



Claude Moore Community Builders Program Manual

Take time to read through each part of this manual. Please keep a copy of this for your records. If you have questions, please contact the program coordinator, Sarah Bauer, at sbauer@loudounyouth.org.

Please print and sign the last page of this document, labeled 'Acknowledgement of Receipt and Signature Page' and upload that SINGLE PAGE in PDF form with your online application.

CMCB 2019-20 Code of Conduct

As a volunteer & member of the Claude Moore Community Builders (CMCB), I will represent CMCB and Loudoun Youth, Inc. with professionalism, dignity and pride and be responsible for conducting myself with courtesy and appropriate behavior.

I am committed to:

Personal Responsibility

- Be considerate. I will be working with others as a team so I will be considerate of how my actions, attitude or contributions affect my colleagues, peers and the community as a whole.
- Be dependable, recognizing the commitment and responsibility to my volunteer assignment(s).
- Accept assignment(s) with an open mind and willingness to learn.
- Accept feedback from my supervisor in order to do the best job possible.
- Not accept tips, request meals to be paid for, or otherwise accept payment for my volunteer work.
- Keep CMCB staff informed of progress, concerns and problems within the program(s) in which I participate.
- No fraternizing with placement staff, customers, or other Builders during working hours or at the placement site.
- Respect drop off and pick up times on site.
- Record hours with integrity for both the CMCB and the placement organization.
- My parents and I will adhere to the CMCB Chain of Command as outlined by the CMCB program administrator.

Respect

- Treat one another and members of the community with respect. Everyone can make a valuable contribution to CMCB. We may not always agree, but disagreement is no excuse for poor behavior or poor manners. We might all experience some frustration now and then, but we cannot allow that frustration to turn into a personal attack. It is important to remember that a community where people feel uncomfortable or threatened is not a productive one.
- Treat all individuals with a sense of dignity, respect and worth. Make a personal commitment to be nonjudgmental about cultural differences, living conditions and the life-style of each person with whom I work.
- Avoid profane and abusive language and disruptive behavior that is dangerous to self and others.
- Avoid any behavior that could be constituted as cyber bullying.
- Abstain from the use of photo, audio, and video recording equipment unless authorized.
- Respect all confidential information. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer or client or other person.
- Not preach to anyone or pressure anyone to accept any political, cultural, or religious beliefs.

- Report in cases of suspected child and vulnerable adult abuse or neglect to the CMCB and placement supervisors.
- Respect and use all equipment appropriately and as required for my assignment. Abstain from the use of equipment/resources for personal use.

Safety

- Not use, possess, or be under the influence of alcohol or illegal drugs at any time.
- Abstain from all illegal activity.
- Wear required identification and clothing. All items of clothing must be suitable for the work environment and should not contain offensive or objectionable material (slogans or graphics).
- Follow safe workplace practices, including participation in applicable education sessions, using appropriate personal safety equipment and reporting accidents, injuries and unsafe situations.
- Report suspicious activities to my supervisor.
- Recognize that I have a responsibility to adhere to the rules and procedures of the agency. Failure to do so or failure to satisfactorily perform my volunteer assignment may cause me to be subject to dismissal.
- Weapons of any kind are strictly prohibited. Weapons are defined as anything intended to cause injury, harm or threat of injury or harm to the physical well-being of another person.

CMCB 2019-20 Community Builders Agreement

As an applicant for the Claude Moore Community Builders program, I agree to all of the following:

- I will respond to and communicate in a timely manner with Loudoun Youth, Inc. staff, my nonprofit placement supervisor, and other staff in regards to the program.
- I will attend all program activities for which I am required to attend and/or RSVP. If I am not able to attend an event, I will communicate that to the Loudoun Youth, Inc. staff.
- I will always show up to the events to which I RSVP.
- If I do not understand what is asked of me I will ask questions.
- I will respect other Community Builders and treat my peers, supervisors and individuals that I meet/work with during volunteer activities with respect.
- I will dress appropriately for all volunteer activities.
- I will treat my volunteer service in this program as a professional internship and I will interact professionally at all times.
- When I am at a volunteer activity, I will be active and engaged. I will not be texting on my cell phone, or sitting on the sidelines; I will be involved and be a team player.
- I will not use profanity, I will not bully and I will not threaten my fellow Community Builders, children, or adults that I work with or anyone that I encounter during my time in the program.
- When I am at a Community Builders event, I will always have a good attitude and be ready and willing to pitch in with all activities.
- I will always remember that if I don't show up to an event or am not actively participating while at an event that it impacts my fellow Community Builders and the reputation of the program.
- I will have reliable transportation to and from Community Builders events.
- I will complete a minimum of 100 hours of volunteer service (not to include overnight retreat hours) between June 2019 and March 2020.
- **I will attend the orientation on June 8, 2019**
- **I will attend the overnight retreat on June 22nd - June 23rd, 2019.**

CMCB 2019-20 Attendance and Communication Policy

The following outlines the required events attendance and communication policy for CMCB participants. It is essential that we have strong communication between Builders and our program coordinator. Miscommunication can happen very easily in both directions. If you are unsure about something, please ask!

Please review these policies carefully and notify the program coordinator if you have any questions.

Email Communication:

Builders are responsible for checking email frequently and responding within specified timelines. If a due date is not provided, messages should be responded to within 48 hours.

Event Attendance:

The program coordinator will provide information on events as far in advance as possible. Unfortunately, last minute details often are sent prior to an event, and it is the responsibility of the builder to check emails and texts in the days and hours leading up to the event.

