

HUGS AND KISSES, INC.

STUDENT VOLUNTEER / PARENTAL AGREEMENT

**** We do not award hours for court-ordered community service ****

The talent and services of volunteers are essential to the success of Hugs and Kisses, Inc. Our commitment is to provide financial solutions and support for cancer patients and their families, while mentoring students to contribute as well as learn various aspects of business.

Although volunteers are not employees, like employees, it is important to establish standards and guidelines for volunteer services.

Please read, sign and return this agreement with your volunteer application.

Hugs and Kisses agrees:

- To provide you, as a volunteer, with a safe work environment
- To provide supervision, mentoring and training by a staff member/volunteer, who will answer your questions provide feedback
- To make every effort to assign you to volunteer in the area of expertise you have requested
- To maintain an accurate accounting of your volunteer hours for the purpose of meeting community service requirements as well as to determine eligibility for a Hugs and Kisses, Inc. college scholarship.

As a volunteer, I agree:

- To accept guidance and decisions of the staff
- To abide by the Hugs and Kisses, Inc. rules of conduct
- To always wear a volunteer name badge
- To accept responsibility for maintaining a personal record of hours worked
- To record all volunteer hours on the Volunteer Time Sheet and turn the sheet in daily
- To dress appropriately and act courteously to staff and guests
- To report on time, as scheduled and check in with staff upon arrival at work. I will also notify my Supervisor if I am unable to keep my schedule, need to take an extended leave or would like to work in a different capacity or location of if I decide to resign.**
- To grant full permission to Hugs and Kisses, Inc. to use my name and any photographs for any Promotion/publicity purposes or for volunteer recognition without obligation or liability to me
- To give Hugs and Kisses, Inc. permission to request and obtain data pertinent to my volunteering from individuals listed on this application.

I understand and agree that a background check and interview may be required before placement in any sensitive volunteer position.

I certify that all statements made in this application are true and correct to the best of my knowledge and I agree and understand that any false statements may result in my dismissal from the program.

Volunteer Name-(Please Print) _____
Volunteer Signature: _____ **Date:** _____

Parental/Guardian consent (if under 18): I grant permission for _____ my son/daughter To volunteer in the Hugs and Kisses, Inc. program _____ hours per week. I understand that Hugs and Kisses, Inc. is Reliant on the teens for the operation and success of the program. As a parent, I understand and agree to this commitment.

Print Name

Signature

Hugs and Kisses, Inc. Code of Conduct And Center Rules

Hugs and Kisses, Inc. welcomes volunteer as young as age 7. However, most of our volunteers are high school students fulfilling their community service requirements for graduation, the Florida Bright Futures Scholarship, as well as other scholarships.

First and foremost we are a non-profit charity whose mission is to help cancer patients in a desperate financial battle. However, we offer children age-appropriate fun activities to further our cause and to introduce children to our particular form of community service.

Hugs and Kisses, Inc. is a business that mentors these students by introducing age-appropriate business concepts. To maintain the integrity of our organization, and to ensure that our staff is prepared with sufficient projects for volunteers, it's critical that parents and their volunteering children follow certain rules at The Hugs and Kisses Center ("The Center"). Volunteers who don't abide by these rules will compromise their opportunity to participate in our fundraising events and will risk losing their volunteer position with our organization.

Hugs and Kisses, Inc. promotes integrity, honesty, and respect for other people, and their belongings.

Parent Volunteer

Elementary school students: AT NO TIME is it acceptable to drop off your elementary school student. Elementary school students must be accompanied by a parent or another adult who accepts full responsibility for the student(s).

Middle school students: must be accompanied by a parent or adult who accepts full responsibility for the student(s). Exceptions must be agreed upon between Hugs and Kisses, Inc. and parents. This agreement must be in writing prior to the start of community service opportunities. If the student does not demonstrate the proper manners, maturity, and conduct expected of Hugs and Kisses, Inc. volunteers this privilege will be revoked.

High school students: may be unaccompanied by a parent or adult. Hugs and Kisses, Inc. expects the high school students to demonstrate the proper manners, maturity, and conduct required to represent Hugs and Kisses, Inc.

The Center gets walk-in traffic who give donations and apply to volunteer. Therefore our attention is given to them to meet our mission. We expect our volunteers to greet these potential donors/volunteers courteously and be able to explain our charity in detail. Walk-in traffic deserves our undivided attention; therefore, the volunteer working with the walk-in traffic should not be interrupted.

Cancer patients whose immune systems are weakened by chemo-therapy visit unannounced. Therefore it is imperative that you do not drop off a child with a contagious illness (this includes the common cold). NO EXCEPTIONS!

Volunteers may stay for a maximum of 3-hour shifts unless another amount is planned in advance. **Pick-up time should be arranged prior to drop-off.** If a parent is going to be late picking of their child(ren) they must call The Center. If the student is picked up after the center is scheduled to closed three times they will be asked to seek community service elsewhere.

Parent

Volunteer

We expect ALL volunteers to sign in when they arrive and sign out when they leave.

We do not permit student volunteers under the age of 18 to leave The Hugs and Kisses Center until they are picked up by their parents.

Students who drive themselves are not permitted to leave the Hugs and Kisses Center until they are scheduled to leave.

Students must use our VolunteerSpot.com portal to schedule their volunteer opportunity. **If you have suggested Hugs and Kisses, Inc. to friends, they must follow the necessary steps prior to volunteering. We do not accept walk-ins.**

Hugs and Kisses, Inc. does not spend donated funds on food or drinks for public consumption. Be sure your child is fed and hydrated prior to volunteering at The Center. If time constraints make it impossible to eat in advance of arriving, children are welcome to use our kitchen but must do so before signing in for their shift. You are welcome to use our refrigerator. Students must respect others belongings (food or otherwise). Those who don't will be asked to find their community service elsewhere.

Volunteer opportunities are only 3 hours long. Students are expected to remain reasonably on task for the duration. If medical conditions require interruption, parents are required to explain issues in advance. Extreme medical conditions require approval from Hugs and Kisses staff in advance of scheduling volunteer opportunities.

Dress code is CASUAL. No overly revealing styles.

We promote a safe and comfortable place for the students. We promote mutual respect and a judgment-free working environment. If an issue/conflict arises between students we may exercise the right to ask both/all students involved to seek community service elsewhere. We value and believe in all our students; therefore, if we feel the issue/conflict can be resolved, we will offer coaching in an effort to retain the volunteer(s).

Computer use is strictly for Hugs and Kisses, Inc. purposes only. If you have been assigned a task on the computer you are expected to respect that time to do only the work instructed. If this work involves viral marketing via Facebook, Twitter, or any other electronic means of communication you are to perform only the task assigned.

You may not post any personal electronic communication from the Hugs and Kisses, Inc. computer at any time. Violations will not be tolerated and you may be asked to seek community service elsewhere.

If you post profanity, vulgarity, or violent threats on your Facebook, Twitter, email, or any other means of electronic communication at ANY time (on or off the premises) you will be asked to seek your community service elsewhere and we will be obligated to contact your parents and/or other authorities. We have a ZERO TOLERANCE policy.

Parent

Volunteer

Cell phones and land line: Unfortunately we have had an abuse of cell phones. From inappropriate texts to disrespect of other's property and privacy. Therefore, we expect all cell phones be placed in the locker during community service hours. We have provided locks for the lockers so that your cell phone will be secured. If parents need to reach their child(ren) in an emergency situation, they may call the land line at: 561-819-9471, At no time is the land line to be used for personal phone calls. If a student needs to call his/her parent they must get permission prior to using the phone. Abuse of the land line will result in dismissal for the day. Three infractions may result in losing your volunteer position with Hugs and Kisses, Inc.

Parents, please understand that this is no different than school rules. These registered volunteers are accumulating community service hours for graduation requirements as well as many scholarship opportunities. Recommendations from Hugs and Kisses, In. may be essential for a scholarship opportunity/application. Given the competition we take this responsibility very seriously.
