

CHOSEN

Volunteer, Chaperone, & Staff
Policy and Forms

Chosen & Set Apart
25th January, 2024

Policies

1) Mission / Vision

Our **Mission** at CHOSEN is to reach as many young ladies as we possibly can. To instill in them life skills, and the understanding that they are Chosen. Meaning...you are here for a purpose.

Our **Vision** at CHOSEN is to see all young ladies grow into successful women. We believe in their future and want to see each young lady achieve their dreams/goals in life.


2) Overview

These policies are intended to ensure fair and consistent treatment of all volunteers. It is the intention of the organization to foster an atmosphere of mutual respect, non-discrimination, and trust based on clear lines of authority, responsibility, and accountability, and to provide volunteers with the flexibility necessary to meet work, family, and personal obligations. None of the policies or guidelines are intended to give rise to contractual rights or obligations or to be construed as a guarantee of continued volunteer engagement. Additionally, these guidelines are subject to modification, amendment, or revocation at any time, without advance notice.

3) Ethical And Legal Business Practices

Chosen expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer, and all others associated with the Chosen & Set Apart. Our reputation is a valuable asset, and we must continually earn the trust, confidence, and respect of our youth, volunteers, donors, staff, the board, and community.

Chosen is asking that you be mindful of what you say, and do in front of the youth because of what we are trying to instill in the youth. No one is perfect, and we are asking you to not contradict what the program is about. We all must watch our communication and behavior, as we are the example that the youth are looking up to.



These policies provide general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment and be sensitive to others' perceptions and interpretations.

If you have any questions about these policies, consult with the lead volunteer, if the question or concern has not been resolved please reach out to a member of the board..

You are expected to promptly disclose to the lead volunteer of the organization anything that may violate these policies. We will not tolerate retaliation or retribution against anyone who brings attention to a certain matter.

4) Attendance

Each volunteer is very important to the overall success of the organization. We are asking you for your time, and talent. We ask that if you cannot make it to your agreed-upon scheduled day to volunteer, please give us a 48-hour notice. We know that life happens, so if you cannot let us know in that time frame... please let us know as soon as possible. If there is a situation where the volunteer is scheduled and there are three or more consistent unplanned absences, no calls, no-shows, etc. we will assume that you have voluntarily decided not to volunteer anymore and remove you from the volunteer pool. Communication is key; we need all the hands we can get but for the sake of planning and time... please let us know that you cannot make it, that you will be late, or that you have decided that you are going to step down from volunteering.

5) Dress Code

To present a great image to our youth and the public, all volunteers are asked to wear appropriate clothing. Summer can be hot and sometimes less clothing is better. We ask that your clothing do not reveal any body parts.

6) Severe Weather Conditions

The organization will be open on its scheduled days except in cases of extreme weather, and major holidays. Should Chosen cancel because of inclement weather or any other reason please check the calendar on the website, and if possible some form of communication will be sent out.

7) Payment or Reimbursement

Payment or reimbursement is authorized for pre-approved reasonable and necessary expenses. Volunteers must obtain the advance consent of the treasurer before incurring expenses for which they will seek reimbursement. Approved expenses must be fully documented, with receipts attached, and are to be submitted to the appropriate staff/volunteer/board member for payment within five (5) days of the date on which they were incurred.

Receipts must be provided for all business-related expenditures in order to claim reimbursement.

8) Conflict of Interest

Volunteers are expected to be sensitive to possible conflicts of interest while working with anyone affiliated with Chosen. Volunteers are expected to disclose any conflicts of interest according to the Chosen Conflict of Interest Policy. Activities that undermine the organization's mission, core principles, strategies, positions, or goals constitute a conflict of interest. Transmitting personal comments or statements against Chosen through e-mail, speaking, or posting information on social media, newsgroups, etc. is a conflict of interest. If a volunteer creates a conflict of interest or refuses to end any activity creating a conflict of interest, such behavior can be grounds for removal of their volunteer engagement with Chosen.

9) Policy Against Any Form of Harassment

This organization is committed to providing a work environment for all volunteers, staff, board members, etc. that is free from, but not limited to, sexual harassment, types of discriminatory

harassment, and intimidation. Volunteers are expected to conduct themselves in a professional manner and to show respect for their co-volunteers, staff, board members, and youth..

Sexual harassment and other types of discriminatory harassment are illegal. The organization's property (e.g., telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet) may not be used to engage in conduct that violates this policy. The organization's policy against harassment covers volunteers and other individuals who have a relationship with the Chosen & Set Apart organization which enables the organization to exercise a degree of control over the individual's conduct in places and activities that relate to the organization's work (e.g., directors, officers, contractors, vendors, volunteers, interns, etc.).

The Chosen & Set Apart organization will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the organization which will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making the report. It would also generally be necessary to discuss allegations of harassment with the accused individual and/or others who may have relevant information. The organization's goals are to determine whether harassment occurred and if it must determine appropriate action steps.

If the organization determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include warnings, suspensions, and termination. Volunteers who report violations of this policy and volunteers who cooperate with investigations into alleged violations of this policy will not be subject to retaliation.

