



# VOLUNTEER HANDBOOK



# TABLE OF CONTENTS

## Volunteer Handbook

2	Welcome Message
3	Growing Home Overview
4	Our Values
5	Volunteer Opportunities
9	Volunteer Rights and Responsibilities
10	Volunteer Guidelines
13	Standards of Conduct for Growing Home Volunteers
14	Health and Safety Policy
17	Prohibited Behavior
19	Documents to Sign



# WELCOME MESSAGE

Dear Volunteer,

Welcome to Growing Home! Growing Home is a nonprofit organization founded in 1998 and based in Westminster, Colorado. We strive to create a welcoming environment for all by cultivating a sense of home with our participants, staff, and community members. As a community-centered organization, we work in partnership with those with lived experience to ensure programs and services are experience-informed and meet the needs of our community. In partnership with the community, we advocate for local and state policies that will create a more thriving, healthy, and equitable Colorado.

To carry out our mission to cultivate a thriving, healthy, and equitable North Metro Denver, Growing Home relies on the help of many dedicated volunteers that work alongside our staff. Our work connects people to services and programs to drive community action in the areas of food, housing, parenting education, and lifelong stability.

This handbook is your reference guide for information about Growing Home – our work, policies, and practices. Please carefully review it and keep it handy for future reference.

The work you do on behalf of Growing Home and our community is important and we are thrilled you have chosen to volunteer here. Our community, including you, is what makes Growing Home the organization that it is.

Thank for your time and commitment! We hope that your experience with us will be fulfilling!

The Growing Home Team



[Volunteers@growinghome.org](mailto:Volunteers@growinghome.org)

## GROWING HOME OVERVIEW



### ABOUT US

The organization began in 1998, when its founder, Kathleen Drozda, met an unhoused woman living in her car, parked at the hospital where she worked. This chance meeting awakened Drozda to the problem of suburban homelessness and was the spark that led her to start the Adams County Interfaith Hospitality Network, which later became Growing Home.

Today, Growing Home serves participants with intensive supports to overcome immediate and long-term obstacles impeding stability and thriving.



### OUR MISSION

In partnership with the community, Growing Home advances equity in food, housing, parenting education, and lifelong stability to create lasting change for the future.



### OUR VISION

Growing Home envisions a thriving, healthy, and equitable community for all.

# WE GROW WHEN WE...



## **BELONG.**

We believe belonging is the intersection of diversity, equity, and inclusion. We are committed to cultivating belonging in everything we do. We honor individuals' differences and treat each other with respect to foster an environment of belonging.



## **LEARN TOGETHER.**

We are driven to pursue programmatic and structural equity. To achieve this goal, we remain curious, invite participation from others, ask for input, and strive for continuous improvement.



## **PARTNER WITH THE COMMUNITY.**

We prioritize the lived experience and cultural knowledge of the community. Together we drive community change through engagement, education, and collaboration. Their insights contribute to our services, programs, and vision for the future.



## **CELEBRATE STRENGTHS AND PRIORITIZE WELLBEING.**

We believe our individual strengths, experiences, perspectives, and knowledge are valuable. We recognize we are strongest when we prioritize wellness in the workplace and in our lives. When we care for ourselves and one another, we are better able to achieve our mission.



## **RECOGNIZE OUR WORK HAS IMPACT.**

Our impact depends on the combination of our individual work and our collective responsibility. We measure impact through data, our interactions with the community, and how we live out our values. This model of co-investment defines our success.

# FOOD PANTRY

## VOLUNTEER OPPORTUNITIES

Assist in the Growing Home Food Pantry. Organize food donation and support neighbors accessing food.

