

Phillip & Christine Gore Family Foundation

Handbook for Volunteers

Compiled by KBC Learning
January 2016

Volunteerism

Volunteerism is the practice of giving of your time or talents, for the betterment of your community. Volunteerism is not a new concept. In recent times however, the value and the benefits derived for the volunteers and those they serve, is proving to be a good way for individuals to address human and social needs.

Volunteering is always a matter of choice and is not a substitute for paid work.

Table of Contents

1. Purpose of the Handbook
2. Information on the Foundation
3. Information for the Volunteer
 - a. Description of Volunteer Opportunities
 - b. Eligibility to Volunteer
 - c. Application/Volunteer Agreement
 - d. Rights
 - e. Responsibilities
4. Aspects of Volunteerism

- a. Orientation to Program
 - b. Confidentiality Policy
 - c. Supervision
 - d. Volunteer Time Reports
 - e. Grievances/Concerns
 - f. Dress Code
 - g. Drug Free Policy/No Smoking Policy
 - h. Safety
 - i. Recognition
5. Volunteer Agreement

Purpose of the Handbook

The handbook is to be used as a guide, reference or reminder of the policies and programs of the Gore Family Foundation. It is a summary of policies that can be used by new and/or experienced volunteers. The Foundation reserves the right to modify, change or deviate from the contents as presented in the handbook.

Phillip & Christine Gore Family Foundation (‘The Foundation’)

History and Background

Husband and wife team, Phillip and Christine Gore, formed the Foundation in an effort to ensure that as many Jamaicans as possible, especially children, are afforded equal opportunities to, amongst other things, a good, sound and solid education.

With the above in mind, the Foundation has expended time, financial resources, ingenuity and considerable expertise geared towards improving the health and welfare of their fellow citizens. As former President and Secretary of Tennis Jamaica respectively, the Gores

recognised the value of tennis in particular. Tennis, as a means to help underprivileged Jamaican youngsters gain a better education whilst becoming proficient players of the game.

The Scholarship Fund (TSF) over the years has provided tennis coaching and an education, to young inner-city Jamaicans who have shown a clear talent for the game. Through TSF, several children from struggling families were able to go on and obtain scholarships to universities in the USA.

Determined to build upon the success stories resulting from TSF, the Gores decided to create a foundation: The Phillip and Christine Gore Family Foundation (or the Gore Family Foundation – GFF), with a major emphasis on upgrading **Early Childhood Education** in Jamaican basic and primary schools.

Currently, the Foundation is at work in 8 schools wherein over 700 students are beginning their education and young lives:

- Amy Bailey Model Basic School
- Arnold Road Methodist Basic School
- Gospel Refuge Basic School
- Providence Methodist Basic School
- Sandy Park Basic School
- Shady Grove Basic School
- Vouch Sylvia Foote Basic School
- St. John's Basic School

Mission

An integrated and co-ordinated delivery of quality early childhood programmes and services, which provide equity and access for children from zero to eight years within healthy, safe and nurturing environments.

Vision

All children having access to high quality, early childhood development services enabling the realisation of their full potential.

INFORMATION FOR THE VOLUNTEER

Description of Volunteer Opportunities:

- The opportunities are to serve at one or more of the 8 Basic Schools that have been adopted by the Foundation.
- The work includes:
 - Writing policies and plans (templates and samples are provided), filing documents, recording financial transactions.
 - There are also opportunities to assist the teachers by reading to the students or other duties as directed by the teacher.

Eligibility: Class A Volunteers (mainly Administrative)

- A volunteer should be committed to the principles of volunteerism;
- Have strong interpersonal and organizational skills;
-

Class B Volunteers (Contact with Students)

- A volunteer should be committed to the principles of volunteerism:
 - Have strong interpersonal and organizational skills;
 - Have a food handlers permit (legal requirement);
 - Have a medical record;
 - Have a clean police record (legal requirement);
 - Provide 2 non-family references.

Application/Volunteer Agreement Form:

- You will be required to sign an Agreement that you have read, understood and agree to the procedures and practices of the Foundation.
- Your signature will also be an indication that you are comfortable with your specific assignment.

