



OPENING MINDS
SAVING LIVES

JANA MARIE FOUNDATION **VOLUNTEER HANDBOOK**

Effective August 7, 2018

Jana Marie Foundation

info@janamariefoundation.org
Office: 814.954.5920
www.janamariefoundation.org

110 Regent Court, Suite 200
State College, PA 16801



TABLE OF CONTENTS

Welcome & Thank You! 3

About Jana Marie Foundation.....3

The Importance of Volunteers to Jana Marie Foundation..... 5

Becoming a Volunteer..... 6

General Guidelines..... 6

Child Abuse Prevention..... 8

Code of Conduct..... 10

Volunteer Signature..... 11





Welcome

Thank you for your interest in volunteering with Jana Marie Foundation! We are very excited about this opportunity for you to join us in raising awareness for mental wellness and supporting young people and their communities.

Behind every Jana Marie Foundation experience, there are volunteers filling a multitude of roles. Their commitment is what drives Jana Marie Foundation and allows us to open minds and save lives. I hope that you find your time with us fulfilling and that your volunteer experience with us is rewarding and positive.

The following information in this packet includes details about our organization and the roles and responsibilities of our volunteers. If you have any questions, please feel free to contact me.

We know there are many worthy causes in our community and we thank you for recognizing the importance of Jana Marie Foundation's work. Together, we will continue to empower young people, provide vital resources to our community, and light the way toward hope, healing, and personal growth.

All my best,

Marisa Vicere
President
Jana Marie Foundation
marisa@janamariFOUNDATION.org

ABOUT JANA MARIE FOUNDATION

The Jana Marie Foundation was established in Centre County as a 501(c)(3) nonprofit corporation in 2012 by Marisa Vicere. Aware of the struggles that many middle and high school students face, Marisa and the Jana Marie Foundation team put their efforts into developing a foundation that encourages community dialogue around difficult topics, increases protective factors in young people, and provides hope to our most vulnerable populations. Since inception, Jana Marie Foundation has cast a wide safety net to protect our youth by taking a three tiered approach. We have worked at developing and implementing programs that increase self-confidence and promote resiliency in young people; educated adults about what our youth are faced with today; and sparked community wide conversations through the use of dialogue and creative expression.

The creation of Jana Marie Foundation grew out of the loss of Jana Vicere, who died by suicide in 2011 at the age of 30.

Jana Marie Foundation is not a counseling service. If someone is having a mental health concern or crisis, please contact our local crisis line, Can Help, and/or provide the following hotlines:

Centre County Can Help: 1-800-643-5432

Police: 911

National Suicide Prevention Lifeline: 988

Crisis Text Line: "PA" to 741741



MISSION

Our Mission is to harness the power of dialogue and creative expressions to spark conversations, build connections, and promote the mental well-being among young people and their communities.

CORE VALUES

Hope

We believe in a world that treats every person with dignity and provides help and hope to those who are facing adversity.

Acceptance

We create opportunities to foster openness and acceptance for individuals facing mental health challenges.

Creativity

We believe everyone has a creative spark that deserves to be nurtured and shared.

Community

We facilitate inclusive environments full of acceptance, understanding, and appreciation that encourage community members to reach out for help and to reach out to help.

Innovation

We harness collaboration, new perspectives, and bold ideas to bring powerful solutions to community challenges.

Heart

Our passion is to make a positive impact in the lives of the people we serve.

JANA MARIE FOUNDATION GOALS

1. Build awareness, understanding, and commitment to promoting mental well-being and suicide prevention.
2. Provide creative programs to empower and enable young people to make positive choices, practice self-respect, and maintain healthy relationships.
3. Spark community wide [and dinnertime] conversations around topics of vital social concern that impact the mental well-being of individuals and the development of our community.
4. Advocate for effective services and policies that promote mental wellness through unique and innovative strategies of community collaboration.
5. Develop a sustainable and dynamic organization that judiciously assesses scope and scalability of ideas and programs.



THE IMPORTANCE OF THE VOLUNTEER TO JANA MARIE FOUNDATION

Since Jana Marie Foundation has been operating we have seen many milestones. Providing vital resources to parents and caregivers, hosting powerful events for youth to grow their self-confidence and learn life-long coping skills, and encouraging courageous community-wide conversations are but a few of the highlights of the Foundation since its humble beginnings. We have reached thousands through our community projects and educational trainings and we couldn't have done it alone.