Here are our currently available volunteer opportunities:



### FOOD PANTRY SERVICE

Tuesday to Friday

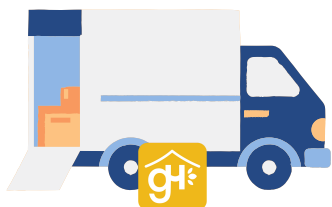
- Lift/stock food
- Help individuals and families choose their food
- Bring in daily donations
- Clean/sanitize



### PANTRY STOCKING

Monday and Thursday

- Unload a large amount of food into the food pantry
- Clean/sanitize
- Organize and stock shelves



### FOOD RESCUE

Monday to Friday

- Travel to our partner grocery stores and receive donations that will be transported back to Growing Home
- Help unload the donations and support with getting them inside and stocked

## SCHEDULE

### MONDAY

From 9:00am–12:00pm or  
12:00pm – 3:00pm

### TUESDAY

From 8:30am – 12:30pm  
or 11:45am–1:30pm

### WEDNESDAY

From 8:30am – 12:30pm

### THURSDAY

From 8:30am – 12:30pm  
or 12:30pm – 3pm or  
2:30pm–5:30pm

### FRIDAY

From 8:30am – 12:30pm

*Schedules and opportunities are subject to change. Please see the Volunteer and Engagement Coordinator for up-to-date information*



## OTHER WAYS TO HELP

Adopt a shelf and do a drive for pantry essentials!

We are always in need of:

- Canned tuna and other meat
- Cooking oil
- Dried pasta
- Oats, corn flour, and cereals
- Personal, feminine, and cleaning hygiene products





# COMMUNITY GARDEN

## VOLUNTEER OPPORTUNITIES



**IRVING STREET LIBRARY**  
7392 Irving Street,  
Westminster CO 80030

*(Garden is just to the right if you're looking at the library's main entrance)*

If you like to work outdoors, come and volunteer at our Community Garden!

You'll work with your neighbors and community members to grow nutritious, healthy fruits and veggies that you know came from a good source. Cultivate, care for, water, and harvest the food we distribute to the community!

Gardeners are able to harvest food to feed their household, with the extra produce donated to the Food Pantry to help feed our community.

We offer flexible commitments for individuals and groups.

Build your skills and serve your community in caring for our Community Garden.

### COME READY TO GET YOUR HANDS DIRTY!

- Weeding
- Pruning
- Harvesting
- Using irrigation and hand watering
- Planting seeds and seedlings
- Garden general maintenance

**NO EXPERIENCE NEEDED, WE WILL TRAIN YOU!**



**COMMUNITY GARDEN**

### OTHER WAYS TO HELP

- Donate essential supplies for the growing season!
- Donate your harvest from your own garden to the food pantry!





# GROWING HOME LEADERSHIP AND CHAMPIONS VOLUNTEER OPPORTUNITIES

There are many ways to get involved and give back!

- Join a Committee or an Action Team
- Be an event ambassador
- Be a social media ambassador
- Spread the word and get your networks involved
- Attend volunteer meetings and trainings

## WE PROVIDE YOU WITH:

- Training and support sessions
- Templates and campaign collateral
- Online communities or chats
- Any support needed



## OTHER WAYS TO HELP

Share our content

Follow us on social media

Spread the word



## DEVELOPMENT AND PHILANTHROPY



# SPECIAL PROJECTS

## VOLUNTEER OPPORTUNITIES



### GET SIGNED UP TO HELP ADVANCE OUR WORK!

- Garden Set Up Workdays
- Parents as Teachers Graduation
- Yearly Diaper Drive
- End of Season Garden Workdays



If you have a special project in mind, we would love to hear about it.

## OTHER WAYS TO HELP



## DONE IN A DAY PROJECTS

Create your own done-in-a-day project by hosting a drive and scheduling a service event with your network.

We are always looking for new community partnerships with individuals, companies, clubs, or groups to help conduct donation drives for our programs.



# VOLUNTEER RIGHTS & RESPONSIBILITIES

## VOLUNTEERS HAVE THE RIGHT TO:

- Be treated respectfully as a colleague, informed by our values around diversity, equity, inclusion and belonging.
- A suitable assignment (that considers preferences, temperament, and background) to the extent possible.
- Know as much about the organization's mission as possible.
- Receive training for the job and continuing education within the program.
- Patient and thoughtful supervision.
- The opportunity to explore additional ways to volunteer.
- A variety of experiences.
- Have a voice (make suggestions, express honest opinions, and provide feedback).
- A workspace that is safe and equipped for the job.
- Be recognized and appreciated.
- Have fun and enjoy their work!