Rights:

As a volunteer, you have the right to:

- Accept or not accept an assignment;
- To be trained for the assignment;
- To be included in meetings relevant to the job;
- To receive feedback on your work;
- Have your personal information kept confidential.

Responsibilities:

As a volunteer, you are expected to:

- Be trusted with confidential information that may be necessary for your job;
- Be reliable and punctual;
- Be non-judgemental;
- Address areas of conflict with the appropriate staff member or volunteer coordinator;
- Ask for support when needed;
- Attend training sessions.

ASPECTS OF VOLUNTEERISM

Orientation/Training: As a volunteer you will be provided with training specific to your assignment.

Confidentiality Policy: The Foundation respects the privacy of those they serve or employ. As volunteers you are expected to maintain the privacy of any information you may see, hear or observe while performing your duties. This policy pertains to the Foundation's business, staff and the school(s)' business and staff.

If confidentiality is **not** maintained, it could result in dismissal from the program or other corrective action.

Supervision: Your supervisor at the school and the Foundation will be clearly identified. The supervisor will be able to answer questions and/or provide assistance.

Time Reports: The Foundation values the time you commit to the program. You are asked to record your time spent on the program and submit those time records to your supervisor at the Foundation each month.

Greviances/Concerns:

The volunteer will have the opportunity to request in writing, the chance to air any grievance(s) or concerns. The request will be made to the Program Coordinator at the Foundation. The Program Coordinator will ask at least two other people to listen to the concerns and provide appropriate feedback.

Dress Code: As a volunteer you should dress appropriately for the performance of your duties. In considering your attire, please bear in mind that as a Foundation volunteer, you also represent the core values of the Gore Family Foundation.

Drug/Smoking

Policy: The unlawful possession, use or sale of drugs is not permitted on the school(s)' premises/grounds. Smoking is not permitted on school grounds or in school buildings.

Safety: The Foundation is committed to the safety of the volunteers in the assigned school(s). Each school principal will provide the volunteer with the safety plans and protocols of the school.

Recognition: You are an essential part of the operation of the Foundation's Volunteer Program. From time to time therefore, your valued contribution to the success of the program will be recognized by the Foundation.

Volunteer Agreement

The Volunteer Agreement outlined below, demonstrates how we value our volunteers. We want to assure you that we appreciate your contribution to our organisation. We are dedicated to ensuring that you have a quality volunteer experience which is both productive and rewarding.

The Phillip & Christine Gore Family Foundation agrees to accept the volunteering services of:

(Name) _____

beginning on _____ .

The volunteer agrees to volunteer for _____ hours on the following days:

**Monday, Tuesday, Wednesday, Thursday, Friday, Saturday,
Sunday**

(Indicate which day(s) by circling one or more of the above).

The volunteer's role

is: _____

and the volunteer will be supervised

by _____

The Phillip & Christine Gore Family Foundation commits to the following:

- To provide adequate information and training so you may meet the expectations of your volunteer role.
- To explain what is required of you, to support and provide encouragement to help you achieve the desired results.
- To assign you with a named supervisor who will provide you with regular support and act as a 'go to' person.
- To treat you with respect and courtesy at all times.
- To be receptive to any comments and feedback from you and all our volunteers.
- To value and recognise our volunteers as a significant resource in achieving the goals of our organisation.

The Volunteer commits to the following:

- To fulfil my role as outlined in the attached volunteer role description.
- To perform my volunteer role to the best of my ability.
- To follow the Foundation's policies and procedures.
- To meet time and task commitments, and to provide sufficient notice when not available.
- To act in a way that is in line with the aims and objectives and enhances the work of the Foundation.

Agreed to by:

Foundation's Representative's
Signature _____

Print Name

Date _____

Volunteer's Signature _____

Print Name

This Volunteer Agreement is binding in honour only and is not intended to be a legally binding contract between the volunteer and the Foundation. Neither party intends any employment relationship to be created now or at any time in the future. This agreement may be cancelled at any time at the discretion of either party.