



INTERN/VOLUNTEER HANDBOOK

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Table of Contents

INTRODUCTION.....	2
Our Mission	3
Our Vision	3
WELCOME	3
<i>ABOUT FAMA.....</i>	<i>4</i>
STATEMENT OF FAITH	4
VOLUNTEER CHECKLIST	6
CODE OF CONDUCT	7
GENERAL POLICIES AND PROCEDURES.....	12
SCHEDULING AND ATTENDANCE	13
VOLUNTEER OPPORTUNITIES	14
VOLUNTEER OVERVIEW.....	14
<i>EVENT VOLUNTEER</i>	<i>15</i>
<i>FIELD VOLUNTEER.....</i>	<i>16</i>
<i>GPCA VOLUNTEER.....</i>	<i>16</i>
<i>CALL CENTER VOLUNTEER</i>	<i>17</i>
<i>OFFICE VOLUNTEER</i>	<i>18</i>
FAMA & GPCA CONTACT INFORMATION.....	19
APPENDIX	19
<i>HOW TO BE A SUCCESSFUL VOLUNTEER.....</i>	<i>20</i>
<i>TIPS FOR VOLUNTEERS WORKING IN THE CLASSROOM.....</i>	<i>21</i>
<i>FAVORITES.....</i>	<i>22</i>
VOLUNTEER AGREEMENT	23

INTRODUCTION

The following handbook outlines the standards, policies, and procedures associated with all FAMA volunteers. The term “volunteer” includes the traditional volunteer, unpaid interns, and unpaid worker.

Volunteers have an important and valuable role at Faith Action Ministry Alliance, whether volunteering for FAMA or Grant Park Christian Academy. It does not matter if you volunteer for one hour or one hundred hours over the course of the year; any help you give is essential in helping to grow stronger neighborhoods.

Besides supporting FAMA or our school, your volunteer efforts teach our children the joy and obligation we all have to give some of our precious time to worthwhile causes. We hope you find your volunteer experience to be a rewarding one.

To get the most from your volunteer experience, it is important to be informed. This handbook contains important information about your work; please take some time to read through it. If you still have any questions about volunteering, please contact our Volunteer Coordinator.

Volunteers are generally matched to appropriate opportunities through the Volunteer Coordinator. Each potential volunteer is requested to complete a volunteer form to communicate their interests and talents so they can best be matched with available opportunities.

Grant Park Christian Academy provides various education enrichment opportunities for our students, such as cultural arts assemblies, after school programs and field trips. Funding of these programs comes from various fundraising activities and events. Numerous opportunities exist for volunteering with Grant Park Christian Academy.

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Our Mission

The mission of **Faith Action Ministry Alliance** is to grow stronger neighborhoods through the power of Kingdom Networking, Business Development and Strategic Community Connections. **WE SERVE AS ONE**

Our Vision

Faith Action Ministry Alliance is a living network of Kingdom oriented servants working to rebuild communities and to bring hope.

WELCOME

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ABOUT FAMA

The Faith Action Ministry Alliance Inc. (FAMA) is a 501c3 not for profit community organization. FAMA was established in June of 2014 with the express purpose of advancing community healing through a practical model of evangelism that engages neighborhoods systemically and systematically. By systemically we mean that FAMA first identifies the bridges that exist in a given neighborhood to convey our programs and message.

The bridges are the interests and felt needs of a community. This is followed by identifying the preexisting institutions that may be used as vehicles for crossing the bridges of interests and felt needs straight to the lives of the children and families. By systematically we mean that FAMA uses the preexisting institutions to promote regular engagements with the neighborhood. We use diverse institutions to cover as much ground as possible. These institutions include schools, parks and recreation, Boys and Girls Clubs, sports leagues, work places, low income housing apartments etc.

STATEMENT OF FAITH

Foundation of Beliefs. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the following Statements accurately represents the teaching of the Bible and, therefore, is binding upon all Directors, officers, and employees of the corporation. The President of the corporation shall have the final authority in the event of dispute over beliefs.