## VOLUNTEERS HAVE THE RESPONSIBILITY TO:

- Follow the rules
- Treat volunteering as a serious commitment.
- Complete volunteer onboarding and any additional training required for the assignment.
- Observe the policies and procedures of the agency and program with which you are volunteering.
- Follow established and accepted health and safety protocols in Growing Home facilities, including using safety equipment as needed.
- Maintain confidentiality on all participant issues and other sensitive information.
- Engage in positive behavior in all Growing Home spaces, including Growing Home facilities and social media, that promotes an environment of diversity, equity, inclusion, and belonging.
- Be on time for your assignment and communicate with staff about lateness or absence.
- Try to give at least two weeks' notice if taking vacation or resigning.
- Do not accept gifts, cash, or services from participants or from staff in exchange for volunteer services.
- Forgo the use or possess of drugs, alcohol, or tobacco in Growing Home facilities or while representing Growing Home.
- Refrain from any form of harassment.
- Complete necessary paperwork, timesheets, sign-in, etc.
- Offer feedback and suggestions to Growing Home staff.
- Give at least two days' notice (if possible) if you are not able to volunteer.

Have fun!

# VOLUNTEER GUIDELINES

## HOLIDAYS



Growing Home currently observes the following holidays each year *(offices will be closed to staff, volunteers, participants, and the public):*

- New Year's Day
- Martin Luther King Jr. Day
- Cesar Chavez Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Day

*The Food Pantry is closed New Year's Day, Independence Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day, but open other holidays. When a holiday falls on a Saturday, it will be observed the preceding Friday. If on a Sunday, it will be observed the following Monday.*

*There may be additional days that the food pantry is closed for staff training.*



## APPLICATIONS:

Growing Home accepts volunteer interest forms from individuals aged 14 years and older. Individuals under the age of 14 must be accompanied by an adult and the adult must submit a volunteer application. Each individual must complete a volunteer onboarding process and will receive an orientation on their first day of volunteering .



## BACKGROUND CHECKS:

For the safety of our guests and volunteers, Growing Home reserves the right to conduct background checks on all volunteers. Please contact staff for more information.



## COMMITMENT:

In order to provide the best services to our program participants, we ask volunteers to commit to the time period to which they have agreed. If you find that you cannot make your scheduled time, please contact staff.

It is important to us that every volunteer has a meaningful experience that matches their skills and interests with the right need. Please speak with staff if your placement is not what you expected, if you have any questions, or if you would like to try something else.



## COMMUNICATION:

Growing Home encourages open communication. Volunteer ideas and suggestions are always invited. We have made many positive changes due to suggestions from volunteers and hope that new, innovative solutions will come from your feedback. That said, we cannot always implement or take action on suggestions.



## STANDARDS OF CONDUCT FOR GROWING HOME VOLUNTEERS

### OVERVIEW

The Growing Home Standards of Conduct have been informed by over 25 years of experience and feedback from volunteers like you, as well as participants and staff. The Standards of Conduct also summarize actions that we can all take to adhere to the many policies explored in this handbook.

### CONFIDENTIAL INFORMATION

Occasionally, volunteers of Growing Home will have access to confidential information concerning the organization and our program participants. Volunteers have an obligation to protect the personal and private information of participants, other volunteers, donors, and staff. Confidential information includes, but is not limited to, financial information, internal reports, information concerning grants to Growing Home, information concerning participants visiting the food pantry and those involved with various Growing Home programs, and similar subjects.

Any copying, reproducing, or distributing of confidential information in any manner must be authorized by Growing Home's CEO, or his/her designee. Confidential information remains the property of the organization and must be returned to Growing Home upon demand. Confidentiality applies both during and after a volunteer's tenure at Growing Home.

### GIFTS AND GRATUITIES

Volunteers are not allowed to accept money or gifts from participants. Volunteers are not allowed to receive money from Growing Home staff in exchange for volunteer services completed, including gift cards. If you wish to give gifts to participants, please speak with a staff member.

### ASSOCIATION WITH PROGRAM PARTICIPANTS AND STAFF

Volunteers must limit their relationship with program participants and staff to activities related to the specific program. Please do not give participants a ride in your car or your personal phone number or address. All contact with program participants and staff should remain at a professional level.

For the protection of our volunteers and program participants, please limit contact with families to public and/or open-door settings. Volunteers should never find themselves alone with a participant or guest, especially a child.

## **NON-SOLICITATION GUIDELINE**

To avoid disruption of business operations or disturbance of employees, volunteers, visitors, participants, and others, Growing Home has implemented a non-solicitation guideline. For purposes of the non-solicitation guideline, "solicitation" includes selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization not directly related to Growing Home programs or activities. Solicitation performed through verbal, written, digital or electronic means is covered by these guidelines.

Volunteers are prohibited from soliciting others during their assigned working time. For this purpose, working time means time during which either the soliciting persons or the persons who are the object of the solicitation are expected to be actively engaged with Growing Home work or volunteer activities.

## **PERSONAL APPEARANCE / DRESS CODE**

Growing Home is confident volunteers will use their best judgment regarding attire, appearance, and hygiene. A volunteer's clothing and personal hygiene should be consistent with the standards for a business environment and must be safe and appropriate to the type of work they are performing (i.e., closed-toe shoes when working in the food pantry). So long as it does not conflict with the dress code, volunteers' attire may be based on their gender identity.

In the rare instance that a volunteer's appearance, attire, or personal hygiene is questionable, the Volunteer and Engagement Coordinator will speak with them regarding the matter. This includes perfume, cologne, or body odor that is disruptive to the work environment.

## **SOCIAL MEDIA AND COMMUNICATIONS**

Volunteers are encouraged to follow Growing Home on social media and through our regular line of communication with the community. Please feel free to share our posts with your network to spread the digital presence of Growing Home, help others connect with our services, and support our mission. You can become a Growing Home Social Media Ambassador after completing a brief training with guidelines and ideas.

When engaging with social media like blogs, wikis, and social networking sites that may contain postings related to Growing Home, volunteers, and supporters must comply with all other guidelines set forth in this manual, especially as it relates to discrimination, unlawful harassment, and illegal activities. Bullying and detrimental communication behaviors are not permitted and may be removed by Growing Home moderators. Individuals acting in a harmful way on our pages may be blocked and asked to terminate their association with Growing Home. All postings on a blog, wiki, chat rooms, or social networking sites on behalf of Growing Home must be preapproved and sent by authorized employees.

## **OVERLAPPING PARTICIPATION**

Many Growing Home volunteers become involved in a variety of opportunities including volunteering in multiple programs as well as being participants in programs. Because of the overlap in participation, we ask that Growing Home volunteers maintain the following boundaries and their participation:

- Communicate directly with the program staff of the program you are involved in any matters around attendance, incidents, suggestions, or confidential information.
- Follow any guidelines set up by a particular program, regardless of whether those guidelines apply to other volunteer opportunities.
- Volunteering will never be a requirement for receiving services from any program at Growing Home.
- Volunteers are welcome to apply to participate in any Growing Home program and are expected to qualify for programs based on the program's eligibility criteria.

## **RECEIVING FOOD FROM THE FOOD PANTRY:**

All food pantry volunteers are welcome to utilize Growing Home's food pantry and can take home a family-sized portion of food two times a month. The total weight of food and goods will be recorded as a visit to the food pantry, and you will have access to all of the goods we prioritize for our participants. You will also be able to shop for your food before service.

There are also times when we have a surplus of donations that come in from our food rescue partners like King Soopers, Target, and Whole Foods. Because of this, a volunteer will be allowed to take up to 20 pounds of donated and nonpriority foods when they come to volunteer, outside of their twice-monthly food pantry visit. This will include perishable foods, produce, bread, and pastries, but will exclude priority and purchased goods like milk, eggs, pantry essentials, meat, and hygiene items.

All good taken from the food pantry will be weighed and logged in our participant's database. If you wish to take food, you will need to complete check out with a staff member to capture our total distribution for the day.

