



ADULT VOLUNTEER/INTERN MANUAL

2022-2023

Our history

Pomona Hope began as a conversation. One evening a group of Pomona residents gathered to discuss the many deep problems and staggering challenges facing the city. People shared about the broad issues facing Pomona such as the widespread poverty, the decades of gang violence and drug abuse, and the palpable sense of despair that seems to loom over the city.

Others shared more personally about friends and neighbors whose lives they have seen scarred by drug abuse, teen pregnancy, and gang involvement. Eventually, the conversation turned to the question that all such conversations

should ultimately turn to:

“What are we going to do about it?”

Pomona Hope is our answer to that question. Our current programs are only the beginning. We believe that by bringing people together, we are beginning a process through which even more ambitious projects may grow. Our desire is that Pomona Hope will be a place where the people of Pomona can dream of a brighter future together.

Pomona Hope celebrates seventeen (17) years of serving our community.

Why be a Volunteer?

It's not for money, it's not for fame.

It's not for any personal gain.

It's just for love of fellowman.

It's just to give a tithe of self.

That's something you can't buy with wealth.

It's not medals won with pride.

It's for that feeling deep inside.

It's that reward down in your heart.

It's that feeling that you've been a part.

Of helping others far and near,

That makes you be a Volunteer!

(Author Unknown)

Thank you for your gift of time and dedication to continue making a difference.

...equipping youth to act powerfully to transform their community

Mission Statement: We are a community-driven, faith-based non-profit whose local partnerships and holistic programs cultivate meaningful relationships and empower people of all backgrounds, particularly at-risk youth and their families, to work together toward personal and community transformation.

Staff Contact Info	
Executive Director Jeff Johannsen 909-921-3618 ext 3 Jeff@pomonahope.org	Program Director Liz Hawisher 909-921-3618 ext 2 liz@pomonahope.org
Outreach Director Nora Codina 909-921-3618 ext 4 nora@pomonahope.org	Garden Coordinator Barbara Evans Barb@pomonahope.org

This year's theme: Fantasy

K-12th grades begin After School with Pomona Hope: September 19, 2022

ASPH Dates: Mondays - Thursdays; September 19, 2022- May 17, 2023					
	Monday	Tuesday	Wednesday	Thursday	Friday
1:30-2:30 pm	Prep Time	Prep Time	ASPH starts at 1:45 pm	Prep Time	Possible Elective Workshops
2:30-5:30 pm	ASPH starts at 2:45 pm	ASPH starts at 2:45 pm	ASPH	ASPH starts at 2:45 pm	

- **Extra Homework help/Tutoring by appointment only on Monday, Tuesday or Thursday from 5:30 p.m.- 6:30 p.m. (either 30 min. or 1-hour time slots available).**

Student Age Groups		
LOCATION/GROUP NAME	GRADE LEVEL	CAP
Balcony Rm/Hobbits	K-3rd	15
Alcove/Giants	4th-5th	15
Cave/Dragons	6th-8th	15
All/Wizards	High School	20



CALL AND RESPONSE

LEADER: 1, 2, 3, EYES ON ME!

STUDENTS: 1, 2, EYES ON YOU!

DATES TO REMEMBER~

SEPTEMBER 2022:

- 5th: Labor Day Holiday- No School, No Program
- 13th: No School, No Program
- 19th: First day of After School with Pomona Hope (K-12th grade)

OCTOBER 2022:

- 20th-27th: Early Open for Parent Teacher Conferences (1:45 pm)
- 31st: Halloween Festivities (**tentative**)

NOVEMBER 2022:

- 1st: No School, No Programs
- 11th: Veteran's Day- No School, No Program
- 21st-25th: Thanksgiving holiday- No School, No Program

DECEMBER 2022:

- 15th: **CHRISTMAS PARTY! (tentative)**
- 19th-January 9th: Winter Break- No School, No Program

JANUARY 2023:

- 9th: Programs Resumes (Early Open @ 1:45, Jan 9-10)
- 16th: MLK Jr. Day- No School, No Program
- 26th: No School, No Program

FEBRUARY 2023:

