place of residence within the previous 12 months

**Except the following (\*list all incidents, locations, description, and date) (if none, write NONE)**


\_\_\_\_\_  
\_\_\_\_\_

**The failure or refusal of the applicant to sign or provide the affidavit constitutes good cause for refusal to hire the applicant.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of notary officer: \_\_\_\_\_  
(seal, if any, or notarial officer)

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ORGANIZATIONAL POLICIES AND PROCEDURES MANUAL	EFFECTIVE DATE : 07/01/2018	REVISION DATE : 05/01/2019
SUBJECT : REPORTING SERIOUS INCIDENTS		

## PURPOSE


To establish the policy for reporting serious incidents at SJRC Texas to ensure the care, safety and wellbeing of all youth, adults and the organization.

## POLICY


SJRC Texas is committed to immediate response, resolution and documentation of serious incidents, particularly those in which any youth are involved in any way.

## PROCEDURE


1. Serious Incidents are defined as a non-routine occurrence that has or may have dangerous or significant consequences to the care, supervision, and/or treatment of a youth or adult. Serious Incidents require immediate reporting without delay to staff's immediate supervisor or their specified designee, on up through the chain-of-command to the COO and CEO. All reporting should be verbal and followed up in writing.
2. All SJRC Texas employees are mandatory reporters and as such, must report any suspicions or allegations of child abuse to Texas Department of Family & Protective Services at 1-800-252-5400 immediately.
3. SJRC Texas Executive Team will put together an action plan to ensure the immediate care, safety and wellbeing of all youth, adults and the organization. The action plan will be updated daily and as needed in between until serious incident has been resolved.
3. The Serious Incidents, outlined below, require immediate reporting without delay:
  - A youth dies while in care
  - Lost keys per SJRC Texas Maintenance Policy and Procedure, 1.9
  - A Containment (SAMA) longer than 1 minute

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- A substantial physical injury or critical illness that a reasonable person would conclude that needs treatment by medical professional or hospitalization
- A youth or adult is a threat to self or to the safety and security of other youth and staff
- Allegations of abuse, neglect, harassment or exploitation of a youth, or any incident where there are indications that a youth in care may have been abused, neglected or exploited
- Physical abuse committed by a youth against another youth which includes: abuse that results in substantial bodily harm and requiring emergency medical treatment, excluding any accident, or failure to make reasonable effort to prevent an action by another person that results in a physical injury that results in bodily harm to a youth
- Sexual abuse committed by a youth against another youth, including: conduct harmful to a youth's mental, emotional, or physical welfare, including nonconsensual sexual activity between youth of any age, and consensual sexual activity between youth with more than 24 months' difference in age or when there is a significant difference in the developmental level of the youth or failure to make a reasonable effort to prevent sexual conduct harmful to a youth
- Law Enforcement is called to campus in accordance with TDFPS Minimum Standards and Contracts
- A youth or adult is indicted, charged or arrested for a crime
- A youth is absent from SJRC Texas and cannot be located, including the removal of a youth by an unauthorized person
- A youth in care contracts a communicable disease that the law requires SJRC Texas to report to the Department of Health

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- Suicidal ideations by a youth.
  - A suicide attempt by a youth
  - Any incident that renders all or part of the campus unsafe or unsanitary for a youth, such as a natural disaster or physical plant break-down
  - A disaster or emergency that requires a campus to close
  - An adult who has contact with a youth in care contracts a communicable disease that the law requires be reported to the Department of Health
  - An allegation that a person under the auspices of SJRC Texas who directly cares for or has access to a youth in the operation has abused drugs within the past seven (7) days
  - An investigation of abuse or neglect by an entity (other than licensing agency) of an employee, professional level service provider (e.g., therapist), volunteer or other adult on campus
  - A report, arrest, indictment, or a county or district attorney accepts “information” regarding an official complaint against an employee, professional level service provider or volunteer, alleging commission of a crime
  - A report by a non-employee (e.g., regulatory agency, donor, community individual or business, etc.) regarding a complaint against or incident involving a SJRC Texas employee, professional level service provider or volunteer
4. Reporting to immediate supervisor or their designee on up through the chain-of command to the COO and CEO must contain the following information (if applicable):
- Name of non-employee, physical address, and telephone number
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- The time and date of complaint or incident
- The name, age, gender, and date of youth involved
- The names of all adults involved and their role in relation to complaint or incident
- The names or other means of identifying witnesses to the incident, if any
- The nature of the complaint or incident
- The circumstances surrounding the complaint or incident
- Interventions made during and after complaint or incident, such as medical interventions, contacts made, and other follow-up actions
- The treating licensed health-care professional's name, findings, and treatment, if any, and
- The resolution of the incident

#### Serious Incident Reporting Contact Numbers

Name	Title	Office	Cellular
Tara Roussett	CEO SJRC Texas/Belong	210-876-6763	210-386-5025
Carlye Dupart	CAO SJRC Texas/Belong	210-876-6763	210-364-3972
James Castro	VP of Residential Services	210-876-6763	210-273-4085
Rachel Richter	COO SJRC Texas/Belong	210-592-1156	210-454-1213