



Volunteer Handbook

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WELCOME

Hello and thank you for taking the time to learn more about 4 Charity Help. If you were given this package you must be a civic minded individual who cares about his or her community. As you may know 4 Charity Help also cares about the community. The creation of 4 Charity Help came about in 2012 and has continued to evolve and adapt as the community's needs changed. Today we are proud to say that the charity is its own 501c3 and is well positioned to increase its presence and efforts in the community. We have already helped many charities around Florida raise thousands of dollars in discretionary funds. I invite you to learn more about 4 Charity Help and hopefully take the next step of getting involved with this great organization. Please feel free to review this package on how you can become part of our team, the application process and requirements. Please feel free to visit our website or get directly in contact with Robbie Tromberg, our program director, at Robbie@4charityhelp.org for any questions or concerns.

Thank you again for your time and consideration.

Royce Marnell
Co-founder
4 Charity Help

Mission

4 Charity Help's mission is to help other charities achieve their own missions and goals through financial, technical and logistical support.

Vision

4 Charity Help is a new venture that has old school ideas. We believe in hard work, not cutting corners, and the values of helping our fellow philanthropists, causes and people.

Taking a page from the Bill and Melinda Gates Foundation, we are striving to bring sustainability to our clients through social entrepreneurship. Our success will be seen in the success of others. Partnering with for-profits will bring this about and complete the giving and social cycle.

We have developed a Three Point Advantage System that we believe all charities need. Sustainable **income**, modern **technology**, and **manpower**. We call them financial, technology and logistics.

Financially, we use new, creative ideas such crowdfunding sites to help charities raise money. We also partner with for-profit businesses to help bring sustainability to charities.

We use technology to help other charities master e-branding, collateral, websites and more. We help charitable events to be successful by providing the technology to register, pay/donate, send notices via e-mail, Facebook, Twitter and Instagram.

Logistically, we coordinate volunteers to help clients with events and meetings. Also, we can provide volunteers to help with whatever is needed from check-in to program logistics including crowd management and event details.

Policy Against Harassment

4 Charity Help is committed to providing an environment free of sexual harassment as well as harassment based on such factors as race, color, religion, national origin, ancestry, age, medical condition, marital status, disability or veteran status. 4 Charity Help strongly disapproves of and will not tolerate harassment of employees/volunteers by managers, supervisors, co-workers or vice versa.

Harassment includes verbal, physical and visual conduct that creates intimidating, offensive or hostile environment. Some examples include racial slurs; posting of offensive statements, posters, cartoons or other similar conduct. Sexual harassment includes solicitation of sexual favors, unwelcomed advances, or other verbal, visual or physical conduct of sexual nature.

Any incident of harassment, including work related harassment by any 4 Charity Help personnel or any other person should be reported immediately to a supervisor, manager or to the Executive Director. Every complaint of harassment will be investigated thoroughly, promptly, and in confidential manner. In addition, 4 Charity Help will not tolerate retaliation against the individual making the complaint.

Discrimination Policy

4 Charity Help does not discriminate against any individual applying to volunteer regardless of race, color sex, religion, national origin or physical handicap. However, 4 Charity Help reserves itself the right to perform all criminal background checks through the Florida Department of Law Enforcement at its own discretion as required by law. If the charity feels that any individual applying to volunteer does not meet the needs of our program, we may decline the applicant.

Disabilities

4 Charity Help will promote employment opportunities for persons with disabilities at all levels and occupations by:

- Complying with the same recruitment and selection strategies to all applicants including persons with disabilities who are able to perform the mental and physical requirements of the open position.
- Providing opportunities for students with disabilities in collaboration with colleges and universities.
- Giving full consideration to employees with disabilities for inclusion in developmental opportunities.
- Providing reasonable accommodations for qualified applicants and employees with disabilities.

Dress Code

Please keep in mind that we are a multi-faceted program. All staff and volunteers are expected to dress appropriately. Revealing and offensive clothing is prohibited.

Why Volunteer?

When you volunteer there are so many great things that come as a result of your decision and action. According to the Corporation for National and Community Service, about 64.5 million Americans, or 26.5 percent of the adult population, gave 7.9 billion hours of volunteer service worth \$175 billion in 2012. In Florida, your hour of volunteer work is the equivalent of \$21.24. When you volunteer, you strengthen communities, influence younger generations and make a positive change.

Volunteering is not only beneficial for communities and the people you serve but also to your overall wellbeing. By volunteering at 4 Charity Help:

- You will build skills and have hands on experience in social entrepreneurship, organization building, media relations, technology and financial business matters
- Possibility of a letter of recommendation
- Community Service and Volunteer hours
- Raise your self-esteem
- Participate in professional training
- Become a community leader

Volunteer Requirements

- 15 years of age or older (If under 18, parent or guardian must sign the appropriate consent form)
- Background check
- Complete Volunteer Application Form
- Copy of your ID

**RECEIPT AND ACCEPTANCE OF VOLUNTEER HANDBOOK &
APPLICATION FORM**

SIGNATURE OF VOLUNTEER

DATE

NAME OF VOLUNTEER (PLEASE PRINT)

SIGNATURE OF PARENT/GUARDIAN

SIGNATURE OF COORDINATOR

DATE
