

Future Stars, Inc. Volunteer Policies

VOLUNTEER SCREENING Volunteers are asked to complete an application, volunteer emergency information, referral form (if applicable), volunteer agreement signature form, release and liability waiver, and signed criminal history form before serving in Future Stars, Inc. Once the Volunteer Coordinator (VC) receive all requested documentation and completes review, the Volunteer Coordinator will notify the applicant about opportunities to serve. This process may take a minimum of two weeks.

SUPERVISION OF VOLUNTEERS Future Stars Inc. volunteers receive direct support and communication from the Volunteer Coordinator. It is the responsibility of the VC or Future Stars, Inc. Owner to dismiss any volunteer whose actions are not in the best interest of the nonprofit organization or youth.

DISCIPLINE Volunteers may NOT discipline youth participants. Please make the Volunteer Coordinator aware of any discipline problem that you observed and or experienced with a youth.

CONFIDENTIALITY It is imperative as a volunteer that you uphold confidentiality for all persons and matters affiliated with Future Stars, Inc.

CHILD ABUSE REPORTING We advocate for the safety of all youth. If abuse is suspected, contact the Volunteer Coordinator immediately. If the VC is not available, contact the Owner of Future Stars Inc.

DISMISSAL OF YOUTH PARTICIPANTS Volunteers may never dismiss youth from program activities. Youth that may need to leave early must have permission from a parent or guardian that was provided to the VC or Owner. Under no circumstances may a volunteer take a youth off learning site. Volunteers may not walk or drive youth to any location outside designated learning site.

CONTACTING STUDENTS As a volunteer, you will encounter many amazing youth. Although they may ask or you want to engage/check on them – volunteers may not telephone youth or visit them at their home/any location, nor may youth be invited to the volunteer's home.

DRESS CODE Volunteers serve as role models for youth. Please dress appropriately for the job you are doing. Casual and comfortable clothing is encouraged – your attire must be clean, neat, and conservative. Feel free to wear a Future Stars T-shirt, shorts, or shirt advertising your work/organization. Always keep in mind, your appearance should not attract undue attention.

SIGN IN All volunteers are to sign-in for all Future Stars Inc. activities. This helps us to track event participants, hours of volunteers and other data points. Please notify VC at least 48 hours in advance (whenever possible) if you're not able to volunteer at your assigned time. Unless you have prior approval or it's a public event, please do not bring children/other guests to activities.