



Group Service Project Guidelines

Thank you for your group's interest in volunteering with Advocates for Children. The care and support of people in our community are important assets for the well-being of the children and families we serve! This information is designed to help make your visit a good experience for your group and for our organization. Please use these guidelines to help your group plan your project.

THINGS TO REMEMBER

- Advocates for Children must approve your planned service project. We ask for at least four weeks advance notice to allow for proper planning and scheduling.
- Due to HIPPA Laws and our Confidentiality Policy, all volunteers must be at least 18 years of age.
- Our ability to provide funding and/or supplies for projects is extremely limited due to our organization's ongoing financial obligations to programs we operate and the children and families we serve.

ADVOCATES FOR CHILDREN CAN PROVIDE...

- A letter of authorization to validate the authenticity of your volunteer project.
- Informational brochures or fact sheets about Advocates for Children's programs and services.
- Staff appearance to thank your group and provide an overview of our organization.
- Written tax receipts to donors who make donations to Advocates for Children to fund your project. (Project organizer is responsible for collecting the names, addresses, and contact information of the donors.)

WHILE WE WISH WE COULD, WE ARE UNABLE TO PROVIDE...

- Assistance in soliciting donations, attending planning meetings, or recruiting volunteers.
- Advocates' tax-exemption number for making any purchases related to your project.
- Guaranteed board member presence for the project.
- Access to our donor lists or contacts.
- Responsibility of any nature or kind associated directly or indirectly with the project, including, but not limited to, supplies, expenses, and/or purchases.

WE RESPECTFULLY REQUEST...

- Project organizers should stress to their groups the right of confidentiality of the children and families we serve. Volunteers may not share with others who they might have recognized or known as a shelter resident or Advocates client.
- All volunteers sign a confidentiality agreement and a waiver of liability form.

PROJECT ORGANIZERS ARE RESPONSIBLE FOR...

- Payment of all project expenses, unless otherwise discussed and approved by Advocates for Children.
- Volunteer recruitment

Advocates is unable to support projects that require financing from us, require our promotion of the project, compete or conflict with an already established or scheduled project to benefit the organization, or that require us to release donor, volunteer, employee or board member information.