



MOM FOUNDATION INC. "MIRROR OF MOTHERS"

"Encouraging & reaching out to Mothers (69 years and older) within the Community"

VOLUNTEER HANDBOOK

VOLUNTEERISM/COMMITMENT:

WORKING AS A VOLUNTEER

Signing Up – Applications must be on file with MOMF. An MOMF officer will provide each participant with an application. The potential volunteer must complete, sign and submit the application to the MOMF office via mail or hand-carry to the office.

Calling In – We ask that all volunteers give at least a three-day notice if you are unable to keep your assigned scheduled time. In the event that something occurs the same day as your assigned scheduled time (Same day emergency), please notify an MOMF Officer at 404-765-9807. This will allow us to find a possible fill-in volunteer for that day.

Identification (ID's) – Each volunteer will be given an Identification Badge (ID's) while working as an MOMF volunteer. All volunteers will be required to wear their (ID's) when working as a volunteer for MOMF. ID's must be returned to an MOMF Officer at the end of each session.

Uniforms – Each volunteer will be required to purchase an MOMF T-shirt. This T-Shirt must be worn during the following sponsored MOMF events:

- Fundraisers
- Performances (Exception- if you are participating in the program)
- Special Events

Safety - Our goal is to use caution at all times. Volunteers should let Safety be a priority when working with the organization at any venue, programs and meetings.

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(Information subject to change)

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Facility Use – MOMF will partner with public schools and other youth organizations. We will use various facilities to carryout the mission of the organization. Therefore, we must abide by the policies of that entity.

Receiving Fees on behalf of MOMF: All activities involving MOMF Volunteers must be approved by an MOMF Officer prior to collecting funds on behalf of the organization. No Unauthorized individual or group may collect funds on behalf of the organization.

BENEFITS OF AN MOMF VOLUNTEER

Individuals that volunteer with MOMF will receive the following benefits:

1. Participate in the yearly volunteer banquet
2. Receive recognition of volunteer hours
3. May have an opportunity to meet and greet local and international celebrities
4. Receive a tax write-off on mileage (consult with your tax examiner)

Acknowledgement:

I have received, read, understand, and will abide by the guidelines in this Handbook.

Signature

Date

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