- 13th: Lincoln's Birthday- No School, No Program
- 16th: Superhero Day (observed) at Pomona Hope! Dress like a Superhero!
- 20th: President's Day- No School, No Program

MARCH 2023:

- March 16th-23rd: Early Open for Parent Teacher Conferences

APRIL 2023:

- 3rd-6th: Spring Break- No School, No Program (Campus Crash tentative)
- 10th: Program resumes normal hours

MAY 2023:

- 17th: Last day of After School with Pomona Hope 2021-2022

Calendar can be found at <http://www.pomonahope.org/calendar/>

YOUR ROLE AS A VOLUNTEER/INTERN

Our success in loving our students and *equipping* them to act powerfully to transform their lives and the lives of their community is built on the character and commitment of our volunteers and staff.

1. **Be committed.**
 - Show up on time.
 - If you can't come, please call, text, or email the Outreach Director as soon as possible.
2. **Take your role seriously.**
 - You may be one of the only consistent adults in these kids' lives.
 - Your consistency in encouragement and discipline are among the most valuable gifts you can give them.
3. **Be a good role model to the kids.**
 - Follow all of the rules of the program.
 - Adhere to the dress code.
 - Do not discuss more mature subjects with or around students, endorse illegal or improper activities, or confide in students inappropriately.
 - With the exception of using a device's "timer" function for two-minute math tests and board games, step away from the students when using your cell phone or other personal electronics.
 - If you are able to speak Spanish with the students, be courteous to those around you by ensuring that you do not exclude others who are unfamiliar with the language.
 - If you have any feedback about any of our processes or procedures, staff would love to hear you! Please refrain however from making negative comments about policies, procedures, or other people in front of the students as often there are reasons for how and why we do things here.

Dress Code: All staff and volunteers must dress modestly. This is for your safety.

- No bare midriffs, low-cut shirts, spaghetti straps, cutouts, or short shorts.
- Any short or skirt that is higher than one hand length above the knee is too short.
- No clothing promoting alcohol or drugs, or bearing obscene logos.
- No visible undergarments.

Your inability to fulfill these roles may affect your ability to volunteer/intern.

VOLUNTEER/INTERN RESPONSIBILITIES:

Throughout the program, volunteers/interns will be responsible for enforcing our discipline and incentive system, maintaining a safe environment, addressing student needs, and facilitating transition periods.

Volunteers/interns are encouraged to accomplish this by

- Motivating and encouraging the students to do their work.
- Trying to get to know the students and their working habits.
- Being a role model for the students. (Leading by example)
- Congratulating the students when they are doing a good job.
- Walking around the room and making sure the students are doing their work.
- Assisting the students when they ask for help (or finding someone who might be able to).
- Using their best judgment to solve minor problems or contacting the coordinator to help.
- Giving warnings, when appropriate, and calling the coordinator to update him or her.


Pomona Hope 2022/23

- Maintaining discipline and helping with any difficulties that arise so the instructor can continue teaching.
- Participating in activities alongside students.

INCENTIVE SYSTEM

After School with Pomona Hope (ASPH) uses an online virtual banking system called “Stash101” (previously “PayGrade) to reward students for behaviors we want to encourage. The following are only some of the ways we are rewarding students:

REWARD	ACTION
\$100PH	FOR EVERY PAGE OF HOMEWORK COMPLETED ACCURATELY
\$50PH	FOR ARRIVING TO PROGRAMS ON TIME
\$50PH	FOR STAYING ON TASK WHILE WORKING ON HOMEWORK OR STUDYING INDEPENDENTLY
\$100PH	FOR PARTICIPATING IN WORKSHOPS
\$100PH	FOR WORKING HARD/PERSISTENCE WHILE WORKING INDEPENDENTLY
\$200PH	FOR WORKING HARD WHILE STUDYING WITH A VOLUNTEER (DURING STUDY TIME)
\$200PH	FOR STUDYING OR READING QUIETLY DURING STUDY TIME
\$500PH	FOR AWARDS FROM SCHOOL
\$50-\$500PH	FOR CHORES COMPLETED AT HOME (WITH PICTURE PROOF FROM PARENTS)

STORE TIME

Students will get a chance to visit Pomona Hope’s online store weekly.

STASH101 (PAYGRADE)

Stash.com/Stash101 is a website and app developed by a teacher who uses it in her own classroom. It simulates a bank account for each student, with checking, savings, and credit account. Their classroom jobs are assigned through this system. It gives them a salary for their jobs and automatically deducts their bills as well. Each volunteer will be added as a student and will be given the job of “Banker” in order to reward students for their homework and good study habits.

POMONA HOPE RULES

RESPECT Others
The Building
Yourself

BE:

LEARN ● On Time ● Prepared
● On Task ● Persistent



SAFETY



- Only leave the group/room with permission
- Always be kind
- Walk in hallways
- Keep your hands to yourself
- Ask for permission before touching someone else.
- Always wear your mask!

CONSEQUENCES

If a student breaks a rule (or the spirit of the RuLeS), you can:

- Give no more than 2 “Reminders” about the rule and the consequences for not following it.
- Give a warning.

Warning	After School with Pomona Hope	Online Enrichment with Pomona Hope
1	Lose 100 Pomona Hope Dollars.	Lose 100 Pomona Hope Dollars.
2	Lose 200 Pomona Hope Dollars. The student is required to talk to the coordinator. Staff will tell the student’s parents that they got 2 warnings.	Lose 200 Pomona Hope Dollars. Student is required to talk to the coordinator. Staff will tell the student’s parents that they got 2 warnings.
3	Lose 300 Pomona Hope Dollars. The student’s parent will come to pick you up. If their parent is not able to get them before the end of the program day, they will be removed from the activity for the remainder of the day and not allowed to return the next day.	Lose 300 Pomona Hope Dollars. Student will be ejected from their workshops for the rest of the day.

Behavior Warranting Immediate Suspension (For All Students):

Exceedingly violent words or actions will result in an automatic dismissal for the rest of the week. *e.g. violent hitting, kicking or biting; throwing a dangerous object; enraged screaming; threats; racist/ bigoted comments, etc.*

Warnings

Procedure for giving a warning:

1. Volunteer/Intern notices a student is breaking one of the RuLeS
2. Volunteer/Intern verbally gives a warning, ensuring that student understands what they are receiving it for
3. **The volunteer/Intern informs the coordinator as soon as possible via radio, Google Hangouts, or email**
4. Volunteer/Intern takes the appropriate amount of money from student’s account or follows Coordinator’s instructions

Other reasons for collecting PH money:

AMOUNT LOST	ACTION
\$100PH	Being irresponsible with something and needing replacement.
\$500PH	Being irresponsible and needing a copy of another student’s homework.
\$80PH	Not doing their classroom job that day.
\$100PH	Leaving a messy desk/area.

We all want to bond with, and be liked by, the students. However, our good standing with the students must not be dependent on whether or not we enforce the rules.

How We're Keeping Everyone at ASPH Safe During The Pandemic

- **EVERYONE** (students, volunteers, interns, and Staff) are required to wear a mask indoors, unless it is not required by the Centers for Disease Control and Prevention (CDC).
 - Exceptions are only made for students as they eat their snacks.
- **ANYONE** who is sick (see below) will be sent home **immediately**.
- No more than 15 students will be allowed in a group/room.
- Each group will remain in their assigned room throughout their program day unless they are going to a workshop outside (Courtyard or Garden)
- Students will take their water bottles home with them to wash every day, and return with them the next program day.
- Students will be served their meals from **3pm-4 pm**, and they will eat them outside in the courtyard, in their assigned classrooms, or in the kitchen (*if they arrive after 3:30 pm*).
- Students will be provided with their own personal box of supplies. There will be no group pot of supplies that multiple kids reach into.
- Students will be rewarded through an online system (Stash101/PayGrade) that simulates a bank account. There will no longer be paper money exchanged.
- **ANYONE** who refuses to wear their mask properly while indoors will be sent home immediately.
- Each classroom will be disinfected every day.

Illness Policy- communicated to parents

Anyone who has a fever above 100⁰F, has vomited, or had diarrhea must be kept home for 24 hours after symptoms have subsided. **NO EXCEPTIONS**. If a student was too sick to go to school, please do not bring them to Pomona Hope.

As the coronavirus becomes more prevalent in our community, please also be aware of these additional symptoms, and keep your child home if they are experiencing them:

- Lung congestion
- Difficulty breathing
- Severe coughing

The most important and effective action all of us can take to prevent the spread of disease is to **STAY HOME** when you or your child has symptoms, especially fever.

We will be talking to your students about washing their hands frequently, with soap, for 20 seconds at a time, to avoid getting sick, and we encourage you to keep them in the habit at home as well.

You can help us prevent disruption by keeping your children home if they are sick so that all our students, families, staff, interns, and volunteers stay well and we can continue to serve you.

SAFETY AT POMONA HOPE

Child Abuse Reporting

Keeping kids safe is our priority. While volunteers/interns are not mandated reporters, we want volunteers and paid staff (who are mandated reporters) to work collaboratively to keep kids safe. As someone who works with children, it is important to be aware of the issues related to child abuse & to know how to make a report. When you file a report, you are saying that you *suspect* that a child has been abused. It is the responsibility of the Department of Children and Family Services to investigate and make a determination about what will be best for the child.

If a child is being or has been abused, he needs help:

If you have reason to believe a child in the program has been abused, please talk to the Coordinator before filing a report. He or she will help you determine whether or not a report should be filed and will go through the process with you. Remember that this is a confidential issue and should not be discussed with anyone else.

*Volunteers/Interns are expected to follow up with a staff member **by the end of the day** if they have reason to suspect abuse or neglect.*

What should be reported to Children's Services?

Child abuse and neglect occur when a child is mistreated, resulting in injury or risk of harm. Abuse can be physical, verbal, emotional, or sexual.

Physical Abuse is intentional injury inflicted upon a child. It may include severe shaking, beating, kicking, punching, or burning that results in minor marks, bruising, or even death.

- Possible symptoms: ☆The child has broken bones or unexplained bruises, burns, or welts in various stages ☆The child is unable to explain an injury, or explanations given by the child or caretaker are inconsistent with the injury ☆The child is unusually frightened of a parent or caretaker, or is afraid to go home. ☆The child reports intentional injury by the parent or caretaker.

Neglect is the failure to provide for a child's basic needs such as food, clothing, shelter, medical care, education, or proper supervision.

- Possible symptoms: ☆The child shows signs of malnutrition or begs, steals or hoards food. ☆ The child has poor hygiene: matted hair, dirty skin, or severe body odor. ☆ The child has unattended physical or medical problems. ☆ The child states that no one is home to provide care. ☆ The child or caretaker abuses drugs or alcohol.

Sexual Abuse refers to any sexual act with a child by an adult or older child. Child sexual abuse is also the willful failure of the parent/ child's caretaker to make a reasonable effort to stop child sexual abuse by another person.

- Possible symptoms: ☆ The child displays age-inappropriate play with toys, self, or others. ☆ The child has inappropriate knowledge about sex. ☆ The child reports sexual abuse.

Emotional Abuse may occur when a parent fails to provide the understanding, warmth, attention, and supervision the child needs for healthy psychological growth.

- Possible symptoms: ☆ The parent or caretaker constantly criticizes, threatens, belittles, insults, or rejects the child with no evidence of love, support, or guidance. ☆ The child exhibits extremes in behavior from overly aggressive to overly passive. ☆ The child displays delayed physical, emotional, or intellectual development.

If a child wants to tell you a “secret”, please be honest with him/her and explain that you can listen, but will have to tell Staff if someone is getting or going to be hurt.

For everyone's safety, adult volunteers/interns are not allowed to be friends with minor students on social media. Adult volunteers may also not email students directly or post photos of students on social media.

What if a child talks about hurting him/herself?

- Explain to the student that your priority is to keep him/her safe.
- Talk to the coordinator. Staff will come up with a plan of action.
- Next steps may include:
 - Talking with the parents.
 - Taking the child to a local emergency room or psychiatric hospital for an evaluation.
 - Helping the child and family follow up with mental health services.

What if a child talks about hurting others?