## COMPLAINT PROCEDURE

Any incident which involves a participant, visitor, guest, volunteer, or employee that is not consistent with normal company work or activities must be reported to the staff of Growing Home. If you witness an incident, please immediately report it to Growing Home staff. If violence or abuse is suspected, the proper authorities will be contacted.

If you believe there has been a violation of the harassment guidelines or harassment based on a protected class, including sexual harassment, please use the complaint procedure stated here. Growing Home expects volunteers to make a timely complaint to enable the organization to investigate and correct any behavior that may be in violation of this policy.

Any incidents with volunteers, participants, or staff should be reported following the guidance below:

- Any incident with a **participant** or **other program volunteer**: report to the **program coordinator or administrator**, who will investigate the matter and take corrective action.
- For incidents related to **program staff**: report to the **Senior Manager of Programs** who will investigate and resolve the situation.
- Any incident may be escalated to the leadership of Growing Home depending on the circumstances.

To respect the privacy of all individuals affected, the resolution of an incident may be kept as confidential as practical. However, a staff member will follow up with you as necessary to let you know that the issue has been resolved.

Growing Home prohibits retaliation against anyone for making a good faith complaint under this policy or for assisting in good faith in an investigation. If you perceive retaliation for reporting an incident or your participation in an investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If Growing Home determines that an individual's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of volunteer status.

## RESOLUTION POLICY

Growing Home is a participant-centered organization, committed to diversity, equity, inclusion, and belonging. In the case of a violation of the volunteer standards of conduct, Growing Home seeks to employ a restorative approach in resolving such incidents, while recognizing that to maintain the trust and ensure the safety of our community some violations might warrant immediate dismissal to be determined at the discretion of the Growing Home staff.

Consequences may or may not be implemented at the discretion of Growing Home staff in the event of a violation of the standards of conduct, policies, or expectations otherwise set in this handbook. Consequences can include warnings, written performance plans, and/or dismissal from Growing Home. Growing Home takes our responsibility to our community of staff, participants, donors, community members and organizations, and volunteers very seriously.

# HEALTH AND SAFETY POLICY

## WORKPLACE SAFETY

It is the responsibility of every employee and volunteer of Growing Home to maintain a healthy and safe work environment. Please report all safety hazards and occupational illnesses or injuries to Growing Home staff and/or Human Resources Department immediately. Failure to follow Growing Home's health and safety rules will not be tolerated.

## INCLEMENT WEATHER AND EMERGENCY SITUATIONS

Growing Home recognizes that inclement weather and other emergencies can affect our ability to open (or stay open) for business and volunteers' ability to get to work. The safety of our staff and volunteers is paramount in any emergency.

In an emergency or during inclement weather, Growing Home will make every effort to notify volunteers of the closure by phone, text, and/or email. Closure may also be listed with local television stations, social media, and on our website.

When the organization is unable to notify volunteers of the closure, volunteers are asked to use common sense and make their best assessment of the safety and practicality of the situation. In a regional power outage, for example, volunteers will know that Growing Home is likely to have no power. If more than 12 inches of snow fall, volunteers should come to Growing Home, or attend to off-site responsibilities, only if they can do so safely.

## USE OF VEHICLES

Volunteers who operate their own motor vehicle as part of their volunteer duties must maintain a valid driver's license, insurance, and acceptable driving record.

Growing Home is not liable or responsible for accidents or driving infractions, or resulting legal fees or fines, incurred by volunteers while operating their own motor vehicle as part of their volunteer activities.

Rarely, volunteers may be asked to drive a Growing Home vehicle. If you are asked to drive a Growing Home vehicle, subsequent training and procedures will be provided.

## PROHIBITED BEHAVIOR

### DRUGS AND ALCOHOL

It is the goal of Growing Home to foster an environment free from the behavior altering effects of drugs and alcoholic beverages. Use of alcohol and drugs alter volunteers' judgment resulting in increased safety risks, workplace injuries, and faulty decision-making. Therefore, participating in volunteer activities after the apparent use of alcohol or a controlled substance, or abuse of any other substances is prohibited. This includes working after the apparent use of marijuana, regardless of marijuana's legal status. Furthermore, the possession, purchase, consumption (use), or sale of a controlled substance or alcohol on Growing Home premises or while conducting Growing Home business is prohibited.

