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VOLUNTEER MANUAL & DECLARATION



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Welcome

Welcome to the Volunteer team of 200 Orphanages Worldwide Inc. We thank you for joining us in our efforts to provide safety, shelter, and sustainability to the orphans.

This manual will help you understand our organization and expectations of volunteering with us. If you have any questions, please feel free to write to: 200orphanages.volunteers@gmail.com.





Our Story



200 Orphanages Worldwide Inc was incorporated in 2007. Jan Hanson, our Founder member, traveled to Peru in January 2007 and while there, she helped build a security wall around a poor neighborhood school. As she stacked mud bricks, the tears flowed, and she was determined to spend her life making a difference in the lives of orphans. She decided to use her 20 years in corporate marketing, and her background as a journalist to help raise awareness and funds to build safe shelter for orphans. In 2008, we began our mission to help raise awareness and funds to provide safety, shelter, and sustainability for orphans.

The organization's primary function is to raise funds for various infrastructure projects that serve orphans. One hundred percent of donations go to the designated project. Since 2007, volunteers and supporters have mobilized to complete nearly 100 projects in 20 countries providing safety, shelter, and sustainability. Children now have dormitories, security walls, outdoor kitchens, libraries, dining halls, school buses, clean water wells, and more.

Today we are a strong and committed team of Board members, Project Managers and volunteers striving to keep with our motto "We can't do it all, but we can all do something".



200 Orphanages Worldwide is a non-profit 501(c)(3) organization #26-1642611

As a not-for-profit organization, donations are tax-deductible for U.S. residents as allowed by the IRS



Our Vision, Mission & Objectives



VISION: To do our part so every orphan has a home of their own providing safety, shelter, and sustainability.

We help our partners provide the children in their care a safe place to call home, additional, infrastructure needs, and livestock and agricultural projects for healthy foods. to better serve orphans in their care.

MISSION: Our mission is threefold. Our primary mission is to help our partner organizations raise funds and awareness - to provide safety, shelter, and sustainability for orphans. Our mission includes serving as a conduit for donors, supporters and underwriters who wish to make a direct impact in the life of an orphan by funding credible projects. Our mission also includes providing volunteer with meaningful opportunities suited to their passion to make a difference in world.

OBJECTIVE:

Our Primary Objectives:

- We coordinate with US Based nonprofits working in international orphan care. These organizations provide us with proposals for project needs such as ongoing or one-time capital improvements, infrastructure, or expansion to better serve orphans in their care. We serve as a resource to orphan or vulnerable children's organizations, connecting them to donors and supporters with means to help orphans around the world.
- We serve as a resource and forum to build awareness and inform the public of specific projects for donors to contribute.
- We seek volunteers and supporters to adopt projects and assist in raising funds for distribution.
- We responsibly distribute donated funds to approved partner projects.
- We recruit, organize and place skilled volunteers willing to help organize and mobilize their network in advancing our mission.
- We raise awareness and funds by communicating the vision and mission through press releases, events and gatherings, web, social media, print, direct mail, and other traditional marketing efforts.



Web Presence

In today's virtual world, web presence is the face of any organization. We are active on the web and following social media platforms:

- Web - <https://200orphanagesworldwide.org>
- Facebook - <https://www.facebook.com/200Orphans>
- Instagram - <https://www.instagram.com/200orphanagesworldwide/>
- LinkedIn - <https://www.linkedin.com/company/200-orphanages-worldwide>
- Twitter - <https://twitter.com/200Orphanages>
- Pinterest - <https://www.pinterest.ca/200orphanages>

Our team of volunteers works cohesively to keep these channels active and post the relevant updates which are of interest to our pool of donors and supporters. Any ideas / suggestions for betterment are always welcome.



Volunteer Rights & Responsibilities

We value you and respect your time and talents. Part of the 200 Orphanages Worldwide mission is to provide volunteers with fulfilling opportunities. We help our volunteers identify functions, tasks and roles in our organization that often fulfill lifelong dreams of helping orphans.

Understanding that volunteering is a commitment, you agree to perform assigned tasks in a timely manner. We also respect your time as a volunteer and are committed to our best efforts in doing our part to make your experience fulfilling and enjoyable!

Your Expectations of us:

As our volunteer, we agree to:

1. Communicate and provide details of our processes, communication protocols, assigned coordinators, team members, etc.
2. We will do our best efforts in providing guidance, direction, and support to be effective in your role.
3. We agree to respect you as an important contributor to our organization and acknowledge your efforts
4. We agree to reimburse for volunteer work-related expenses subject to prior approval
5. We at times provide a volunteer certificate on completion of a minimum 6 months of volunteer relationship or at relevant intervals.

Our Expectations of You!

As a volunteer with us, we also have certain expectations.

1. We appreciate attendance and timeliness at scheduled meetings. We also appreciate if volunteers initiate communications and rescheduling when necessary
2. We appreciate volunteers carry out assigned tasks efficiently and honestly to the best of their abilities and follow the guidelines provided by the assigned coordinator.
3. We value your time and know how busy life can be! We appreciate a time commitment of up to 6-8 hours of volunteering on monthly basis. The schedule is usually very flexible and can be worked out with your assigned coordinator.
4. We also appreciate confidentiality of donor information. We will not share your information with anyone and ask you not to share sensitive information about our organization and its donors, supporters, partner organizations, etc. Please sign the Volunteer Declaration as attached to this document and email the scanned copy of the signed declaration to us at 200orphanages.volunteers@gmail.com.
5. If your time and talents are needed elsewhere, please provide advance notice! Even better, help us find your replacement!



Volunteer Declaration

As a volunteer of 200 Orphanages Worldwide Inc. (hereinafter referred to as “the organization”), I agree to promote the cause of the organization in all communications, both verbal and written.

I understand that I may have access to confidential information, both verbal and written, relating to donors, funding, strategic planning, volunteers or staff and the organization. I understand, and agree, that all such information is to be treated confidentially and is proprietary, especially lists and donor

information used for funds development. All confidential information is to be discussed only within the boundaries of my volunteer position at the organization.

I also agree not to discuss these same matters after I have left my volunteer position at the organization.

I further understand that breach of any of the terms mentioned above shall constitute grounds for and may result in termination of my volunteer status with this organization, except where such disclosure is consistent with stated policy.

Please sign below to indicate your acceptance and agreement with these terms outlined above.

Volunteer Name

Address

Email:

Signature:

Date: