



Brent's Place Volunteer Guidelines

Age Requirements

- You must be 16 years of age or older to volunteer on your own.
- If you are age 13 to 15, you may volunteer with an adult, who must also go through the same application process.
- Children under age 13 may not volunteer at the House, but we encourage them to hold drives or collect items for our wish list. Ask about our Youth Support activities. Kid's Helping Kids!

Adult Volunteer Requirements (18 Years or Older)

- Minimum time commitment of six consecutive months (a year for special event committees)
- Volunteers agree to come in once or twice a month for a three-hour shift on the same day and shift each week.

Teen Volunteer Requirements (Minimum 16 Years /13 accompanied by an adult)

- Minimum time commitment of six consecutive months.
- Volunteers agree to come in a minimum of once or twice a month for a three-hour shift on the same day and shift each week.
- Parent/guardian permission required

Record Keeping

- Brent's Place is required to keep accurate records of all volunteer hours and tasks. As a volunteer you will be asked to help us keep track of your volunteer hours. This will be addressed at orientation.

Criminal Background Check

You will be asked to submit to a criminal background check. Background checks cost the organization hundreds of dollars each year. We appreciate any support you can provide in helping to offset the costs. Each background check averages \$20.

Volunteer Orientation

- The volunteer orientation will contain a tour of the facilities, go over volunteer guidelines, and discuss volunteer schedule. Please be prepared to discuss your availability. Bring your calendar and schedule to the orientation.
- The volunteer orientation is by registration only. Please be respectful of our staff time and other volunteers by signing up for an orientation and arriving on time. If you need to cancel for any reason please call or email the volunteer coordinator, Rachel Wool.
- The volunteer orientation will last between an hour and an hour and a half.
- Please bring your ID, Address information for the past three homes you have lived in, Social Security number, and your calendar

Volunteer Roles

- Volunteers support Brent's Place in every endeavor, from direct program services to planning and running fundraising events.
- Volunteer roles will be addressed at volunteer orientation
- Volunteers and Staff work together to support Brent's Place.

Brent's Place loves our Volunteers! They are what bring the joy and sunshine to Brent's Place!



Volunteer Guidelines

Sick Policy

- The most important service Brent's Place provides is a "Safe-Clean" home for our families where they are free from worry about coming into contact with germs, bacteria, or viruses. It is every volunteer's responsibility to help maintain that "Safe-Clean" environment by never endangering the lives of our children by coming to Brent's Place if you are exhibiting any signs of illness.
- Please always try and give as much notice as possible if you need to cancel your volunteer shift due to illness.
- During flu season we appreciate it when volunteers get a flu shot, and avoid large crowded areas before volunteering to help lessen the risk of spread of infection.

Photography

- Volunteers are prohibited from taking pictures of the families and children at Brent's Place with personal cameras unless previously discussed and organized (photographers who have signed the appropriate waivers and set up planned sessions are not included in this guideline).
- Brent's Place is happy to take pictures of groups and volunteers volunteering and will send you those pictures once permission has been gained from our families (please ask in advance for pictures).
- Pictures can be shared on facebook, social media, newsletters, and posters when given express permission from Brent's Place. Please always check with Brent's Place staff member.

Volunteer Schedule

- Brent's Place cannot support drop in volunteer roles. All volunteers must previously arranged when they are arriving and for how long with a Brent's Place staff member.

Required Volunteer Service and Hours

- At this time Brent's Place does not recommend volunteering for Brent's Place for required volunteer hours. Because of the immune compromised nature of our children and volunteer training, commitments, and guidelines it can be difficult to fulfill volunteer hours here.
- We are happy to work with you, and help you receive volunteer hours but we recommend discussing this at the orientation.

Corporate Engagement and Volunteer opportunities

- Brent's Place loves working with companies that want to support their communities.
- Please ask for a meeting to discuss the many ways you can get your company involved. Every business is different, so we work around your employees and company goals to build a corporate engagement plan that works for you!