10) Violence and Weapons

Chosen is committed to maintaining a safe and healthy workplace, in part by promoting open, friendly, and supportive working relationships among all volunteers. Violence is not an effective solution to any problem and violence, or threats of violence are unacceptable. Threats of violence or fighting will not be tolerated. If a work-related issue is causing undue stress or agitation, the

volunteer is encouraged to discuss it immediately with the lead volunteer, or directly to the board of directors.

Volunteers are strictly prohibited from bringing any type of weapon including but not limited to knives, guns, stun guns, mace, etc. to the organization's offices, grounds, or parking areas or off-site events hosted by the Chosen.

Volunteers are expected to immediately report to the person in charge, such as the lead volunteer or board member of any violation of this policy. Any volunteer found threatening anyone affiliated with Chosen and/or carrying weapons on or off the premises while affiliated with Chosen will be subject to disciplinary action up to and including immediate termination of their volunteer engagement.

11) Smoking/Vaping

Smoking/Vaping is not permitted within the organization's location or at off-site events at which the volunteer is representing the organization except in designated outdoor smoking areas. Chosen does not have a designated smoking or vaping area. Please do not smoke/vape during Chosen activities, on premises, or field trips etc.

12) Drug-Free Workplace

Chosen is a drug-free organization. the organization does not tolerate the presence of illegal drugs or the illegal use of legal drugs in our workplace. The use, possession, distribution, or sale of controlled substances such as drugs or alcohol or being under the influence of such controlled substances is strictly prohibited while on duty or while on the company's premises or worksites. If you need to take a prescription drug that affects your ability to perform your duties, you are required to discuss possible accommodations with the Lead volunteer. Violation of this policy will result in disciplinary action, up to and including termination. We have to make sure that the youth are safe at all times, if you are impaired that is a safety risk.

13) Non-Disclosure of Confidential Information

Any information that a volunteer learns about the organization/Chosen, its employees, volunteers, staff, board members, youth, or donors, as a result of working for the organization that is not otherwise publicly available constitutes confidential information. Volunteers may not disclose confidential information to anyone who is not affiliated by the organization or to other persons employed by the organization who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information is vital to the interests and the success of the organization. The disclosure, distribution, electronic transmission, or copying of the organization's confidential (documents, photos, website, social media pages, etc.) information is prohibited. Such information includes but is not limited to the following examples: compensation data, program, and financial information, including information related to donors, and pending projects and proposals.

Volunteers are required to sign a non-disclosure agreement as a condition of engagement. Any volunteer who discloses confidential organization information will be subject to disciplinary action (including possible removal of your volunteer engagement with the organization), even if he or she does not benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information.

14) Personal Electronics /Photos / Videos etc.

The Chosen organization understands that many volunteers have cell phones and other handheld communication devices. The organization prohibits the use of cell phones in any way that violates federal, state, or local laws or that is otherwise unsafe.

Volunteers whose job responsibilities include driving are expected to use good judgment if the need to use a cell phone arises while driving. Safety must come before all other concerns.

Volunteers are strongly encouraged to pull off to the side of the road and stop their vehicle before

placing or accepting a call. Volunteers are encouraged to keep the calls short. Special care should be taken in situations where there is traffic, inclement weather, or the volunteer is driving in an unfamiliar area.

We ask that you refrain from taking videos, photos, etc. on your personal phone. You must have approval from the individual or they are made aware that you are taking their photo etc.

15) GUIDELINES FOR ALL CHAPERONES:

1. All chaperones must be at least 21 years of age.
2. The maximum ratio of students to chaperones is 6 children to 1 chaperone or at Chosen and Chaperones discretion.
3. All Chosen rules apply on all field trips/events. Chaperones are expected to comply with Chosen policies, follow the directions given by the coordinating Chosen coordinator, and work cooperatively with other volunteers, staff, etc. Model appropriate behaviors for the Chosen Girlz. The chaperone will follow the trip plan developed by the Chosen field trip/event coordinator.
4. To comply with the Chosen policy, before or during the field trip, chaperones:
 1. May not use, sell, provide, possess, or be under the influence of drugs or alcohol. Drinking of alcoholic beverages by a chaperone at any time during a field trip is prohibited.
 2. May not smoke or use tobacco or controlled substances including electronic cigarettes, or look-alikes in any form.
 3. May not possess articles that can be used as weapons
 4. May not administer medications to any child unless this is concerning certain immediate allergy reactions.
5. Students must be supervised at all times while at a Chosen-sponsored event. As a chaperone, you will supervise a small group of girls, helping them learn and making sure they behave appropriately. The Chosen girls must stay with you, their chaperone, at all times. **Go over the use of the buddy system with students under your care.**

Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit.

Chaperones must be readily available, be mindful of safety concerns, and respond to student's needs. **It is highly recommended** that chaperones do not use their cell phones for non-emergency or non-trip-related purposes...**pay attention to the youth.**

6. Chosen girl's behavior is your responsibility. As a chaperone, go over the rules and standards of behavior, safety rules, and any site-specific rules with your group. While you have the authority to enforce the rules and appropriate behavior, the Chosen girl/s discipline/consequences are the responsibility of the field trip/event coordinator or the next person in charge.
7. For the protection of both the child/ren and chaperone, chaperones should not place themselves in situations in which they are alone with a student.
8. A family member of the child may participate as a chaperone in a field trip/event. Please see the lead volunteer as the family member will be required for a background check and other screenings.
9. Be sure you know what to do in an emergency (medical emergency, natural, lost child, serious breach of rule, etc.) and have a communication method identified for staff, volunteers, chaperone, or coordinator.
10. Sensitive information you may learn about a child, staff, volunteer, or any Chosen affiliate's abilities, relationships, or background must be kept confidential.
11. Please be aware that some students have photo restrictions; this means their parents have formally requested they not be photographed at any time. If you take photos, verify that the children you photographed do not have photo restrictions.



GUIDELINES FOR OVERNIGHT CHAPERONES:

1. Overnight chaperones must assume a 24-hour day responsibility for students from the time they leave to the time of return.
2. At hotels, chaperones are assigned a specific block of rooms and floor area to supervise. The group members shall be considered when assigning chaperones and floor assignments.
3. Overnight chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped and the chaperones are sure the students are secure.
4. Chaperones must be in each room.
5. Students are not allowed to have visitors nor use room service. Students must remain in their assigned rooms from curfew until the published wake-up time.



Confidentiality Policy and Pledge

Any information that a volunteer learns about the organization, or its members or donors, as a result of working for the organization that is not otherwise publicly available constitutes confidential information. Volunteers may not disclose confidential information to anyone who is not employed by the organization or to other persons employed by the organization who do not need to know such information to assist in rendering services.

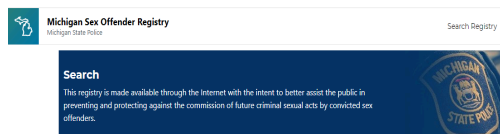
The disclosure, distribution, electronic transmission, or copying of the organization's confidential information is prohibited. Any volunteer who discloses confidential organization information will be subject to possible removal, even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose Chosen's confidential information.

Signature : _____ Date: _____

Print Name: _____

Background Check Agreement / Volunteer & Chaperone Information



I (**Enter Name Below**) agree to Chosen & Set Apart completing an **ICHAT, or other background software**, and a **Michigan Sex Offender Registry** background check. I will provide all the information needed to complete this task. I will upload a copy of my ID on this form to complete my background check.

First Name: _____ Middle Name: _____

Last Name: _____ Suffix: _____

Birthdate: ____/____/____

Nickname: _____ Race: _____

Gender: _____

Address: _____

City: _____

State: _____ Zip: _____

Sign: _____ Date: _____

For any other names please list them below:

VOLUNTEER OPPORTUNITIES

LEAD VOLUNTEER & Assistant

- Volunteer & Chaperone schedule
- Be mindful of weekly Chosen Youth Day (Saturdays) events, trips, etc. to know how many volunteers or Chaperones are needed.
- Attend Board meetings (when can) just to stay in the loop of things.
- Complete Volunteer onboarding including background & sex offender registry checks
- Keep all forms, etc. organized, and collect updated information when needed such as expired ID, demographics, and more.
- We would like for the lead volunteer to volunteer at least once a month, and one field trip a year. If you cannot, that is understandable, if you can do more please do. But please keep in mind that you will be responsible for ensuring coverage is in place for the organization to run smoothly.
- Help plan the volunteer yearly appreciation party, getaway, etc..

Events & Field Trip Coordinator & Helpers

- *You will be under the direction of the Event & Field Trip Coordinator.*
- Under the direction of the coordinator, you will help and complete various tasks for certain events, and field trips such as...
 - Decorating Halls, Theme
 - Speaker- if applicable
 - Food/Catering suggestions
 - Booking Hotels
 - Booking Charter Buses / Vans
 - Planning trips
 - Planning events to help host fundraisers such as a black tie event, or other suggested fundraisers- (this will be met with the fundraiser coordinator)
 - Open Registration Events Chosen (Open House).

Food Coordinator & volunteers - Food & Snacks for the youth on Saturdays /Field Trips

- Planning for each Saturday - **light snack** (no cooking is necessary)
- Stocked and supplied with...
 - Pre-Packaged Snacks - Homemade snacks -(Please inform LEAD volunteer homemade snacks)
 - Drinks & water bottles
 - Paper /Plastic Supplies
 - Grocery Shopping for these items when we are low on supplies, but not completely out. - Monthly Budget / see the treasure, turn the receipt into the treasure.
 - Keep the supplies organized and accounted for.
 - Trip snacks (If applicable)
 - Please utilize the food that is close to expiring before buying more.

Fundraiser & Partnership Coordinator & Volunteers

- Help raise funds
- Obtain partnerships, sponsors, donors, etc.

Marketing & Chosen Merch Volunteers

- Social Media site
- Taking photos
- Flyers etc.
- T-shirts etc. (For trips etc..)

W.A.M (What About Me?) Coordinator & volunteers

- Listening Ear
- Care packages - feminine, hygiene products (if needed)