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Statements

A. Marriage and Sexuality

1. We believe that the term “marriage” has only one legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single, covenantal union, as delineated by Scripture. Marriage ceremonies performed in any facility owned, leased, or rented by this corporation will be only those ceremonies sanctioned by God, joining one man with one woman as their genders were determined at birth. Whenever there is a conflict between the corporation’s position and any new legal standard for marriage, the corporation’s Statement of Faith, doctrines, and biblical positions will govern. (Gen. 2:24; Eph. 5:22-23; Mark 10:6-9; I Cor. 7:1-9.)
2. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage as defined in (i) above. We believe that any other type of sexual activity, identity, or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to God’s natural design and purpose for sexual activity. (Gen. 2:24, 19:5; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1, 6:9-10; 1 Thess. 4:1-8; Heb. 13:4.)
3. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God and the rejection of one’s biological gender is a rejection of the image of God within that person. (Genesis 1:26-27)

B. Sanctity of Life

1. We believe that human life begins at conception and that the unborn child is a living human being. Abortion is murder and constitutes the unjustified, unexcused taking of unborn human life. (Job 3:16; Ps. 51:5; 139:13-16; Isa. 44:24; 49:1, 5; Jer. 1:5; 20:15; 18; Luke 1:36, 44)
2. We believe that an intentional act or omission that facilitates premature death, is assuming a decision that is to be reserved for God. We do not believe that discontinuing medical procedures that are extraordinary or disproportionate to the expected

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outcome is euthanasia. (Ex. 20:13; 23:7; Matt. 5:21; Acts 17:28)

- C. Protection of Children. We believe that children are from the Lord and must be absolutely protected from any form of abuse or molestation. This ministry has zero tolerance for any person, whether paid staff, volunteer, member, or visitor, who abuses or molests a child.
(Ps. 127:3-5; Matt. 18:6, 19:14; Mark 10:14)

VOLUNTEER CHECKLIST

- Completed Volunteer Application ○ Valid government issued ID (for adult-aged volunteers)
- Background Screening ○ Signed Volunteer Agreement ○ Health Fitness for duty
- Signed Liability Waivers
- For volunteers under the age of 18: signed parental consent ○ Orientation/Training ○ EXCEPTION: If the volunteer is the guest of, and accompanies a trained volunteer in good standing with FAMA, the volunteer assignment may be permitted without prior orientation/training, subject to approval of the volunteer coordinator.

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CODE OF CONDUCT

Interns and volunteers are expected to follow some basic rules of conduct that will protect the interest and safety of all interns, volunteers, staff, and the organization. The following are only some examples of inappropriate conduct that could lead to dismissal:

- Theft or inappropriate removal or possession of FAMA's property or that of any FAMA intern, volunteer, staff, agent or visitor, including failing to cooperate fully in any FAMA investigation.
- Altering FAMA reports or records.
- Volunteering under the influence of alcohol or illegal drugs and/or illegal or unauthorized possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the volunteer environment.
- Creating a disturbance on FAMA premises, at sponsored activities or in areas that could jeopardize the safety of others.
- Improper use of FAMA's property or property owned by any other individual or organization.
- Lack of cooperation, use of profane or offensive language or any language sexual in nature, or other disrespectful conduct.
- Violation of FAMA, federal, state, or local safety and health rules.
- Inappropriate use of telephones, computer equipment or systems, mail system, e-mail system, facsimile machines, or other FAMA-owned equipment.
- Unauthorized disclosure of FAMA proprietary or confidential information.
- Unsatisfactory performance or conduct.
- Volunteering in environments with only children and no adult present is prohibited.
- Male-female environments without...

Tobacco Use

The FAMA is a tobacco-free organization. Please refrain from using tobacco of any kind while volunteering, representing FAMA, or wearing FAMA gear.

Drug-Free Environment

FAMA provides a drug-free, healthy, and safe environment. While on FAMA premises and while conducting FAMA-related activities off FAMA premises, an intern or volunteer may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted during intern or volunteer service only if it does not impair an intern's or volunteer's ability to perform the essential functions of the volunteer position effectively and in a safe manner that does not endanger other individuals in the workplace.

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Cell phone Use

Although we recognize the need to have personal cell phones, personal phone calls while volunteering should be limited. If a call is necessary, please abide by the following guidelines:

- Set cell phone ringtone to silent.
- Speak quietly
- Keep calls brief
- Take personal calls in private
- Avoid offensive language
- Use texting as a quick and quiet alternative to talking on the phone

Media Relations

All media interactions should be directed to your supervisor. Volunteers should not be speaking to media.

Social Media Use

FAMA personnel, including interns and volunteers, should note that they are representatives of the Company in the public's eyes and should remain aware of how they conduct themselves, both at work and away from the office. An extension of this is the nature of the online presence of FAMA personnel and how they comport themselves on social media sites. FAMA personnel should not be posting, in public view, evidence of conduct or behavior that is unbecoming of an employee or volunteer of a Christian, faith-based organization. FAMA personnel also **must not post** obscenities, slurs or personal attacks, or **any material that can adversely affect FAMA or its reputation**, or the reputation of its clients, personnel, or applicants. In addition, FAMA personnel may not post financial, confidential, sensitive or proprietary information about the Company, clients, employees, volunteers, interns or applicants.

It is important to maintain a distinction between the online presence of any FAMA personnel acting as individuals and the online presence and brand of FAMA as shown by its agents and representatives, which may include you. In regards to any social media activity that involves or appears to involve issues related to FAMA personnel's work or volunteer service with the company, **the following disclaimer must be used**, "The opinions expressed on this site are my own and do not necessarily represent the views of FAMA." FAMA takes these matters very seriously and may monitor content on the Internet and social media.

Dress Code

In order to project a professional image of the Company while volunteering and representing FAMA, please be sure to dress in a manner that aligns with the environment (i.e. when meeting

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with a government leader, business dress would be appropriate, when participating in outdoor field work, you may choose to wear a t-shirt and jeans).

All volunteers are to dress moderately, in a fashion that reflects respect for others. Some examples of inappropriate attire would include, but not be limited to: tank, halter, spaghetti-strap tops, revealing attire, shorts, sweatsuits, flip flops, beach type sandals. If you are uncertain if the attire is appropriate, please choose something else or consult with the volunteer coordinator for direction. FAMA's Neighborhood Liaison and Executive Staff reserves the right to dismiss a volunteer on the basis of inappropriate dress as determined by the Neighborhood Liaison or Executive Staff

During community cleanups and beautification projects, all volunteers are required to wear FAMA's safety vests and gloves.

If a volunteer is engaged in any of the following activities/projects, safety glasses are to be worn:

- landscaping projects using saws
- pressure washing involving the use of bleach or cleansing chemicals (NOTE: All cleansing materials for such projects will be supplied by FAMA)

Unlawful or Sexual Harassment in the Workplace

FAMA is committed to providing volunteers with an environment that is free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. FAMA encourages interns and volunteers to bring any incidents of sexual harassment to the immediate attention of a direct supervisor or to Human Resources.

The Volunteer and Children

No volunteer who has not received a level 2 background screening shall be unsupervised with children. Furthermore, volunteers are only to engage with minor children upon assignment.

Conflict of Interest

FAMA recognizes the importance of interns' and volunteers' duty to FAMA, and to its members and supporters, to act in a manner that merits public trust and confidence.

Each intern and volunteer should act in all matters in a manner that will safeguard the reputation and integrity of FAMA and will preserve and strengthen public confidence in FAMA activities. Likewise, interns and volunteers should refrain from engaging in any transaction in which personal interests' conflict, potentially conflict, or appear to conflict with those of USIAHT.

An actual or potential conflict of interest occurs when an intern or volunteer is in a position to influence a decision that may result in a personal gain for that intern or volunteer, or for a relative, as a result of FAMA's business dealings. For the purposes of this policy, a relative is a person who is related by blood or marriage, or whose relationship with the intern or volunteer is similar to that of persons who are related by blood or marriage.

Some conflict-of-interest situations are easily identifiable, whereas others are more subtle. Some of the more common situations pertaining to interns and volunteers are listed in the potential conflicts set out below. This list is illustrative only and should not be regarded as all-inclusive:

Accepting Payment or Gifts: No intern or volunteer shall accept payment of any kind (including gifts, cash, discounts, concessions, services or other similar item or benefits) for services rendered as part of his or her volunteer service. This includes payment for speaking engagements or for participation in workshops or similar activities.

Improper Influence: Any intern or volunteer, or close relative of such, should not, when acting on his or her own behalf or when acting on behalf of another person, business or organization, attempt to influence FAMA's position on any issue, matter or transaction nor participate in any discussions pertaining to a related organization.

Inside Information: Inside information should not be used either for the purposes of gaining advantage for one's self, a close relative, or another organization or for any other purpose not specifically approved by FAMA.

Competing with FAMA: No intern or volunteer shall prevent or hinder FAMA from lawfully competing with others or divert business or personnel from FAMA.

Political Activities: Volunteers are encouraged to take an active interest and to participate in the political and governmental process. However, except for registered lobbyists and others authorized to act on behalf of FAMA, interns and volunteers participating do so as individuals and not as representatives of FAMA. To avoid any inference of support or sponsorship by FAMA, an intern or volunteer must never represent that his or her political donation, endorsement or other political activity was made or engaged in with the approval, or on behalf, of FAMA. This also applies to social media activity, in that all political activity and expression of political views on social media by all FAMA personnel must be made clear to be the views of the individual, not representing the views of the company. Likewise, interns and volunteers must not engage in political activities during their volunteer service on behalf of FAMA.

The Making of Statements: Interns and volunteers do not have permission to use FAMA stationary or any title of FAMA, or refer to FAMA or misidentify him or herself as an employee thereof in connection with any matter as to which he or she is not authorized as a representative of FAMA and to express an opinion on its behalf.

Nondisclosure of Information and Assignments Agreement

It is FAMA policy that all volunteers and interns will abide by the following agreement.

As a condition of my volunteer relationship with FAMA:

1. All inventions, ideas, and discoveries, whether or not patentable, conceived, or made by me (a) while volunteering with FAMA or following termination of my volunteer relationship, which relate to or constitute improvements on FAMA's existing or contemplated products, components, ingredients, intermediates, formulae or data, or apparatuses, processes, techniques, or procedures employed in the production of same, or any improvements thereof, (b) during volunteering hours, or (c) while utilizing facilities, materials, labor, or information of FAMA, shall become the exclusive property of FAMA.
2. I will disclose promptly all such inventions, ideas, and discoveries to FAMA, and on request of and at the expense of FAMA will do all acts, sign all papers, make all rightful oaths, and give evidence and testimony necessary or desirable to perfect and maintain any patent assets and other rights on any or all such inventions, ideas, or discoveries.
3. I will assign, without compensation to myself but at the expense of FAMA, my entire right, title, and interest in and to any and all such inventions, ideas, and discoveries to FAMA.
4. I will hold in secret, and not divulge to any non-FAMA personnel without first obtaining the express written authorization of FAMA, private and proprietary information trade secrets, and know-how of both FAMA and all customer proprietary information disclosed to FAMA, which I may learn or comes into my possession through or in the course of my volunteer relationship with FAMA.
5. Nothing herein will prevent me, after my volunteer relationship terminates, from using skills and knowledge of a general nature gained while I am volunteering for FAMA.

GENERAL POLICIES AND PROCEDURES

Safety and Liability

If an intern or volunteer is injured in the course of their service, it is important that you notify your supervisor immediately. Interns and volunteers should also complete an incident report and submit the report to the Volunteer Coordinator.

FAMA's general liability coverage, with some limitations and exclusions, protects interns and volunteer workers for covered injury or damage that results from activities or service that interns and volunteers conduct or perform at FAMA's direction and within the scope of their duties for FAMA. FAMA's general liability coverage does not provide coverage to interns or volunteers themselves for liabilities they may have incurred for their actions.

