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LIVEITforward



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Volunteer Guidelines

Introduction

The LIVE-IT Volunteer Guidelines manual is intended to provide general guidelines for the operation and administration of this ministry. Some policies presented herein are for the protection of everyone – staff, volunteers, and the people we serve. Others are presented as general guidelines for the success of the organization. It is recognized that it is not possible to address every situation that will be encountered, and it is incumbent on all staff and volunteers to use good judgment and professionalism in providing service to our Partners.

Expectations

The expectations of LIVE-IT are simple – provide high quality services to people in need and have fun doing so. We should always approach our tasks with a cheerful heart and take pride in our work. We should always wear a smile and remember that the smiles we give to people may be the only one they see all day. We should always provide an encouraging word to those we serve and attempt to brighten their day in any way possible. We should also attempt to encourage our service recipients to join us in serving on future projects. Our goal is to teach others to “Live- It Forward.”

Volunteer Protocol

1. Be faithful in fulfilling your commitment. If you cannot make the time for which you are scheduled, please call your contact person as far ahead as possible.
2. Please dress comfortably, but conservatively. Jeans, T-Shirts (see page 3) and tennis shoes are appropriate for most volunteer activities. Shoes must have closed-in toes and heels. Walking shorts are acceptable for some outdoor work projects or activities.
3. Please sign-in when you arrive and be sure to sign-out when you leave.
4. Please report any inappropriate behavior or anything that causes you to feel uncomfortable to the Project Lead.
5. Please do not give your personal information (address, phone #, etc) to the person being served. Any further communication should be directed to the Ministry.
6. Please do not accept gifts from the recipients of service. Direct them to the Ministry.
7. Have a great time! Volunteers are a tremendous blessing and make a difference in the lives of our Neighbors!

Volunteers are encouraged to realize that we must always be sensitive to the environments in which we will be providing services. We must always conduct ourselves with sincerity and be considerate of the difficulties being faced by the people we serve. Behavior that is inappropriate should be addressed immediately. We intend to have fun and enjoy ourselves while serving people, but our behavior should never be an embarrassment to the organization or to our co-workers, and our fun should never be at the expense of another person. It is the responsibility of all adults to monitor the behavior of younger volunteers to ensure they are conducting themselves properly.

Volunteer Skills

Prior to each LIVE-IT project, a meeting will be held to discuss the goals and objectives of the project, determine staff and volunteer assignments, and to discuss other factors relevant to the project. Volunteers are encouraged to raise questions, clarify roles and responsibilities, and to discuss any concerns during these meetings.

Liability Waivers & Photo Release

All volunteers are required to sign a **Liability Waiver/Photo Release Form**. This form allows the LIVE-IT organization to use photographs or videos for any purpose that promotes the ministry and its goals without compensation to the subject(s) in the photography and releases LIVE-IT from any damages including: personal injury, sickness, or property damage of any kind.

Volunteers under the age of 18 MUST have their parents sign the form prior to the project.
(Volunteers must sign this form to be allowed to participate in the activities of the organization.)

T-Shirts

All volunteers are asked to wear the same t- shirt while working on projects. LIVE-IT t-shirts are available for a donation of \$7.00 each (to cover the cost of the shirt) or if you are with a group your organization may choose to wear their logo. Either way, everyone is to be wearing the same shirt. The purpose of everyone being uniform is to be recognized by the recipient as someone who has authorization to be there.

Safety

Safety is paramount for any LIVE-IT project, and all staff and volunteers are expected to utilize safe work practices at all times. Team members will be expected to wear supplied safety equipment appropriate for the task. This could include hard hats, goggles, gloves, masks, protective clothing or other equipment as designated by the project leads. Team members will also be required to utilize work methods that minimize hazards to themselves and other team members. If you are unsure about the safety of performing certain tasks, ask for guidance or assistance prior to proceeding. Safety requirements specific to each project will be discussed at the pre-project meetings to be held. Volunteers are encouraged to raise any safety concerns or to clarify any safety questions during these discussions. Safety is everyone's job. Failure to adhere to safe work practices or to wear appropriate safety equipment will result in your being asked to leave work site. You are also expected to report unsafe conditions or work methods to project leaders.

Assignment of Youth

“Youth” is defined as anyone under the age of 18. Participation by younger volunteers is strongly encouraged, as it is part of the LIVE-IT philosophy that younger volunteers will gain much more than they contribute. It will be the goal of each LIVE-IT project to include as many youth volunteers as possible or practical. In general, youth volunteers will be assigned to work with adults, usually one or two youths to one adult. The proportion may be increased or decreased on any one project, depending on the circumstances. The adults assigned to work with youths are expected to supervise them closely, providing instructions for their work, providing guidance for their behavior, and providing mild correction instruction when necessary/appropriate. Youth volunteers will be required to report to their adult supervisor when they have any questions or when they must leave the project area. Youth volunteers are also expected to monitor each other, using a buddy system approach.

Personal Property

LIVE-IT does not assume responsibility for the loss, damage or theft of personal items. Volunteers are strongly advised not to carry unnecessary amounts of cash or other valuables with them when they come to volunteer. Please under no circumstances leave your purse, wallet or other valuables on the seat of your car – even if the car doors are locked.

Cell Phone

The use of a personal cell phone may present a hazard, distraction or violation of the ministry’s policies of confidentiality. Unless otherwise authorized volunteers should refrain from use of personal cell phones except for an emergency or during designated breaks.

Ethical Conduct

Solicitation for personal gain (EX: Avon, Amway etc) is **NOT** permitted when volunteering.

I, _____, have familiarized myself with the contents of this handbook. By my signature herein and on the **Volunteer Registration Sheet**, I acknowledge, understand, accept and agree to comply with the information contained in this handbook provided to me by LIVE-IT Ministries.

Signature

Date

I, _____, guardian for _____ have familiarized myself with the contents of this handbook. By my signature herein and on the **Volunteer Registration Sheet**, I give permission, acknowledge, understand, accept and agree to comply with the information contained in this handbook provided to me by LIVE-IT Ministries on behalf of _____.

Signature

Date