

# **Chosen & Set Apart**

# **Volunteer Info**

Chosen & Set Apart  
21st January, 2024

## VOLUNTEER

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**Volunteer Tip:** Volunteering by giving your time shows you to be an amazing person. Although we only meet once a week, as well as field trips, and events. **Let us know if you need a break!** We value you and your time and do not take you for granted.



Please let us know!

## Welcome

We would like to welcome you to Chosen & Set Apart. Not only to welcome you but to thank you for your help. Thank you for recognizing that some young ladies are counting on us to be there and guide them on this journey called life. Although we only meet once a week, not including field trips and events, that one day may mean the world to them, Each encounter needs to be worth it. So, again, thank you, and welcome to the Chosen organization.



*May you be blessed tremendously for the selfless act of giving your kindness and time.*

**Colossians 3:23-24**

## **Scheduling**

**As far as scheduling you will be entered into a volunteer pool. We will schedule you based on the information that you select on the V.P. form.**

## **Notifications**

**We are a very small organization, so we ask that you pay close attention to the calendar on the website. We will try to update you by text, or email when any unexpected closure happens. We do not always have the extra hands to complete this task. But to be safe and to not waste anyone's precious time... please make sure you check for closures, cancellations, events, and open days on the calendar. You may also call 231-769-0408 if you have any questions.**

## **Meetings**

**Volunteer meetings will be listed on the website calendar. Please note that an urgent meeting will be scheduled if needed. All meetings will be during Chosen open hours to be more convenient. There will be two separate meetings to switch volunteers out so that Chosen will be covered and activities will continue on for our Chosen Girlz.**



**Volunteer:** We appreciate all that you do.... Thank you.

## WHY A POLICY?

Policies and procedures are an essential part of any organization. Together, policies and procedures provide a roadmap for day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes.

However, policies and procedures won't do your organization any good if we don't follow them.

We don't always like the idea of having to follow the rules. But policy implementation is not just a matter of arbitrarily forcing people to do things they don't want to do.

Following policies and procedures is good for us all and the organization as a whole. **Please see the volunteer policy book (Blue), sign all required forms, and click submit.**

## Background checks

As staff or volunteer, you will be subject to a Michigan I-Chat, and Michigan Sex Offender Background check. This is a requirement to work with or around children.

- We will need a copy of your ID, it cannot be expired.
- Background agreement form/s need to be signed. (*Located in volunteer and staff policy book*).

## \*Field Trips / Events / Activities

Children who experience holistic development during their school years could grow up to become global citizens. As important as it is to learn Math and English, it is equally necessary that school age kids get proper field trips. Giving equal weightage to both indoor as well as outdoor activities is what will make children well-prepared for what lies outside in the real world. Unfortunately, most schools, after school centers tend to treat field trips as a novelty rather than a necessity. Field trips should be given due importance and show how they contribute to a well-rounded education.

The text "Field Trip!" is rendered in a highly stylized, bubbly font. Each letter is filled with a different color: 'F' is red, 'i' is blue, 'e' is purple, 'l' is red, 'd' is purple, 'T' is red, 'r' is blue, 'i' is purple, and 'p!' is red. The letters have a thick white outline and a slight drop shadow, giving them a 3D, playful appearance.

## **HOURS OF OPERATION / CALENDAR**

- The hours of operation are Saturdays from 2 pm to 4 pm.
- The hours are subject to change when there is a field trip or event.
- The monthly calendar is located on the website and is updated as needed. The calendar is filled out for the entire year. The calendar events etc. can be added to, or taken away. We will do our best to make sure that if this happens it will not be short notice.

## **VOLUNTEER REFERRAL**

If you refer a person to volunteer and they have volunteered for 30 days, the referring volunteer will get a gift.

## **VOLUNTEER RECOGNITION**

Chosen recognizes that volunteering is a very selfless act, and we want you to know that we appreciate you. For volunteers & (staff if applicable) we will have a yearly recognition gathering of some sort. Please note that throughout the year, we have not forgotten about you, and if budget allows we may be able to have something throughout the year to show you our appreciation.

