

HAFK Volunteer Quick Reference Guide & Acknowledgement

Upon Your Arrival

- Leave your personal items (purses, laptops, etc.) locked in your vehicle.
- Sign in/out using your 5 or 6-digit pin number on the computer. If the computer is not working, please sign in on the log sheet.
- Always wear your name badge during your shift.

Drugs/Alcohol/Tobacco Use/Firearms

- No drugs, alcohol or other mind-altering substances are permitted on property/presence of children.
- No firearms, weapons, or explosives are allowed ever.

Professional Conduct

- Cell phones needn't be a distraction at Hope Academy. We have very little time to spend with our students – and they need our undivided attention. You can carry your phone in case of emergency but please set it to 'silent' and resist the temptation to use or check it while serving the students.
- No inappropriate dress is allowed at HAFK, we are role models. No short shorts, tank tops, spaghetti straps, or low necklines. Cover conspicuous tattoos and remove piercings if they may cause a distraction or conflict with our faith-based values.
- No gift giving to individual students is allowed. Please refrain from giving toy versions of weapons, i.e. guns, swords, etc.
- DO NOT bring outside food or drinks to Hope Academy unless you get prior approval from your team lead or staff. We pre-plan a healthy snack and dinner each evening and would like to have everyone enjoying those meals together.
- Please be diligent about maintaining the set schedule (rotations, dinner, faith time, etc.) so students receive the full benefit of each intervention.
- At Hope Academy for Kids, our students face adversity in one way or another. Many have precarious living conditions and may be dealing with constant stressors associated with basic needs. If one of the students lashes out don't take it personally. Be resilient and compassionate by extending grace and forgiveness.
- No visitors without prior permission from your campus leader or staff.
- There is no canvassing or soliciting by either volunteers or students.
- Please refrain from discussing political viewpoints or controversial social and Biblical issues with other volunteers, parents, or students.
- Do not date or fraternize inappropriately with a student, family member, or other volunteers.
- Rough play is not allowed, and personal space should be respected at all times.
- Volunteers should never be alone in the restroom with a child. Wait outside if necessary or contact another leader to assist.

Incident Reporting

- All incidents of injury or accident must be reported to your Program Head

Confidentiality

- Do not take or post pics of the children on social media. You may share any posts published by HAFK. Some of our students are in foster care and it is against the law to post pictures of them online.
- Do not talk to other volunteers about the students, especially in a negative way or for the purposes of gossip. Instead, PRAY about your concerns privately.

Commitment

- We can't say it enough, when serving at-risk youth, it is important to honor your weekly commitment. HAFK endeavors to be a safe and consistent place for our students where they can depend on adult love, guidance and support.
- If you need time away, please complete a Volunteer Time Off Request at least two weeks in advance and turn it into the Administrative Assistant. For emergency absences, please call your campus POC or the Etown office at 270-765-4763.



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Volunteer Orientation

Please help us to ensure we have the latest information on file and can contact you if needed. If you aren't receiving our e-mails (i.e. the Orientation Invitation), please check your spam folder or call the Resource Development Coordinator to resolve the issue.

Name: _____

Campus of Service: Elizabethtown _____ Other _____

Position/Role: _____

Specify Availability: _____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

Home Phone: _____ Cell Phone: _____

Email: _____ Best method of contact: _____ Text _____ Phone _____ Email

Acknowledgement of Training

My authorization below acknowledges that I attended Volunteer Orientation on _____ (date), and that I have had an opportunity to review the various policies and procedures that apply to my volunteer service at Hope Academy for Kids, Inc.

In addition, I understand that policy changes may occur, and those changes will be posted or distributed by Hope Academy for Kids as deemed necessary.

I will allow Hope Academy to use photos of me in posts, publications or publicity related to volunteering at HAFK. Finally, I have taken the opportunity to address any questions or concerns I may have - either during the training session or below in writing – and am prepared to begin my volunteer service.

Name: _____

Questions, Concerns, or Feedback

Please feel free to submit any questions or concerns in writing below. We will respond as quickly as possible to your inquiry. Any feedback or concerns will remain confidential and we're happy to set up an appointment to follow up upon request. Please contact the Resource Development Coordinator to assist you at any time during your service.