Volunteers have played a significant role in each of our milestones by contributing time, skills, enthusiasm, and passion in all that they do. Volunteers have served in a variety of capacities in growing our organization, including helping with the development and implementation of programs, facilitating programs that promote creative self-expression, and being public advocates within the community.

With the help of volunteers, the reach of our organization has greatly expanded into areas that otherwise could not have been considered due to limited resources. We are grateful for all that our volunteers do and look forward to continued growth in the coming years.

THE RIGHTS AND RESPONSIBILITIES OF A JANA MARIE FOUNDATION VOLUNTEER

The board of directors and staff acknowledge and support the vital role of volunteers in achieving the organization's purpose and mission.

As a Jana Marie Foundation volunteer, you have the right to:

- A meaningful assignment, with consideration for your individual interests, skills, and life experience.
- Be kept informed about Jana Marie Foundation policies as it pertains to volunteering.
- Be treated respectfully and to be given equal consideration for all volunteer assignments, regardless of age, income, disabilities, sex, background, or religion.
- A work environment full of understanding, appreciation, and acceptance for all.

As a Jana Marie Foundation volunteer, you have a responsibility to:

- Have at heart the interests of our young people, families, adults, and communities that Jana Marie Foundation serves.
- Understand Jana Marie Foundation's mission and goals.
- Abide by the commitments you make by doing what you say you will, when you say you will.
- Speak up, ask questions, and share ideas, enthusiasm, and concerns.
- Treat all people with kindness and open communications, regardless of age, income, ability, background, sex, or religion.
- Become a voice for Jana Marie Foundation in the community.
- Have fun!



BECOMING A VOLUNTEER:

Please fill out a volunteer interest form online. If you have any questions, please contact us at 814-954-5920 or info@janamariiefoundation.org

Youth Volunteers

We know how important it is for youth to be involved in their communities. Here at Jana Marie Foundation, we welcome youth involvement in a number of ways. Young adults, age 15 and older, may apply to volunteer roles for which they are qualified with parental permission. Youth volunteers are exempt from obtaining clearances.

Adult Volunteers

Jana Marie Foundation has grown to where we are today due to our amazing volunteers. Each volunteer and volunteer position plays a vital role in the success of our programs. We offer ongoing volunteer positions ranging from creative writing and program committee members, to one-time event volunteers. Please fill out a volunteer interest form and submit online so we can find a position that meets your needs and interests.

VOLUNTEER GUIDELINES

LOCATION AND HOURS OF OPERATION

Jana Marie Foundation's physical address is 110 Regent Court, Suite 200 State College, PA 16801. The majority of our events happen offsite at various locations in our community. Due to the scope of our work, hours of events vary from during the day to nights and weekends.

USE OF SUPPLIES & EQUIPMENT

Jana Marie Foundation supplies and equipment, including computers, printers, and postage, are for Foundation business use only.

JANA MARIE FOUNDATION PROPERTY

Jana Marie Foundation discourages you from bringing valuables to our property or events, as the Jana Marie Foundation does not assume responsibility for loss, theft, or damage to volunteers' personal property.

EMERGENCY PROCEDURES

A first aid kit is available during all events. Should an injury occur, please fill out an accident report so a director can follow up with the individual. In case of emergency, please call 911 immediately. After help has arrived, please call Jana Marie Foundation's president.

If someone approaches you having a mental health concern or crisis, do not leave the person alone. Please walk the person to the event supervisor so they can assist. If unable, please call 911 or the Centre County Crisis Line, Can Help: 1-800-643-5432. We are not a counseling service and it is our responsibility to refer them to appropriate professional help.



COMMUNICATION

Jana Marie Foundation will send correspondence about volunteer opportunities through email. We also will correspond monthly through our e-newsletter so all volunteers can be kept up-to-date on Jana Marie Foundation and our offerings. Occasionally, Jana Marie Foundation will host in person meetings and trainings for volunteers. These will be announced with plenty of notice. Please keep your contact information current so you can hear about all of our wonderful programs.

Media

Jana Marie Foundation often sends out press releases to inform press of upcoming events. We encourage media to reach out to us ahead of time if they would like to attend, however there are times where they arrive onsite unexpectedly. We welcome the coverage and will work to meet their needs. Please direct them to or call our president, Marisa Vicere at 814-954-5920, prior to any interview. This will ensure that a consistent message is being presented and that all attendees have permission to be filmed or photographed. Thank you.

