

Orientation Manual for Volunteers

Wear It Well Inc.



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A. Welcome Letter

Dear Volunteer,

I am thrilled that you have chosen to volunteer with Wear It Well. Volunteers are a vital part of achieving our goals of making Wear It Well a more viable in the community and have played a key role in a number of activities in the past including acting as stylists, makeup artists, hostesses, helping to coordinate awareness events and performing other duties as needed. I hope that you find the duties of your experience to be fulfilling and that your volunteer experience with us is rewarding and positive. The following information package includes details about our organization and the roles and responsibilities of our volunteers. If you have any questions, please feel free to contact me at (662) 401-6331. Once again welcome and thank you!

Sincerely,
Katina Davis, Founder

B. Details of Your Organization

1. Organization Mission Statement

The primary mission of Wear It Well is to promote physically, mentally, emotionally and spiritually healthy communities. We educate, inspire and motivate by offering supportive resources to enhance the quality of life. Our programs assist in almost every life changing event that requires a helping hand to restore the lives of those impacted beyond self-repair.

2. Objectives/Goals of the Organization

- *Promote public awareness of the need for mind, body and spirit transformations and the purpose and goals of the program*
- *Recruit, train and support volunteers*
- *Provide an enjoyable and safe environment for all participants of the program*
- *Provide on-on-one opportunities to meet individual recipient needs as perceived by the coordinator and expressed by the recipient*
- *Provide the required resources to achieve the expressed goals of the program*
- *Network with other programs and organizations*

3. Impact of the Organization

Wear It Well's Contribution to Community

- *Enhance lives by renewing the mind, body and soul*
- *Raise awareness for causes and illnesses*
- *Provide mental, physical and spiritual makeovers*
- *Organize fundraisers to assist those in need*
- *Partner with other organizations for events*
- *Share knowledge on current issues at schools, churches, other arenas*
- *Offer educational programs*

4. Organizational Chart (Executive Team)

- Katina Davis, Founder
- Zandra Hereford, Chip Ashford, Demetrees Hill, Cindy Edwards, Roslyn Hunter, Juanita Floyd, Kirsten Drumea, Ardarian Pierre, Leslie Freeman, Joyce Stubbs, Dondreia Blanchard & Tyson Quinn, Executive Board
- Samantha Bradshaw, Sonja Dixon, Kathryn Ragsdale, Advisory Board
- April Rawls, Program Director
- Angela Pannell, Program Coordinator
- Kenndie Gamble, Executive Assistant

5. Confidentiality

- *Obtain consent for collecting, using and disclosing personal information, except when inappropriate (for example, in an emergency or when consent would compromise the availability or accuracy of the information). Obtain the consent in a form appropriate to the kind of information concerned. If an individual modifies or withdraws his or her consent, respect the changes.*

6. Communications

Information is shared via text, email and through groups. All events are posted on the website: www.wearitwell.org and can be found on the Wear It Well Inc. Facebook page: <https://www.facebook.com/wearitwellinc/>

a. Dealing with Media

If approached by the media, please direct them to Katina Davis or a member of the executive as listed in the Organizational Chart above. Do not give a statement about this organization. The Executive Team will deal with the media specifically to prevent any misinformation and allow for consistency in communications with the public.

C. Volunteer Specific Information

1. The Importance of the Volunteer

Over the past several years that this organization has been operating we have seen many milestones. Ten highly successful awareness campaigns, twenty anti-bullying campaigns in schools and communities and three major fundraisers are but a few of the highlights of our organization since its humble beginnings. In addition, our program has grown from serving a handful of makeovers to nearly 150 from all walks of life. 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. They have served to organize and implement a number of events, acted as part of steering committees, been public advocates within the community and of course participated in Wear It Well makeovers, fundraisers, educational programs and other events. The work of our organization has been greatly extended through volunteer service into areas that, otherwise, could not be considered because of limited resources. We are grateful for all that our volunteers do and look forward to continued growth and relationships in the coming years.

2. Why Volunteer with This Organization?

Values for Volunteer Involvement

Volunteer involvement is vital.

- *It fosters civic responsibility, participation and interaction.*

Volunteer involvement strengthens communities.

- *It promotes change and development by identifying and responding to community needs.*

Volunteer involvement mutually benefits both the volunteer and the organization.

- *It increases the capacity of organizations to accomplish their goals and provides volunteers with opportunities to develop and contribute.*

Volunteer involvement is based on relationships.

- *Volunteers are expected to act with integrity and be respectful and responsive to others with whom they interact.*

a. Volunteers' Code of Conduct

Wear It Well Inc. Volunteer Code of Conduct

- *Take your commitment to our organization to heart, performing your duties to the best of your ability.*
- *Honor confidentiality.*
- *Respect the mission and goals of Wear It Well Inc.*
- *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 if you are unable to volunteer.*
- *Demonstrate respect for the direction and decisions of the Executive Team.*
- *Treat everyone fairly and without discrimination.*

b. Standard of Appearance

- *Dress appropriate for your duties and wear uniform outlined by director.*

c. Volunteer Recognition and Benefits

An annual appreciation event is held to thank all volunteers who give their time and talent at least 5 times on a quarterly basis.

d. Grievance Policy

Wear It Well Inc. - Grievances/Appeals/Concerns

- *In situations where differences arise between volunteers or between volunteers and staff it is advised to first try to resolve these differences amongst the parties involved.*
- *If a third party is needed the Founder is to be informed and involved. Under no circumstances shall differences be made public or involve other members of the organization*

Click this link [Volunteer Intake Form](#) to take you to the intake form and confidentiality agreement.

Please complete to be considered for volunteering.

Thank you!