Once builders have RSVP'd as a volunteer for an event, it is their responsibility to make note of this commitment.

“I forgot” is not a valid excuse for missing an event.

Builders who have been successful in the program post calendars in their homes, create alerts and reminders on their phone, and use a digital calendar to keep track of their scheduled volunteering.

Builders cancelling from a volunteer shift should give the program coordinator a 48 hour notice by email. Please provide the name and the date for the event you are cancelling in the email message. Builders in the same family must each message for a cancellation. We understand emergencies happen. If you are within a 24 hour window of an event, please text the program coordinator.

No Show Policy:

'No Shows' not only reflect poorly on a Builder, they reflect poorly on our CMCB program, Loudoun Youth, Inc., and the Claude Moore Charitable Foundation. It takes a joint effort to build a reputation in the community. Organizations are counting on the Builders to help them with their events.

- First No Show - Failure to notify the program coordinator that a Builder cannot attend an event they signed up for will result in a warning and consultation with the program coordinator.
- Second No Show - Will result in dismissal from the CMCB program.

It is not our intention to deter Builders from committing to events in advance. The motivation for this policy is to encourage an open flow of communication and accountability for our Builders. Our goal is to have each Builder experience the joys of volunteering in their community, along with being a part of an amazing group of students. With this comes a certain degree of responsibility and commitment. However, we are confident that our Builders are up to this challenge!

CMCB 2019-20 Liability & Medical Release

My child (named on signature page) is physically able and has my permission to participate in the Claude Moore Community Builders Program, to be held June 2019 through March 2020. I am familiar with the activities in which my child will participate during the program, and I understand that some of the activities involve risk of injury.

I understand that my child wishes to be considered for volunteer work and I hereby give my permission for him/her to serve in that capacity, as assigned by Loudoun Youth, Inc. I understand that he/she will be expected to meet all the requirements of the position, including regular attendance and adherence to agency policies and procedures. I understand that they will not receive monetary compensation for the services contributed.

By signing, I assume all the risks and hazards incident to these activities, and I release, absolve, indemnify, and hold harmless and without fault, each and every of the following individuals, organizations, and agencies: Loudoun Youth, Inc. and its agents, representatives, sponsors and partner agencies participating in the program.

I authorize the agents and volunteers of Loudoun Youth, Inc. to transport my son/daughter to a hospital emergency room and I authorize the hospital and its medical staff to provide treatment deemed by a physician to be necessary for my child's well being.

CMCB 2019-20 Photo & Video Release

I hereby grant Loudoun Youth, Inc. permission to interview me and to use my likeness in photographs/ video/ recordings in any and all of its publications and in any and all other media (to include social media Facebook, Twitter, Instagram), whether now known or hereafter existing, in perpetuity and for use by Loudoun Youth, Inc.

I hereby grant Loudoun Youth, Inc. permission to use any and all written submissions, including web posts (ex:blog posts, message boards, online forums), questionnaire responses and email correspondence, in any and all of its publications and in any and all other media, whether now known or hereafter existing, in perpetuity and for use by Loudoun Youth, Inc.

I hereby authorize Loudoun Youth, Inc. to edit, alter, copy, exhibit, publish or distribute photo(s) and written submissions for the purpose of publicizing Loudoun Youth, Inc. programs or any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness or written submission appears.

Additionally, I waive any right to royalties or other compensation arising or related to the use of the photographs or written submissions.

I hereby release Loudoun Youth, Inc. and its employees, Board of Directors, photographers, legal representatives, agents and assigns from any and all claims, actions and liability relating to its use of said photographs and/or written submissions.

Acknowledgement of Receipt and Signature Page

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures of the CMCB program as defined in the previous pages. Those policies and procedures include:

- CMCB 2019-20 Code of Conduct**
- CMCB 2019-20 Community Builders Agreement**
- CMCB 2019-20 Attendance and Communication Policy**
- CMCB 2019-20 Liability & Medical Release**
- CMCB 2019-20 Photo & Video Release**

Applicant Name Printed

Applicant Signature

Date

Parent/Guardian Name Printed

Parent/Guardian Signature

Date

Parent/Guardian Program Permission

- I understand that my son/daughter (please print) _____ is submitting an application to the Claude Moore Community Builders program with Loudoun Youth, Inc.
- I have reviewed the application in order to learn more about the Claude Moore Community Builders Program and have discussed the program requirements with my son/daughter.
- I understand that if accepted to the program, there is a considerable time commitment required and that if my son/daughter fails to meet those requirements he/she will not graduate from the program.
- I am aware that if accepted to the program my son/daughter is responsible to maintain the CMCB Code of Conduct. Failure to do so will result in dismissal from the program.
- I have reviewed the application and my son's / daughter's answers to each of the questions. To the best of my knowledge all of the information they provided is correct and accurate.

If my student is accepted to the program, I agree to attend the Program Orientation on Saturday, June 8, 2019 with my son/daughter in order to become acquainted with the program.

I understand that my child will be required to attend the orientation on June 8th and the overnight retreat on June 22 - June 23, 2019.

Parent/Guardian Name Printed

Parent/Guardian Signature

Date

Medical Insurance Information

Child's Name:	Insurance Company:
Name of Policy Holder:	Relationship to Applicant:
Policy #:	Insurance Group #:

Please describe any known medical conditions or allergies: