



# VOLUNTEER WELCOME & ORIENTATION PACKET





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## **WELCOME FROM PAHL CEO & BOARD OF DIRECTORS**

*Hello and welcome to PAHL: Partners in Action for Healthy Living!*

*We are a 501c3 nonprofit group of residents, businesses and churches that are committed to making a positive change in South DeKalb County by addressing health issues through policy, systems, and environmental changes.*

*Too many of our residents suffer from preventable chronic conditions such as diabetes, hypertension, and obesity. These conditions affect their quality of life but can be modified or prevented by adopting healthy eating and active living habits. South DeKalb residents typically do not have the resources or information and support to embrace healthy habits.*

*That's where PAHL comes in! We help communities engage and become empowered with knowledge, skills, and resources that impact their health and uplift their quality of life.*

*It takes a lot of hard work and a great group of dedicated people to get it done. That's where you as a volunteer come in! Consider yourself the backbone of PAHL and the force that brings our mission to make South DeKalb a healthier place a reality. We cannot do this without you! So give yourself a congratulatory pat on the back, roll up your sleeves and get ready to make a positive change for a healthier South DeKalb.*

*Ever grateful for your time, energy and support,*

*Maria Rossoto  
PAHL CEO*

*and*

*PAHL Board of Directors*





## WHAT IS PAHL?

Partners in Action for Healthy Living (PAHL) addresses the need for enhanced healthy eating and active living opportunities in South DeKalb County in response to the serious health disparities revealed by research and census data.

The role of PAHL is to be a catalyst for community building efforts in three distinct ways: by promoting healthy eating, active living and policy, systems, and environmental change.

To promote healthy eating, PAHL is increasing access to healthy, fresh foods in South DeKalb by providing garden education to youth, distributing fresh produce to residents and hosting cooking classes and education in healthy eating.

To improve the active living habits of South DeKalb residents, PAHL advocates walking as a weight management strategy and provides fitness opportunities like yoga classes and an annual PAHL 5K.

The policy, systems, and environmental change efforts focus on neighborhood connectivity and empowerment through homeowners associations, civic clubs and schools. Efforts include working with county departments to address abandoned houses, crime, and increasing resources to improve our communities.





The goals of PAHL are prudent and meaningful. These goals are to continue the work started by the Healthy Belvedere Initiative (HBI) in the Belvedere Park community, while providing the way to strategically, incrementally and intentionally expand to other South DeKalb neighborhoods and the surrounding areas.

PAHL, operating initially as the Healthy Belvedere Initiative, has been building relationships with community and county partners over the past five years. One important way the organization is moving forward is by building and bridging relationships between community members, residents, county departments, local businesses and non-profit organizations. Thus, communities throughout South DeKalb can be empowered and positioned to better sustain programmatic efforts in healthy eating and active living.

In 2013, PAHL is set to expand the work of its predecessor, the HBI. This work is based on the idea that collaboration is the key to successful community building and that addressing healthy eating, active living, and policy, systems and environmental change together can create sustainable improvements in the health and overall quality of life for residents in the communities of South DeKalb.





## **PAHL VISION**

Partners in Action for Healthy Living (PAHL) is a 501c3 not for profit organization that is a catalyst for joint community building efforts that promote healthy eating, active living and policy, systems and environmental change. PAHL sets out to accomplish this through **5 goals**:

- 1) Sustain and enhance the Healthy Belvedere model
- 2) Help organizations such as schools and civic groups start community gardens
- 3) Plant Healthy Belvedere model initiatives in South DeKalb and surrounding communities
- 4) Coordinate sustainable endeavors that promote and support healthy eating and active living
- 5) Bridge information and resource deficits in support of community health efforts





## **PAHL VALUES STATEMENT**

Core values of the Partners in Action for Healthy Living (PAHL) are:

- Collaboration
  - County partners
  - Neighborhood groups
  - Other non-profit organizations
  - Individuals
  - Faith based organizations
  - Schools
  - Businesses
- Empowerment
  - Raising capacity
  - Increasing access to healthy alternatives
  - Education
  - Increasing awareness
- Integrity
  - Honesty in all activity
  - Financial and organizational transparency
  - Seamless flow between partners
  - Promote equity for South DeKalb and surrounding communities