Reimbursement of Expenses

Interns and volunteers may be eligible for reimbursement of pre-approved, out-of-pocket expenses, including transportation expenses, incurred while engaging in volunteer service for FAMA. Upon the approval of a supervisor, interns and volunteers need to track and submit receipts for all preapproved out-of-pocket expenses for which they seek reimbursement. Pre-approved reimbursement for travel to and from volunteer service by motor vehicle is based on mileage and the standard rate per mile at which FAMA reimburses volunteer drivers.

Emergency Closing

FAMA strives to ensure the safety of all interns and volunteers. If the FAMA office should close, the volunteer supervisor will notify interns and volunteers scheduled to volunteer.

Use of FAMA Property

FAMA provides computers, e-mail, and Internet access to assist interns and volunteers in performing their duties. Personal use of computers should not interfere with volunteer service and should be kept to a minimum.

Return of Property

Interns and volunteers are responsible for FAMA property, which includes all materials, files, keys, passwords or any other written or electronic information issued to interns and volunteers or in their possession or control. All FAMA property must be returned on or before the last day of service. FAMA may take all actions deemed appropriate to recover or protect its property.

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SCHEDULING AND ATTENDANCE

Intern and volunteer attendance is important to the operation of every FAMA program. We ask that you be on time and notify the volunteer coordinator in advance, if you are going to be late. If you are unable to attend previously scheduled volunteer duties, please notify the volunteer coordinator 48 hours or more in advance, if possible.

Background Checks

All volunteers and interns should note that they are subject to a background check prior to scheduling. Background checks may include verification of any information on the intern or volunteer's resume or application form. FAMA reserves the right to condition any acceptance of a volunteer or intern on receipt of a background check report that is acceptable to the Company.

Volunteer Time and Taxes

Interns and volunteers cannot deduct their time on their personal income taxes.

Record Management

FAMA maintains records on each intern and volunteer throughout the organization. Records include intern or volunteer information forms/applications, logs of intern's and volunteers' service hours, and other materials related to interns' and volunteers' service. Intern and volunteer records, including background checks, are confidential.

Volunteers are asked to log each occurrence of service hours, including check-in and check-out times and may be asked to participate in debriefing following volunteer service.

Youth Volunteer and/or Service Learning

Interns and volunteers under 18 must have written consent of a parent or guardian before volunteering. Students volunteering for service-learning credit hours, must submit request and completed form to be signed by supervisor within two weeks of completing volunteer hours.

Exit Interview For Volunteers

Should you discontinue volunteer service with us, for whatever reason, we would appreciate feedback on your experience volunteering with us. Your honest input will assist FAMA to

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improve work practices and learn how to better utilize the talents of our volunteers. You are under no obligation to complete this Exit Interview.

VOLUNTEER OPPORTUNITIES

Neighborhood Event Planning & Special Events
 Grant Park Christian Academy Volunteer
 Neighborhood Engagement Projects
 Tutoring & Mentoring
 Call Center Volunteer
 Office Volunteer

The best way to *find* yourself
 is to *lose* yourself
 in the *service* of others.

Gandhi

VOLUNTEER OVERVIEW

QUALIFICATIONS NEEDED: Dependent on the task. Please see volunteer assignment for more details or discuss with the Volunteer Coordinator.

NOTE: Parents who bring their smaller children with them for volunteer assignments must sign a volunteer liability waiver, hold harmless document for the children. Children may be restricted from accompanying their parent to some assignments and will be notified on a case-by-case basis.

BACKGROUND SCREENING: A background investigation generally involves determining whether an applicant qualifies for a volunteer/intern position based on information provided on

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his/her volunteer application. Individual job tasks and program assignment of the volunteer position will determine if a criminal history background study must be conducted.

- Background checks may include verification of any information on the intern or volunteer's resume or application form. FAMA reserves the right to condition any acceptance of a volunteer or intern on receipt of a background check report that is acceptable to the Company.
- **LEVEL 2 BACKGROUND CHECK:** If a volunteer requires a LEVEL 2 SEARCH, it must be before actual volunteer services begin. All criminal history reports conducted are kept confidential within the FAMA Executive staff. All reports must be in favorable review according to the policies of our organization for the individual volunteer services performed. **If a volunteer provides services for consecutive years without greater than six months lapse, the BGS will then be completed every 5 years. However, at the discretion of the FAMA staff, more frequent background screenings may done.**

TIME COMMITMENT: Varied. Some opportunities demand a minimum time commitment. Please see volunteer assignment for more details or discuss with the Volunteer Coordinator.

VOLUNTEER THANK YOU: Our communities will be stronger in part due to the acts of our volunteers and you will be recognized for your support.

EVENT VOLUNTEER

DESCRIPTION OF PROJECT / PURPOSE OF ASSIGNMENT: FAMA holds regular special events and fundraising events. Events can range from sit down dinners, neighborhood engagement events, to conferences and much more.

SUPPORT PLAN: Event volunteers work under the direction of various members of the event committee, staff or other volunteers, who will provide task-specific training.

VOLUNTEER'S RESPONSIBILITIES: Event volunteers assist on the event day for set-up, guest assistance and registration or clean up. Volunteers may also choose to be involved in event planning.

TIME COMMITMENT: Event day volunteers will typically be asked to commit at least 3 hours. Participation on an event planning committee typically requires larger time commitments over several months.

QUALIFICATIONS NEEDED: Dependent on the task.

BENEFITS: Depending on the type of event, volunteers may be able to attend the event free of charge. Event volunteers also have the opportunity to learn new skills from professionals, meet

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others in the community, demonstrate benevolence and altruism, while supporting a kingdom worthy cause.

FIELD VOLUNTEER

DESCRIPTION OF PROJECT / PURPOSE OF ASSIGNMENT: FAMA hosts regular neighborhood beautification, landscape/streetscape and neighborhood engagement projects. Initial planning involves site assessment and door-to-door surveys followed by community field work including clean-up, restoration, and revitalization projects.

SUPPORT PLAN: Field volunteers work under the direction of the Neighborhood Liaison, staff or other volunteers, who will provide task-specific training, if necessary. All necessary equipment and materials for tasks will be provided by FAMA, unless materials for specific projects is being utilized by a field representative's professional business (in which case, a signed release of liability is required). Field volunteers offering specialty service PRO BONO may be assigned to individual home projects under the coordinated efforts of the Neighborhood Liaison. Any additional services rendered, outside the purview of the Neighborhood Liaison would be considered an independent, unauthorized project of FAMA.

VOLUNTEER'S RESPONSIBILITIES: Field volunteer assignments may include field day assistance with set-up & take-down, registration, survey interviews and/or clean-up & beautification tasks or individual home projects, as outlined above. Volunteers may also choose to be involved in field day planning.

TIME COMMITMENT: Field volunteers will typically be asked to commit at least 3 hours. Participation on a special project planning committee typically requires larger time commitments over several months.

QUALIFICATIONS NEEDED: Dependent on the task. Some work assignments may be labor intensive or may be specific to certain specialties.

BENEFITS: Volunteers have the opportunity to learn and/or share skills, meet others in the community, demonstrate benevolence and altruism, while supporting a kingdom worthy cause.

GPCA VOLUNTEER

DESCRIPTION OF PROJECT / PURPOSE OF ASSIGNMENT: FAMA supports its neighborhood school, Grant Park Christian Academy (GPCA) through tutoring and mentoring programs, special events and projects, fostering academic excellence, achievement and social development of the students of GPCA.

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SUPPORT PLAN: GPCA volunteers work under the direction of the GPCA Principal, Neighborhood Liaison, staff or other volunteers, who will provide task-specific training, if necessary. All necessary equipment and materials for tasks will be provided by FAMA, unless materials for specific projects is being utilized by a field representative's professional business or is being donated. GPCA volunteers offering specialty service PRO BONO may be assigned to specific school projects under the coordinated efforts of the Neighborhood Liaison. Any additional services rendered to the school or students, outside the purview of the Neighborhood Liaison, would be considered an independent, unauthorized project of FAMA.

VOLUNTEER'S RESPONSIBILITIES: GPCA volunteer assignments may include classroom assistance, tutoring and mentoring. Volunteers may also choose to be involved in special school projects and planning.

TIME COMMITMENT: GPCA volunteers will typically be asked to commit at least 3 hours. Participation on a special project planning committee typically requires larger time commitments over several months.

QUALIFICATIONS NEEDED: Dependent on the task. Some work assignments may be specific to certain specialties.

BENEFITS: Volunteers have the opportunity to share skills with GPCA students and staff, meet others in the community, demonstrate benevolence and altruism, while supporting a kingdom worthy cause.

CALL CENTER VOLUNTEER

DESCRIPTION OF PROJECT / PURPOSE OF ASSIGNMENT: FAMA conducts regular community surveys and utilizes call center volunteers to input info received from such surveys in the CRM system for planning and relationship development. Call Center Volunteers also make systematic reminder, follow-up, and informational outbound calls, as needed.

SUPPORT PLAN: Call Center volunteers work under the direction of the Volunteer Coordinator, staff or other volunteers, who will provide task-specific training.

VOLUNTEER'S RESPONSIBILITIES: Call Center volunteers aid in entering data from the community surveys, or other sources, as assigned, in the CRM system and making outbound calls, as needed.

TIME COMMITMENT: Call Center volunteers will typically be asked to commit at least 3 hours.

QUALIFICATIONS NEEDED: Ability to express oneself easily and articulately. Basic computer knowledge. Discretion of confidential information.

BENEFITS: Call Center volunteers also have the opportunity to learn new skills, meet others in the community, demonstrate benevolence and altruism, while supporting a kingdom worthy cause.

OFFICE VOLUNTEER

DESCRIPTION OF PROJECT / PURPOSE OF ASSIGNMENT: FAMA utilizes

SUPPORT PLAN: Office volunteers work under the direction of the Volunteer Staff, staff or other volunteers, who will provide task-specific training.

VOLUNTEER'S RESPONSIBILITIES: Office volunteers assist with clerical tasks, research, and offer technical (if skilled in the area(s) of need) and social media support.

TIME COMMITMENT: Office volunteers will typically be asked to commit at least 3 hours. Participation on an event planning committee typically requires larger time commitments over several months.

QUALIFICATIONS NEEDED: Dependent on the task.

BENEFITS: Office volunteers also have the opportunity to learn new skills, utilize their skillsets, meet others in the community, demonstrate benevolence and altruism, while supporting a kingdom worthy cause.

FAMA & GPCA CONTACT INFORMATION

FAMA EXECUTIVE TEAM

Alfred Johnson

President

AJohnson@Famalliance.org

Melanie Young

Education Director

Phone number

Myoung@Famacademies.com

Kenton Young

Neighborhood Liaison/Volunteer Coordinator

Kyoung@Famacademies.com

Grant Park Christian Academy

Terrence Fleming - Principal

Phone number

Email T.Fleming@Famacademies.com

APPENDIX

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HOW TO BE A SUCCESSFUL VOLUNTEER

No matter what kind of volunteer work you do, or who you do it for, there are some common qualities that will help you be a successful volunteer.

Have an interest in helping families and children

- Believe that every person can learn and succeed.
- Accept people of all ages, abilities, backgrounds and personalities
- Encourage people to do their best and offer genuine praise.
- Be friendly--learn names and be a good listener.

Support the staff

- Be respectful of the teachers.
- Do not publicly question or criticize the teacher or the methods used.
- Ensure that your interpretation of rules and expectations matches that of the school or classroom.
- Involve appropriate school personnel when students disobey school or classroom rules; don't take corrective measures into your own hands.

Be committed and dependable

- Make sure you have the time to serve.
- Be prompt and reliable; people are counting on you to be there!
- Set an example of professionalism and good citizenship.
- Let people know if schedule changes prevent you from making your commitment.

Maintain confidentiality

- Ensure that children's work and behavior are held in confidence.
- Discuss matters relating to student's behavior and performance only with appropriate school staff members.

Communicate

- Ask if you are unsure about how equipment works or how your job is supposed to get done—there are no dumb questions!
- Don't let small problems turn into big ones.
- Decline any task for which you are unqualified or uncomfortable.

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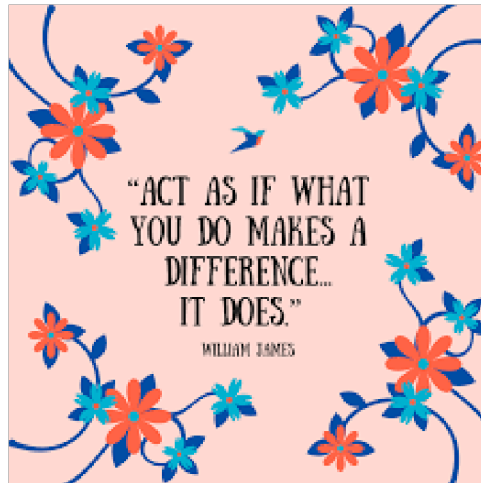
- Provide feedback to the appropriate person about volunteer experiences.

TIPS FOR VOLUNTEERS WORKING IN THE CLASSROOM

If you are volunteering in a classroom, make sure that you and the teacher are clear on your responsibilities. Generally speaking, the real value for a teacher in having a volunteer is that it frees up the teacher to teach.

Some examples of ways you may be able to help in the classroom include:

- Arranging bulletin board displays
- Assist with special award days
- Binding books
- Correcting papers
- Chaperoning on field trips
- Helping contact parents
- Helping students who were absent catch up on missed work
- Organizing class parties
- Playing or making instructional games
- Reading with or to children
- Recruiting other volunteers for classroom activities
- Supervising groups taking tests
- Tutoring in math, reading or writing
- Working with a small group of students
- Sharing your special talent or interest



FAVORITES

We are excited to have you as part of our FAMA Army! We want to get to know you better, so please fill out this form.

Name: _____ Birthday _____

Places to Eat: _____

Places to Shop: _____

Gift Cards: _____

Scents: _____

Candy/Snacks: _____

Cookies/Cake: _____

Hobbies/ Collectables: _____

Other Wish List Items: _____

VOLUNTEER AGREEMENT

As a volunteer, I agree to abide by all applicable standards, policies, and procedures of FAMA and to fulfill the volunteer responsibilities to the best of my ability. I understand that I will receive no monetary benefits in return for the volunteer service I provide and that FAMA may terminate this agreement at any time without prior notice.

STATE OWNERSHIP OF PROPRIETARY INFORMATION: Any reports, histories, studies, tests, surveys, manuals, instructions, photographs, negatives, blueprints, plans, maps, data, system designs, computer code, or any other documents and drawings prepared or in the course of preparation by the volunteer while engaged in the performance of those services set forth in the "Description of Volunteer Duties" statement shall be the exclusive property of FAMA and all such materials shall be remitted to FAMA by the volunteer upon completion, termination or cancellation of service. A volunteer shall willingly allow, or cause to have such materials used for any purpose other than performance of the volunteers service under this agreement without nor written consent of FAMA.

CONFIDENTIALITY: A volunteer shall keep all information confidential, in whatever form, produced, prepared, observed or received by the volunteer to the extent that such information is confidential by law.

☐ I have read a copy of the volunteer responsibilities and I ascertain that I am physically able to complete the tasks to which I will be performing.

All interns and volunteers agree to comply with the following: "In order to maintain a safe, conflict-free environment, and to abide by FAMA's mission, it is the policy of FAMA to only promote religious beliefs held by the Organization's Statement of Faith. Though it is not necessary to hold all the religious beliefs held by the Organization, the promotion of any other

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religious beliefs, in any way (verbal conversations, physical dissemination of material, invitations to services, etc.) while participating/serving in Organization programs, is strictly prohibited.”

VOLUNTEER NAME (PRINTED):

VOLUNTEER SIGNATURE:

DATE:

FAMA REPRESENTATIVE NAME (PRINTED):

FAMA REPRESENTATIVE SIGNATURE:
