

# **Kingsway Charities Volunteer Policy**

## **Please Read Carefully**

### **Procedures for All Volunteers –**

**After you finish reading the entire volunteer application forms, please sign.**

- 1) As a 501(C)3 non-profit, private organization, Kingsway Charities, its staff, volunteers and all other persons affiliated with the organization cannot accept any contributions, including, but not limited to, money or any other financial gifts from anyone.
- 2) As a 501(C)3 non-profit, private organization, Kingsway Charities, its staff, volunteers, ministries and all other persons affiliated with the organization cannot remove medicine or medical supplies from the building.
- 3) Kingsway Charities is a ministry and work place. At Kingsway Charities, lunch is provided daily for volunteers.
- 4) Management has decided policies for Kingsway Charities' staff and volunteers and expects each one to follow them. Safety and procedure policies are for our education and information and will be updated as needed. Failure to abide to the set policies will be cause for a written citation from management and further action will be taken if failures to comply continue.

### **Policy for attending volunteer functions**

In order to express gratitude to those who display efforts on a continuous basis by providing services and assistance for the ministries of Kingsway Charities, we host various volunteer functions. To attend these functions, the person must be a regular volunteer, someone who has been volunteering 3 hours a week for 6 months and has given at least 60 hours.

When a group volunteers during various Outreach Programs or other group projects that occur once or twice a year, they are considered a “special projects” volunteer. We **greatly** appreciate our special projects volunteers and hope you see and feel our sincere appreciation while you are here helping us. Unfortunately, we are unable to accommodate all of our special projects groups at volunteer appreciation events. We know the Lord has sent each volunteer our way, and we give Him thanks. Without every volunteer, we would be unable to carry out the Lord's work at Kingsway Charities.

There is also a volunteer mileage benefit on income tax forms for those who travel a long distance to volunteer at Kingsway Charities. You may receive this information during income tax return time.

**Agreement to follow the Kingsway Charities Volunteer Policy:**

*I have read and agree to follow the Kingsway Charities policy for as long as I participate in volunteering my time and services to any of the ministries of the organization.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Picture Release:**

**Agreement and Release for organization promotion –**

I agree to allow Kingsway Charities to use my photos, statements and/or my identification for publicity purposes in promoting Kingsway Charities for as long as I participate in the programs and/or volunteer my time and services to any of the ministries of the organization.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_