## **WHAT WE DO AND WAYS TO VOLUNTEER**

The importance of our volunteers is increased as PAHL grows out of the Healthy Belvedere Initiative and expands its boundaries to embrace South DeKalb and surrounding communities. We encourage all ages and backgrounds to bring their energy and particular skillsets to the table. These are just a few ways that you can be a viable part of our mission:

- Marketing
- Fundraising
- Joining Neighborhood Walks
- Working at the Community Garden
- Working at our Produce Market
- Grant writing
- Helping with our educational program Garden for All

This list only scratches the surface in ways for you to become involved! Get to know us and let us get to know you and we'll get started on making positive change to the overall health of our South DeKalb communities. Contact [stefan@healthybelvedere.org](mailto:stefan@healthybelvedere.org) to get started.







## **TELL US ABOUT YOURSELF**

One of the most satisfying aspects of volunteering with PAHL is getting to one another. We are all individuals with different backgrounds but we often have commonalities amongst us that are unknown until we get together, work and get to know one another. Please take a second to answer the following question so that we can get an idea of your interests and a better grasp on how to match you with volunteer opportunities.

What made you want to Volunteer with PAHL? \_\_\_\_\_

\_\_\_\_\_

What sort of activities would you like to participate in with PAHL?

\_\_\_\_\_

\_\_\_\_\_

What types of skills or expertise do you believe that you bring to the table? This is your chance to be boastful! \_\_\_\_\_

\_\_\_\_\_

How did you hear about PAHL? This will help us locate great people like yourself in the future. \_\_\_\_\_

\_\_\_\_\_

What other volunteer opportunities would you like to see PAHL offer? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **VOLUNTEER CODE OF CONDUCT**

- Volunteers will respect the human dignity and protect the civil and legal rights of all program participants.
- Volunteers will serve with appropriate concern for the program participant's welfare and with no purpose of personal gain.
- Behavior between PAHL volunteers will be of such character to promote mutual respect and to facilitate the goals of PAHL at all times.
- Statements critical of PAHL or other volunteers will be made privately only as these are verifiable and constructive in purpose.
- Volunteers will respect the importance of all elements of the PAHL system and work to cultivate a professional cooperation with it.
- Volunteers will respect and protect the right of PAHL to be safe-guarded from criminal activity.

## **PROFESSIONAL CONDUCT/PRACTICES**

- No volunteer will use their official position to secure personal privileges or advantages.
- No volunteer will act in their official capacity in any matter in which they have personal interest that could in the least degree impair their objectivity.





- No volunteer will use their official position to promote any partisan political purposes.
- In any public statement, volunteers will clearly distinguish between those that are personal views and those that are statements and positions on behalf of PAHL.
- Volunteers will be diligent in his/her responsibility to record and make available for review any and all information which could contribute to sound decisions affecting a program participant or the public safety.
- Volunteers will report to the program supervisor, without reservation, any corrupt or unethical behavior which could affect either a program participant or the integrity of the organization.
- Volunteers will not discriminate against any program participant on the basis of race, sex, creed, or national origin.
- Volunteers will maintain the integrity of private information; they will neither seek personal data beyond that needed to perform their responsibilities, nor reveal case information to anyone not having proper professional use for such.
- Volunteers will ensure participant information is maintained privately and shared with others only after permission to share information has been granted.
- Volunteers shall not display favoritism or preferential treatment of one participant, or group of participants, over others.
- Volunteers will strive to remain proficient and gain new knowledge related to their job functions.
- Employees/Volunteers are forbidden to engage in any conduct which is criminal in nature or which would bring discredit upon PAHL.





Partners in Action for Healthy Living, Inc.

- ABSOLUTELY no use of drugs or alcohol permitted in any endeavour under the PAHL name

I agree to adhere to the “**Code of Ethics**” and recognize it as a condition of my position with PAHL.

Signed \_\_\_\_\_ Date \_\_\_\_\_





## **REIMBURSEMENT of VOLUNTEER COSTS**

As a simple matter of practice for clarity and protection of PAHL and the Volunteer: NO out of pocket costs will be reimbursed unless clearly held in writing and signed by the PAHL CEO and the PAHL Volunteer Manager prior to any purchases for which the volunteer wishes to be reimbursed.

Please sign below stating that you have read and understand the PAHL reimbursement of volunteer cost policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_





## PAHL VOLUNTEER WAIVER FORM

**\*PLEASE READ CAREFULLY. THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS.**

### RELEASE AND WAIVER OF LIABILITY

THIS RELEASE AND WAIVER OF LIABILITY (the “Release”) is given on this \_\_\_\_ day of <MONTH>, <YEAR>, by \_\_\_\_\_ (“Volunteer”) in favor of PAHL (“Partners in Action for Healthy Living, Inc.”), and its directors, officers, employees, and agents, and the heirs, executors, personal representatives, successors and assigns of each of them (“PAHL”).

Volunteer desires to work as a volunteer on a PAHL project located in \_\_\_\_\_ City \_\_\_\_\_, \_\_\_\_\_ State \_\_\_\_\_ (“Project”) and to engage in the other activities related to being a volunteer.

Volunteer does hereby freely, voluntarily, and without duress, give this Release under the following terms:

**1. Waiver and Release.** Volunteer does hereby release and forever discharge and hold harmless PAHL from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer’s activities with respect to the Project and does covenant not to sue any of the PAHL Parties with respect to such matters.





Without limiting the generality of the foregoing, Volunteer understands and agrees that this Release discharges each of the PAHL Parties from any liability or claim that Volunteer may have against any of them with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Volunteer's activities with respect to the Project, whether caused by the negligence of a PAHL Party or otherwise. Volunteer also understands and agrees that PAHL does not assume any responsibility for or obligation to provide financial assistance or any other assistance in the event of injury or illness.

**2. Medical Treatment.** Volunteer does hereby release and forever discharge the PAHL Parties from any claim whatsoever which arises on account of any first aid, treatment or service rendered in connection with the Volunteer's work on the Project.

**3. Assumption of the Risk.** Volunteer understands that the work on the Project may include activities that may be hazardous to the Volunteer, including, but not limited to, construction and repair, painting, moving furniture and appliances, digging, handling plants, loading and unloading construction supplies and equipment, trash removal, use of tools and equipment, and transportation to and from worksites. Volunteer hereby expressly and specifically assumes the risk of injury or harm in these activities, whether caused by the negligence of a PAHL Party or otherwise.





**4. Insurance.** Volunteer understands that PAHL does not carry or maintain health, medical, or disability insurance coverage for any Volunteer.

***Each Volunteer is strongly encouraged to have adequate medical or health insurance coverage in effect.***

**5. Media/Photographic Release.** Volunteer does hereby grant and convey unto PAHL all rights, title, and interest in any and all photographic images and video or audio recordings made by PAHL during the Volunteer's activities with respect to the Project, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

**6. Other.** Volunteer expressly agrees that this Release is intended to be as, but only as, broad and inclusive as permitted by the laws of Georgia. Volunteer agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release, all of which shall continue to be enforceable.







IN WITNESS WHEREOF, Volunteer has executed this Release as of the day and year first written above.

Witness: \_\_\_\_\_

Volunteer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone (H): \_\_\_\_\_

Phone (W): \_\_\_\_\_



**PARENTAL PERMISSION**

In consideration of the opportunity afforded my (our) child to assist on a voluntary basis in the Project, and in light of the aims and purposes of the community service provided by PAHL, in organizing the Project, I (we) give my (our) permission for my (our) child to participate in the Project, and I (we), on behalf of my (our) child and myself (ourselves) agree to the terms and conditions set forth on the reverse side of this page such that all recitals, acknowledgements, understandings, releases, waivers, discharges, assumptions of risk, grants, conveyances and other agreements of Volunteer so set forth shall be binding upon me (us) and my (our) child with respect to the participation of my (our) child in the Project. Without limiting the generality of the foregoing, I (we), on behalf of my (our) child and myself (ourselves), do hereby release and forever discharge and hold harmless each of the PAHL Parties from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my (our) child's activities as a volunteer with respect to the Project.

Signed this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Parent Name (print): \_\_\_\_\_

(signature) \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

(signature) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