Alcoholic beverages served in conjunction with an authorized Growing Home event are an exception to this prohibition.

### SMOKING

All Growing Home facilities are smoke-free and vape-free. Smoking is permitted only outside the buildings, in designated areas. Ask staff members or host site representatives where smoking is permissible.

### UNLAWFUL HARASSMENT

Growing Home prohibits unlawful discrimination against employees, volunteers, and participants on the basis of age 40 and over, race (includes hair texture, hair type, or a protective hairstyle commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps), sex, pregnancy, childbirth, and related conditions), sexual orientation (including transgender status), gender identity and gender expression, creed, color, religion, national origin, ancestry, disability, marriage or civil union partnership to a co-worker (under some circumstances), military or veteran status, genetic information, marital status, Wage Transparency Act or any other status protected by applicable federal, state, or local law. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Prohibited behavior may include, but is not limited to, the following:

- Written forms such as cartoons, e-mails, memes, drawings, or photographs.
- Verbal conduct such as derogatory comments, slurs, jokes, or epithets.
- Physical conduct such as non-verbal gestures, assault, or blocking an individual's movement.

## SEXUAL HARASSMENT

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, Growing Home believes it warrants separate emphasis.

Growing Home strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment or volunteer status.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment or volunteer status.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- All volunteers are expected to conduct themselves in a professional manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:
  - Written form, such as cartoons, posters, memes, calendars, notes, letters, e-mails.
  - Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated requests for dates.
  - Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

## THREATS AND VIOLENCE

Volunteers must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, bullying, carrying weapons onto Growing Home property, or any other act, which, in management's opinion, is inappropriate to the workplace. In addition, employees and volunteers must refrain from making inappropriate or offensive comments regarding violent events and/or behavior.

Volunteers are expected to report any prohibited conduct to the Human Resources Department or any member of Growing Home's management.

- Volunteers should immediately contact proper law enforcement authorities directly if they believe there is a serious and immediate threat to the safety and health of themselves or others.



## PHOTOGRAPH AND PUBLICITY RELEASE

I, \_\_\_\_\_, give Growing Home, Inc. permission to use my name, likeness, image, voice, and/or appearance as such may be embodied in any pictures, photos, video recordings, audiotapes, digital images, and the like, taken or made on behalf of Growing Home, Inc. and its mission and activities.

I agree that Growing Home, Inc. has complete ownership of such pictures, etc. and may use them for any purpose consistent with Growing Home, Inc.'s mission and activities. These uses include, but are not limited to, illustrations, bulletins, exhibitions, videotapes, reprints, reproductions, publications, advertisements, and any promotional or educational materials in any medium now known or later developed, including the Internet.

I acknowledge that I will not receive any compensation for the use of such pictures, etc., and hereby release Growing Home, Inc. and its agents and assigns from any and all claims which arise out of or are in any way connected with such use.

I have read and understand this consent and release.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

---

### RELEASE FOR CHILD UNDERAGE OF 18

\_\_\_\_\_  
Name(s) of child(ren)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent or legal guardian



## VOLUNTEER CONFIDENTIALITY AGREEMENT

As a volunteer of Growing Home, I understand that I have an obligation to protect personal information and other kinds of restricted information that I may learn during the course of my volunteer activities with Growing Home. Restricted information may include, but is not limited to:

- Participant information, including name, ages, residence, citizenship status, and/or medical history
- Pending projects and proposals
- Pre-patent or pre-copyright material
- Nonpublic financial information
- Employee information
- Organizational structure
- Methods, procedures, or manuals
- Strategic marketing plans
- Operating procedures
- Health and nonpublic safety information
- Research and development strategies

I agree to protect from unauthorized use and disclosures all restricted information to which I have access to, or may learn, in the course of my volunteer activities with Growing Home. I agree to use the restricted information only for the purposes for which it was collected and consistent with my volunteer responsibilities. If I become aware of restricted information that is unlawfully shared or used in an unauthorized way, I will immediately notify the Chief Financial and Operating Officer.

