

# Heartsy Volunteer Guidelines

Thank you for volunteering with us! We appreciate you taking the time to serve beside us. There are a few details you need to know!



- HeARTsy is committed to providing a work environment for all employees and volunteers that is free from sexual harassment and other types of discriminatory harassment. Employees/ Volunteers are expected to conduct themselves in a professional manner and to show respect for others.
- By the fullest extent permitted by law, volunteers shall defend, indemnify and hold harmless Heartsy, its agents, representatives, officers, directors and employees from and against injuries, claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings) relating to, arising out of or resulting from volunteer's time with us.
- Dress accordingly! Please wear solid black when possible so we all match as a team. Closed toed shoes, preferably tennis shoes are advised. No tight fitting, revealing or inappropriate clothing or T-shirt's with inappropriate logos. Hats, sunscreen, jackets, sunglasses are recommended when volunteering outside. Please tie hair back so it does not fall in our students faces when assisting. Please cover tattoos which may be inappropriate to our children or vulnerable adults.
- Art assistance- Please follow our lead teacher at all times when assisting with our art programming. Our projects are based on a step by step system and each step must be followed exactly. Please assist by keeping the group you are assigned to focused on only that particular step and avoid going ahead. Please do not over talk the lead teacher do there is no confusion on the directions.
- Hygiene - **Volunteers handling food must wear gloves at all times.** Please wash your hands and put on the gloves supplied for you. Gloves must be changed if you touch your body, the ground or trash. **If food falls to the ground, it is to be discarded!** Pick it up with gloves, put it in the trash and then change gloves.
- Please complete a Photo Release form in the event you are photographed in your capacity as a volunteer. Due to liability and to preserve the privacy of our Friends, **PHOTOGRAPHY IS PROHIBITED.** Upon request, a designated Board member will take photos of your group. Board approved photos of activities may be obtained upon request.

- We recognize that smartphones have become an integral part of everyday life. Due to the vulnerable populations we work with, cell phones and their cameras are prohibited. Please leave in your bag or another safe place. Cell phone ringers should ALWAYS be turned off out of respect for other Heartsy staff and students when volunteering. Cell phone use of any kind is not acceptable when in a classroom or at an event, whether it is before, during or after a class, unless it has been specifically approved by our supervisors.
- **INJURY/ACCIDENT POLICY** To assure proper protection for volunteers, any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from HeARTsy.
- **Minors must have the below signed Parental Authorization for a Minor to Serve form completed to assist our groups. While assisting, minors are required to remain within arm's length of their parent/guardian or authorized adult supervisor at all times.**
- **HeARTsy reserves the right to limit or restrict volunteer activity at the discretion of the Leadership Team**

### **CONFIDENTIALITY POLICY AND PLEDGE**

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

The disclosure, distribution, electronic transmission, downloading or copying of HeARTsy's confidential information is prohibited. Any volunteer who discloses confidential HeARTsy information will be terminated immediately 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 confidential information.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

## Additional Guidelines for Volunteers:

- **Parking** - Upon arrival, you will be directed where to park. Please lock any valuables (purses, billfolds, phones) in your car. You are responsible for your vehicle and personal belongs. HeARTsy encourages you to leave valuables at home as we will not be held liable for any damage to your vehicle or theft of your belongings.
- **Registration** - You must sign in upon arrival. You will then be assigned a position. **All volunteers must wear a name tag which is provided for you.**
- **Only Board authorized food items are permitted to be distributed.** If you would like to donate food, please contact Tina Ferguson, Executive Director. Please let us know ahead of time if you have your food handlers card!
- In the event that food or beverage is served, volunteers are not permitted to eat prepared food until food service to our guests has been completed and until instructed to do so by a Heartsy staff/member. Many times, snacks are only for students but sometimes we have left over snacks that we make available to our volunteers.
- When you finish at your assigned area, ask where you can help, join another station or help clean up!
- **Please do not give our students money or your personal information.** If they need resources or information, please refer them to one of our Board members.

## Get Involved!

There are plenty of additional opportunities to get involved in with us! Please visit our website for our current “Needs List” (includes art materials, tools, aprons, table cloths, rolling transport bins, storage systems, or other items needed). Your organization or group may want to host a “Drive” to gather arts materials for classes, etc. We are also always looking for monthly supporters-if you work for a company that likes to give back to the community, please tell them about us. Fliers are available at the registration table.

Other opportunities could be:

- Becoming a Board member
- Art material preparation for events

- Organizing and Leading “Drives” for needed items (i.e. art materials, clothing, etc.)
- Gathering donations & gift cards from local stores, restaurants, etc. for fundraisers!

We’re so glad you joined us today and look forward to serving with you again soon! If you have questions or concerns, please feel free to contact us!

Tina Ferguson  
HeARTSY Executive Director  
651-334-3997  
[tina@BeHeARTsy.com](mailto:tina@BeHeARTsy.com)



### HeARTsy Volunteer Guideline Acknowledgement

I have read and understand the HeARTsy Volunteer Guidelines. I will abide by the guidelines as outlined. I understand that non-compliance with the guidelines may result in the termination of my volunteer service with HeARTsy.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

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

☐ I am 18 years or older ☐ I am a minor (under 18 years old)

**If Volunteer is a minor, Parent/Guardian signature is required below:**

Name: \_\_\_\_\_ Title (Parent/Guardian): \_\_\_\_\_

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

Please sign and return to the EXECUTIVE DIRECTOR, Tina Marie Ferguson.



## Photo Release Form HeARTsy

### Permission to Use Photograph

I grant HeARTsy, its representatives and employees the right to take photographs, video or audio of me and my property. I authorize HeARTsy, its assigns and transferees to copyright, use and publish the same in print and/or electronically. I understand and agree that any audio and/or visual material using my likeness will become the property of HeARTsy and will not be returned.

I acknowledge that since my participation with HeARTsy is voluntary, I will receive no financial compensation

I agree HeARTsy may use such visual and/or audio material of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, fundraising, educational purposes and Web content. I have read and understand the above:

Name: \_\_\_\_\_

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

☐ I am 18 years or older ☐ I am a minor (under 18 years old)

**PLEASE NOTE: Unless revoked in writing, this is a continuing authorization for 1 (one) calendar year**

**Please complete the information below if Minor Volunteer(s) will also serve; Parent/Guardian signature is required:**

Name of Minor: \_\_\_\_\_

Name of Minor: \_\_\_\_\_

Name of Minor: \_\_\_\_\_

Name of Minor: \_\_\_\_\_

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

Title: ☐ Parent ☐ Guardian

**PLEASE NOTE: Unless revoked in writing, this is a continuing authorization for 1 (one) calendar year (Jan - Dec)**

Witness: \_\_\_\_\_

HeARTsy Board Member Name

HeARTsy Board Member Signature