Complaint/Conflict

If you have a complaint or conflict, please bring it to the attention of the event supervisor as soon as possible. This will ensure that there is prompt attention given to situation. If unable to resolve, please email Marisa at marisa@janamariefoundation.org.

USE OF SOCIAL MEDIA

Jana Marie Foundation recognizes the value of online social media tools, including Facebook, Twitter, Instagram, and Snapchat. However, in order to ensure we maintain our professional image and to protect the safety and privacy of our participants, please adhere to the best practices below:

- Please let us know if you come across an unofficial page of Jana Marie Foundation, so we can provide a disclaimer for them to put on their page.
- Electronic communication between a volunteer and minor should have a guardian copied on the message and be directly related to Jana Marie Foundation business.
- Volunteers are not permitted to post any photos online, including, but not limited to, Facebook, Twitter, Instagram, Flickr, Snapchat, and Shutterfly, to ensure that the privacy of participants is respected. Please check with a staff member if you are interested in having photos from an event posted to a page other than the Foundation's. They will determine who has or has not signed a Photo/Video Release and what would be appropriate given Jana Marie Foundation's policies.

SUPERVISION

Jana Marie Foundation staff members are responsible for day-to-day management and guidance of your work and will be available for consultation, assistance, and ongoing feedback. Your supervisor will be in touch prior to your volunteer time with Jana Marie Foundation. During that time they will make you aware of any special attire that may be required.

ARREST OR CRIMINAL CONVICTION OF A VOLUNTEER

A volunteer is required to report an arrest or criminal conviction to the Jana Marie Foundation. The report should be made promptly, within five days of when the arrest or conviction occurred or prior to any additional volunteering, whichever comes first. The report should be made in writing and include the exact charge or conviction, the location or court and the date of the arrest or conviction. Reports should be sent to marisa@janamariefoundation.org. Failure to report arrests or convictions as required may be considered a misconduct.

SEXUAL HARASSMENT POLICY / CHILD ABUSE PREVENTION

The Jana Marie Foundation is committed to creating a respectful, open, understanding, and responsive environment in all of their programs and events. Our goal is to welcome people into environments that inspire feelings of belonging and enlightenment while experiencing personal safety. We pledge to prohibit behavior within our community that is disrespectful, discriminating, or intolerant of any individual in any way. It is our policy to prohibit any treatment of individuals that would include sexual harassment or gender-based discrimination.

To that end, Jana Marie Foundation prohibits sexual misconduct, that, under this policy, can include: (1) sex and gender based discrimination; (2) sexual and sex and gender based harassment (including a hostile environment based on sex or gender); (3) sexual assault; (4) sexual exploitation; (5) stalking; and (6) sexual bullying or intimidation.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual misconduct would include rape, sexual assault, sexual battery, sexual exploitation, and other forms of sexual activity.

Sexual misconduct can occur between youth, employees, volunteers, and third parties such as visitors, vendors, contractors, and other community members. Jana Marie Foundation's Sexual Misconduct Policy applies broadly and in many different circumstances in which our events take place. Conduct prohibited by this policy also violates applicable federal and state laws.

Jana Marie Foundation staff and volunteers in supervisory positions are mandated reporters and are required to have participated in training to be aware of their responsibilities in preventing and reporting cases of suspected abuse. New employees and volunteers must acknowledge having read and understood the sexual misconduct policy. Jana Marie Foundation employees and volunteers are required to learn about appropriate and respectful treatment and what constitutes sexual misconduct.

Employees and volunteers who interact with program participants are required to possess and submit to Jana Marie Foundation valid child abuse clearances, state police clearances, and FBI Fingerprinting/affidavit that have been obtained within the past three years. Clearances must be renewed every five years and re-submitted if a volunteer is absent for a period of more than one year.

If a person discloses a sexual assault or if any of our staff or volunteers is observed behaving in any way that is considered to be harassment by another, immediate, appropriate action will be taken.

Disciplinary sanctions for employee or volunteer violations of this policy may range from a disciplinary warning to termination from the Foundation will be imposed. Disciplinary sanctions may include:

- Termination from employment/involvement
- Suspension (unpaid for employees)
- Restrictions from activities
- Mandated education
- Written reprimand in personnel file



Individuals who have been the victims of sexual misconduct or discrimination will be advised and assisted, if necessary, to receive support and appropriate services. These may include keeping written and dated records, referral to providers of counseling and resources, to filing a complaint with the Jana Marie Foundation Board of Directors or with the Pennsylvania Human Rights Commission.

Pennsylvania Human Relations Commission

Harrisburg Regional Office

Riverside Office Complex

1101-1125 S. Front Street, Harrisburg PA 17104

(717) 787-9780

VOLUNTEER RELATIONSHIPS WITH CHILDREN

- At no time may a volunteer be alone with a child, other than their own, where others cannot observe them.
- At all times, you will respect children's rights to not be touched or looked at in ways that make them feel uncomfortable.
- Outside of event correspondence should not occur between Jana Marie Foundation volunteers and minors. If you would like to send a note for any reason, please contact Jana Marie Foundation's president or Board of Directors.
- Under no circumstances should a volunteer release a child to anyone other than the authorized parent, guardian, or other adult authorized by the parent/guardian.
- Any staff who suspects that a child is being abused or neglected must report their suspicion to ChildLine (1-800-932-0313).



VOLUNTEER CODE OF CONDUCT

- Take your commitment to Jana Marie Foundation to heart, performing your duties to the best of your ability
- Respect the mission and goals of Jana Marie Foundation
- Honor confidentiality
- Appear clean, neat, and appropriately attired
- Using, possessing, or being under the influence of alcohol or illegal drugs during volunteer hours is prohibited
- Profanity, inappropriate jokes, sharing intimate details or one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or staff is prohibited
- Portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, and maturity
- Smoking or use of tobacco in the presence of children or parents during volunteer hours is prohibited
- Be courteous, friendly, and cooperative
- Offer constructive feedback about our organization in an appropriate manner
- Be willing to learn and take part in orientation and training sessions
- Follow through on commitments and advise your supervisor if you are unable to work as scheduled
- Treat co-workers (paid and unpaid), program participants, parents, and all community members in a caring and respectful way

It is required for volunteers to read and sign all policies related to identifying, documenting, and reporting child abuse and sexual harassment and attend trainings on the subject, as instructed by supervisors.

To ensure the best programs are being offered, it is all of our responsibility to make sure that this code of conduct is being upheld. If you witness an employee or volunteer who violates any of the policies listed in the Code of Conduct, please notify a supervisor immediately.

For any questions or concerns about any of the policies or information set forth in this handbook, please contact:

Marisa Vicere
President and Foundation
marisa@janamariefoundation.org
814-954-5920



OPENING MINDS
SAVING LIVES

AGREEMENT FORM FOR VOLUNTEERS

I, _____, have been given a copy of the Jana Marie Foundation Volunteer Handbook. Although some of or all of the policies and procedures may have been explained to me verbally, I understand that it is my responsibility to fully read and comply with the policies contained in this handbook. I understand I should consult with the President if I have any questions about the policies or procedures contained therein.

As a condition of my volunteer service at Jana Marie Foundation, I agree to strictly follow and adhere to the Code of Conduct for Volunteers and all other policies set forth in the Jana Marie Foundation Volunteer Handbook.

I understand that as a volunteer working with children, youth, or individuals at risk, I am subject to a thorough background check and will provide all necessary documents in the timeframe requested. Furthermore, I have read the sexual harassment policy and agree to adhere to the policy set forth.

I have entered into my volunteer relationship with Jana Marie Foundation voluntarily and acknowledge there is no specified length of volunteering. Accordingly, either Jana Marie Foundation or I can terminate the relationship at will, with or without cause, at any time.

Signature _____ Date _____

Address: _____

Phone: _____

Jana Marie Foundation

info@janamariefoundation.org

Office: 814.954.5920

www.janamariefoundation.org

110 Regent Court, Suite 200
State College, PA 16801



OPENING MINDS
SAVING LIVES

PHOTO/VIDEO RELEASE FORM

I, _____ (please print),
grant permission to JANA MARIE FOUNDATION and it's agents and employees the
irrevocable and unrestricted right to reproduce the photographs and/or video images taken of me
for the purpose of production, promotion, illustration, advertising, or trade, in any manner or in
any medium. I hereby release JANA MARIE FOUNDATION and its legal representatives for all
claims and liability relating to said images or video. Furthermore, I grant permission to use my
statements and creative work that were given during my service to JANA MARIE
FOUNDATION, with or without my name, for the purpose of advertising or publicity without
restriction. I waive my right to any compensation.

I acknowledge that I am [] over the age of 18
[] the legal guardian of the follow

If legal guardian, please list name(s) here: _____

Signature _____ Date _____

Address: _____

Phone: _____

Email Address: _____