

Legacy World Missions, Inc. Volunteer Information Packet

www.LegacyWorldMissions.org



Legacy World Missions, Inc.
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Volunteer Opportunities



Legacy World Missions was founded in 2006 with the purpose of improving the quality of life for Uganda's orphaned and vulnerable children. Now in 2009, in response to public demand, Legacy World Missions is announcing volunteer opportunities for those interested in making a difference among some of the world's most vulnerable children. We are a faith-based, ecumenical organization that does not discriminate against volunteers, partners or clients based on their personal foundations of faith.

Because Legacy World Missions is based in Douglasville, Georgia but works to benefit those in Uganda, East Africa, most volunteer opportunities *do not* involve direct contact with the orphaned children we work to help. *Legacy World Missions does not send volunteers to Africa at this time.* For those who wish to travel to Uganda and volunteer directly with the children, we will work closely with them to facilitate a volunteer experience at one of our partner facilities in Uganda.

There are several important volunteer positions open and there's sure to be something that appeals to every volunteer candidate's interests and fits their skill sets.

Online/Virtual Volunteering

Because of the global nature of our work, much of our business is conducted online. This is a perfect opportunity for web-savvy volunteers living outside the Atlanta Metro area. Virtual volunteers may conduct research on grant opportunities, search for news articles relevant to charities, humanitarian aid and Uganda, represent Legacy World Missions on one of several social networking platforms or even write for our blog. Those with a background in graphic or web design may help create compelling visual tools to help us tell our story by designing web content, merchandise designs, logos or printed material. Virtual Volunteers will keep in close contact with the Executive Director via email and will set and achieve project goals with supervision. These are important positions and preserving the integrity of Legacy World Missions' brand identity is crucial, therefore, beginning volunteers will be assigned mainly back-of-the-house positions at first.

Operations and Staff Support

These opportunities are perfect for those local to Douglas County, Georgia with a talent for administrative work. Tasks include maintaining partner relationships through letters and emails, updating and maintaining donor databases, creating press releases, compiling media contacts and other light clerical tasks as needed. Operations and Staff Support volunteers should be familiar with common office software.

Fundraising/Community Outreach

We take an innovative approach to fundraising: we think of it as *friendraising*, and these highly social opportunities reflect that. Fundraising and Community Outreach volunteers are responsible for promoting Legacy World Missions on a grassroots level in the Atlanta Metro area. These volunteers also serve as event planners, organizing fundraising events and creating community interest. Fundraising volunteers will identify potential donors, convey the Legacy World Missions story in a compelling way and make "the ask," directly requesting the financial support of donors by making donor visits accompanied by a LWM staff member. Those volunteers with an interest may be trained on soliciting foundation support and creating grant proposals.

School or Church Liaisons

For those volunteer candidates that are active in their school or faith community, being a liaison is a great way to volunteer on behalf of Legacy World Missions in the places where you already have a presence. Raising awareness at the high school and college level involves promoting LWM at campus events, on student forums and among the multicultural or international student population. Student volunteers may be very flexible with their time and projects but will remain in contact with LWM staff and must maintain a GPA of 3.0 or higher.

Church and faith community liaisons will take the Legacy message into their congregations. Working with their faith leaders and missionary staff, these volunteers will organize prayer groups and events, recruit volunteers and host presentations. Legacy World Missions is deeply rooted in faith-based principles but is not supported by one church body or denomination. Therefore, Legacy World Missions is truly an exercise in diversity, and faith liaisons are a vital part of sharing our mission with people from all faith traditions.

Volunteer Agreement and Code of Conduct

These are our detailed policies regarding volunteers at Legacy World Missions. These policies cover the definition of a volunteer, confidentiality, brand and copyright issues, when additional screening is necessary, inappropriate communications, when volunteers can represent Legacy World Missions, online safety, ethics expectations, ending your role as a volunteer with LWM and dismissal of a volunteer.

Purpose of Volunteer Policies

These policies are written to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. Legacy World Missions reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Executive Director, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Executive Director.

Definition of 'Volunteer'

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of Legacy World Missions. A "volunteer" must be officially accepted and enrolled by the LWM prior to performance of the task. Unless specifically stated, volunteers shall not be considered as "employees" of LWM.