Growing Home's records, including documents, computer files, and similar materials, may not be copied, photographed, or removed from Growing Home premises without prior management approval. Removal from the Growing Home premises means the actual physical removal of information as well as the transmittal of information via fax, telephone, e-mail, social media, or any other form of electronic communication.

I understand the obligation to maintain the confidentiality of Growing Home's restricted information remains even after I am no longer volunteering with Growing Home.

Name and Date (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Signature of Parent or Guardian if Volunteer is under the age of 18:

\_\_\_\_\_



## VOLUNTEER LIABILITY WAIVER

Name (first and last):
Address:
Phone:
Emergency Contact Name:
Emergency Contact Phone:
Emergency Contact's Language of Choice:

I, the undersigned, understand that the activities involved with the program may contain an element of hazard or risk. I understand that there are potential risks of which I may not presently be aware. I recognize the possible hazards and risks involved in the activities and take full responsibility for my participation in these activities. Nevertheless, I voluntarily elect to participate in the volunteer work at Growing Home with knowledge of the danger involved, and I hereby agree to accept and assume any and all risks of property damage, personal injury, or death. **In general, volunteer work can be strenuous, and lifting can be dangerous if done improperly. While volunteering at the Growing Home, I agree that I am responsible for ensuring my own personal health and safety as well as the personal health and safety of any children I choose to bring to Growing Home.**

I hereby agree to waive, release, and discharge Growing Home and any cooperating agencies involved in the activities, as well as any of their respective servants, agents, officials and employees (collectively, the "Discharged Parties"), from any and all negligence and liability for my death, disability, personal injury, property damages, property theft, or claims of any nature which may accrue to me as a direct or indirect result of my participation in Growing Home's volunteering. I agree to defend, indemnify, and hold harmless the Discharged Parties from any loss, liability, injury, damage or costs, including court costs and reasonable attorney fees, that may be incurred due to my participation at Growing Home. I agree that I am fully responsible for payment of all costs resulting from any injuries I sustain including the rendering of medical aid and ambulance service. I acknowledge and agree that I am not currently and will not in the future be covered under any of the Discharged Parties' workers' compensation programs.

By signing this document, I hereby certify that I have read, understand, and agree to the terms of this Waiver.

---

Signature of Volunteer (or if under 18 years, signature of parent/guardian)

---

Date



## ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF GROWING HOME'S VOLUNTEER GUIDEBOOK. I UNDERSTAND THAT THE HANDBOOK PROVIDES A SUMMARY OF GROWING HOME'S GUIDELINES AND ITS EXPECTATIONS REGARDING MY CONDUCT. I UNDERSTAND I AM TO BECOME FAMILIAR WITH ITS CONTENTS.

THE LANGUAGE USED IN THIS GUIDEBOOK AND ANY VERBAL STATEMENTS OF GROWING HOME'S MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF ANY SORT, EITHER EXPRESS OR IMPLIED.

FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS GUIDEBOOK ARE SUMMARY GUIDELINES FOR VOLUNTEERS AND THEREFORE NOT ALL INCLUSIVE. THIS GUIDEBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE GUIDEBOOK OR ANY SUPPLEMENT. GROWING HOME RESERVES THE RIGHT TO REVISE, DELETE, OR ADD TO ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF GROWING HOME, INC. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

_____	_____
SIGNATURE	DATE

\_\_\_\_\_  
SIGNATURE OF HANDBOOK RECEIPT IF PARENT OR LEGAL GUARDIAN  
IF VOLUNTEER IS UNDER AGE OF 18



On behalf of Growing Home, I would like to welcome you to our team.

We are delighted that you have chosen to volunteer for Growing Home; you will be helping us meet our mission, Vision and goals.

Thank you for your time and commitment. I am sure you will benefit from your experience with us. Your role will be invaluable to our community and we look forward to your contributions.

We do recognize that the most valuable assets of any organization and, for that matter, any community are the people.

It is our goal to be a welcoming, kind and respectful workplace where people are recognized for their strengths and will be given the opportunity to reach their full potential.

THANK YOU



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[www.growinghome.org](http://www.growinghome.org)