"Mandatory" Service

LWM also accepts as volunteers those participating in student community service activities, student intern projects, alternative sentencing or diversion programs, corporate volunteer programs, and other volunteer referral programs. In each of these cases, however, a written agreement must be in effect with the organization, school, or program from whom the special case volunteers originate and this agreement must identify responsibility for management and care of the volunteers. This agreement must be reached in writing before the volunteer begins an online assignment, and it is the responsibility of the volunteer to secure this agreement with the appropriate organization. Remember: not every program recognizes virtual volunteering as meeting mandatory community service obligations. The Executive Director is happy to speak with supervisors by phone to explain our program and answer any questions.

Volunteers Under 18

If you are under 18, please let at least one of your parents know you are going to volunteer with Legacy World Missions. We strongly suggest that you bring a parent to your initial Volunteer Interview and encourage them to sign up for our mailing list as well. We also suggest you copy one or both of your parents on your reports to LWM when engaged in an assignment for us, and we will be happy to do the same, per your request. Your parents are invited to call or e-mail our office with any questions or concerns about your volunteer service.

Additionally, For those students in high school or college, we require that you maintain a 3.0 GPA at all times while volunteering on behalf of Legacy World Missions. Your education is the most important thing, and if your grades drop below a 3.0 GPA, your volunteership will be suspended so you can focus on your studies. This policy is for your benefit. Please be prepared to provide your volunteer coordinator with a copy of your grades each semester.

Service at the Discretion of the Legacy World Missions

Legacy World Missions accepts the service of all volunteers with the understanding that such service is at the sole discretion of the agency. Volunteers agree that LWM may at any time, for whatever reason, decide to terminate the volunteer's relationship with us.

The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with LWM. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

Ethical Responsibilities and Awareness

Because Legacy World Missions is a faith-based organization committed to protecting and nurturing vulnerable children, it's important that volunteers, before committing to service, consider their personal ethics and online persona, including the nature of photographs, blogs and social networking interactions. Photographic and written references to overt sexual behavior, drug use or irresponsible/underage alcohol consumption are unacceptable due to the damage such behavior could inflict on Legacy World Missions by association. Please disclose any possible conflicts to your volunteer coordinator before commencing volunteer service.

Respect

Legacy World Missions is faith-based and ecumenical, which means our strength is derived from our differences. Diversity of faith is a vital part of our foundation and we will always strive to create bonds based on our commonality, not our conflicts. We do not discriminate against volunteers, employees, donors, partners or clients based on race, religion, handicap, political opinions or any characteristic that makes us different from one another. We expect all of our volunteers to treat everyone with respect at all times.

Representing Legacy World Missions

Volunteers may contact organizations or individuals on behalf of Legacy World Missions only in context with their volunteer assignment and only with the permission of their volunteer coordinator. Prior to any action or statement which might significantly affect or obligate Legacy World Missions, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, fundraising, grantseeking or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of the LWM as specifically indicated within their job descriptions and only to the extent of such written specifications.

Confidentiality

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, donor, or other person or involves overall Legacy business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the agency or other corrective action.

Screening/Reference Checks

For some tasks, volunteers must submit samples of work and professional references. If such is required, it will be outlined in the task description.

Additionally, every volunteer will be asked to submit character references on their Volunteer Application. Legacy World Missions does not currently send volunteers to Uganda, but if a circumstance should arise where a volunteer will be expected to have close contact with children, either in the US or in Uganda, that volunteer will be asked to submit to a criminal background check.

Copyright/Ownership Issues

Material produced by volunteers for Legacy World Missions, including graphics materials, web page designs, narratives, research, compilations, blog posts, podcasts, etc., becomes the property of Legacy World Missions upon submission. Volunteers will receive credit on the Legacy World Missions website for these and other contributions.

Ending Volunteership

Volunteers may end their service at any time, though we ask that if you choose to leave LWM, you do so when you are not currently engaged in an ongoing project. Please let us know that you are ending your service and why.

Volunteers who do not adhere to the rules and procedures of LWM's volunteer corps or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of company materials, abuse or mistreatment of donors, staff or other volunteers, failure to abide by LWM policies and procedures, and failure to satisfactorily perform assigned duties.

Mission Statement

Legacy World Missions, Inc. is committed to
improving the lives of children and families
by providing homes to the homeless, knowledge to those without education,
treatment to the sick and hope to the destitute.

Through shared ownership and collaborative community efforts,
Legacy World Missions, Inc. will create a self-sufficient cooperative community
as an environment for learning, working, healing and growing.

At Legacy World Missions, we embrace
a Do Unto Others philosophy and strives to apply our
Seven Pillars to our every interaction:

Discipline
Respect
Industry
Cooperation
Spirituality
Common Pride
Altruism



Legacy World Missions, Inc.

Volunteer Profile

Name: _____
First initial last

Address: _____
Number street Apt No., Unit No., P.O Box

City/Town Postal Code:

Phone, Fax, Email:

Home #: _____ (H) Fax: _____ (H) Email: _____

Work #: _____ (W) Fax: _____
(W) Email: _____

Best time to call? _____ Cell #: _____

Start Date: _____ Weekly Availability: _____

NOTE: Legacy World Missions does not take volunteers abroad at this time. If you are interested in volunteering on the ground in Uganda, we will be happy to facilitate that arrangement with one of our partner facilities in country. All volunteer positions are based at Legacy World Missions' headquarters in Douglasville, Georgia.

Check all volunteer opportunities that interest you:

- Fundraising/Community Outreach
- Operations and Staff Support
- Online/Virtual Volunteerism
- School or Church Liaison

Why have you chosen to volunteer with Legacy World Missions at this time? What do you hope to gain from being a volunteer?

What special skills do you bring with you to LWM? What life experiences do you think would be useful to you in working with us?

What are your hobbies and interests? Are you involved in any clubs or church organizations?

(Applicants may attach their resume if it includes the following information.)

Relevant Volunteer Experience:

<i>Organization</i>	<i>Position/Major Responsibility</i>	<i>Dates of service</i>
		<i>From: To:</i>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Employment Background:

<i>Current Employer</i>	<i>Position/Major Responsibility</i>	<i>Dates of service</i>
		<i>From: To:</i>
<hr/>	<hr/>	<hr/>
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Education:

<i>Highest Level of Education Completed</i>	<i>Major/Institution</i>	<i>Dates of attendance</i>
		<i>From: To:</i>
<hr/>	<hr/>	<hr/>

Please read carefully. A check in each box indicates agreement.

- I have received a copy of the Legacy World Missions Volunteer Agreement and Code of Conduct. I understand that protecting the integrity of Legacy World Missions is of paramount importance, and in accepting a volunteer position, I am committing myself to act in compliance with the mission, values and culture of Legacy World Missions while representing the organization, both in person and online.
- I understand that training and accountability are key support for my volunteer position. Therefore, I will attend training, as required by the position, and meet regularly with the leader responsible for the position to which I am being appointed.
- I know that LWM will maintain a file on volunteers, including this document. This information is private and will be kept in a secure location.
- I understand that my volunteer service is entirely at-will, and can be terminated at any time by me or LWM for any reason.

Signature of Applicant

Date

Please place this completed document in the applicant's file in a locked filing cabinet.

Reference Check Permission Form

Legacy World Missions works with children and family issues. Additionally, our staff frequently handle cash donations, credit card numbers and represent the organization to the public in many capacities. For these reasons, reference checks are a crucial part of the volunteer screening process. Those volunteers who may, in the future, be asked to travel to Uganda to work on-site will also be asked to submit to a criminal background check at that time.

I, _____, give Legacy World Missions permission to contact the references listed below to discuss my suitability as a volunteer worker.

Signature: _____ Date: _____

List three people who have knowledge of your qualifications. Your references can be people you know through different relationships and/or situations. For example: a family member, a friend, a coworker or a church family member. These should be three people who know you well and are aware of your desire to volunteer.

Reference One

Name: _____

Phone: _____ Fax: _____

Email: _____

Best time to call? a.m. p.m. Cell #: _____

Relationship to the volunteer: _____ Length of relationship: _____

Reference Two

Name: _____

Phone: _____ Fax: _____

Email: _____

Best time to call? a.m. p.m. Cell #: _____

Relationship to the volunteer: _____ Length of relationship: _____

Reference Three

Name: _____

Phone: _____ Fax: _____

Email: _____

Best time to call? a.m. p.m. Cell #: _____

Relationship to the volunteer: _____ Length of relationship: _____