When a child makes a serious threat, it should not be dismissed as just idle talk.

- Please call the Coordinator right away, so that he or she can immediately talk with the child.
 - If it is determined that the child is at risk and the child refuses to talk, is argumentative, responds defensively, or continues to express violent or dangerous thoughts or plans, the child's parents will be called. Arrangements may be made for an immediate evaluation by a mental health professional with experience evaluating children and adolescents.
- In an emergency situation or if the child or family refuses help, it may be necessary to contact local police for assistance or take the child to the nearest emergency room for evaluation.
- Immediate evaluation and appropriate ongoing treatment of children who make serious threats can help the troubled child and reduce the risk of tragedy.

Bullying

Bullying is unacceptable at Pomona Hope. Unfortunately, our students, especially the younger ones, may not realize that is what they are doing.

- Help kids understand bullying. Talk about what bullying is and how to stand up to it safely. Tell kids bullying is unacceptable. Make sure kids know how to get help.
- Keep the lines of communication open. Check in with kids often. Listen to them. Know their friends, ask about school, and understand their concerns.
- Model how to treat others with kindness and respect.
- If a student reports bullying to you, please tell a staff member within 24 hours.

Keeping Kids Safe During the Program

- Make sure that, when you are the only adult in a room, the door is open and someone is close by. This will protect you from false allegations.
- Be aware to keep any physical contact appropriate. Patting on the back, giving high fives, etc. This will depend on the age of the child. For volunteer and student safety, hugs are discouraged. Side hugs are ok if unavoidable.
- If you need to take a child to the restroom, wait outside the restroom until he/ she is finished.
- In the event of minor injury, a First Aid Kit can be found in the drawer next to the Sign-In Room desk, as well as in every homeroom.
 - Pomona Hope First Aid Notes are included in EVERY first aid kit.
- If, under your supervision, a child incurs any significant physical harm, after taking appropriate measures to care for the child, please discuss the incident with the coordinator and fill out an injury report form (provided by the Coordinator).
- Please do not pick students up, spin or drag them, give piggy-back rides, etc. This is for your safety as well as theirs.
- Do not leave children alone in a room with no supervision. If you must, please call the Coordinator first.
- If you or a student need anything that is not in the room, call the Coordinator. DO NOT send students out of the room to find the Coordinator or to get supplies without calling first.
- For security purposes, students are not permitted to wander around the hallways or from classroom to classroom.

****IF YOU EVER SEE OR HEAR ANYTHING THAT MAKES YOU FEEL UNCOMFORTABLE, PLEASE REMEMBER TO LET STAFF KNOW. THE CHILD'S SAFETY MAY DEPEND ON IT.****

Pomona Hope Disaster Information

DISASTER DRILLS AT POMONA HOPE WILL BE HELD QUARTERLY OR AT THE DISCRETION OF THE PROGRAM DIRECTOR.

EVACUATION PLANS FOR AN...

EARTHQUAKE

A. Leaders/Students take cover

1. DROP to the ground
2. Take COVER by getting under a wooden table or desk
 - a. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
3. HOLD ON until the shaking stops.
4. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
5. Do not use a doorway
6. Stay inside until the shaking stops and it is safe to go outside.
7. Do not exit a building during the shaking.
8. Be aware that the electricity may go out or fire alarms may turn on.
9. If Outdoors
 - a. Stay there.
 - b. Move away from buildings, streetlights, and utility wires.
 - c. Once in the open, stay there until the shaking stops.
 - d. The greatest danger exists directly outside buildings, at exits and alongside exterior walls

B. Once shaking stops all leaders/students exit the building through the courtyard

C. All leaders/students gather in the center of the parking lot west of the courtyard.

D. Sweep and Rescue, First Aid, and all teams go into action

E. Once all is clear, parents will be called, come to Pomona Hope and students will be dismissed

FIRE

A. All leaders/students evacuate buildings

1. Computer Lab: 2nd floor, West-side exit to the courtyard (through the kinder room)
2. Balcony/ Art Room, Loft: 2nd Floor, North-side exit to the courtyard (by Balcony Rm)
3. Cave, Den, Study Hall, Nook, Outreach Director's office: West-side exit to the courtyard (through Cave)
4. Alcove: side door that exits into courtyard

B. Line up in the center of the parking lot, adjacent to courtyard

C. Once all is clear, parents will be called, come to Pomona Hope and students will be dismissed

LOCKDOWN

A. All leaders/students go into rooms and lockdown

1. Rooms are locked from inside, whenever possible, students go into closets or under tables and desks
2. No one is dismissed until we are cleared by the police department
3. Once all is clear, students return to regular programming
 - a. If the situation requires it, parents will be called, come to Pomona Hope and students will be dismissed

ANY OTHER EMERGENCY

A. Gather in the courtyard or on the East side of Center Street Garden, depending on the threat area, with police guidance

B. Parents will be called, come to Pomona Hope and students will be dismissed

1. Parents pick up at Center Street Garden if the building is evacuated
2. The staff in charge will have an attendance sheet to release students to parents.

* Volunteers are encouraged to take a CPR/FIRST AID course but it is not mandatory. The Pomona Community Resource Center offers these classes at no cost. Please visit their website for more information at:

<https://www.lacare.org/healthy-living/community-engagement/community-resource-centers/pomona>

Your job in the event of a disaster is to:

- Make sure everyone with you is safe
- Take the First Aid kit with you as you exit
- Help everyone with you to exit the nearest outside door
- Gather at the emergency meeting spot (center of parking lot, west of the courtyard)

ARRIVAL PROCEDURES

- **Volunteers/Interns (Check-In)**

- As each volunteer/intern enters the sign-in room, each volunteer **MUST** be wearing a mask (unless it is not required by the CDC).
- Then they may retrieve their nametag on the side table in the sign-in room.
- Volunteer/Intern takes his/her name tag to scan in on the computer in the Sign-In Room.
- Volunteers/Interns may carry their name tag with them throughout the day, but they **should not** be taken home.
- If volunteers/interns are assigned a radio, it can be found with your schedule for the day in the sign-in room. All radios will be disinfected daily prior to being assigned. Keep your radio with you at all times!
- If desired, volunteers/interns may store personal belongings in the assigned cabinet in the Volunteer Break Room.
 - The code for the combination lock is **921**.
 - **DO NOT GIVE THIS CODE TO STUDENTS FOR ANY REASON.**
- Please be punctual at 2:45 pm (Monday, Tuesday, and Thursday) or 1:45 pm (Wednesday).
- If you have been assigned to lead a workshop for the day, please arrive at least 10 minutes before the start of the program.
 - This is a great time for volunteers/interns to check with the staff regarding any questions or concerns.
 - This is a good opportunity to find necessary supplies and check in with the Program Director or coordinator regarding specific instructions.

- **As the Sign-In Room volunteer...**

- If you are the Sign-In volunteer, you are responsible for making sure students scan their attendance as they come in and monitor the door. You may be responsible for calling the coordinator into the room.
- As the Sign-In volunteer, you may experience individuals who come to the Sign-In Room in need of food, housing, or other resources. If this happens, please call the coordinator. The coordinator will provide them with any information they may need. For safety reasons, individuals who are not Pomona Hope students, parents, or volunteers, or who do not have a meeting arranged with one of our staff, are not allowed past the entrance for any reason.

MASTER SCHEDULE

- All volunteers and students are listed on this schedule, based on information provided to the Outreach Director.
- Any changes to your availability must be notified to the Outreach Director at least a week in advance (if possible). Try to avoid making changes on the day you are scheduled to volunteer.
- The Outreach Director will email out the afternoon schedule around lunchtime each program day.
- **Follow your schedule during your time here.** Many considerations are taken into account when creating the schedule each day.
- If you notice an error (name in two locations at once, not on schedule, etc.) please check in with a staff member as soon as possible.
- Master schedules can also be found hanging in each room, near the entrance.

ANY DAY, date		ch 1: Alcove/Fellow 1		ch 3: Cave/Fellow 3	
Today's Coordinator (ch 5):		ch 2: Balcony Rm/Fellow 2		ch 4: Gym/Fellow 4	
CALL & RESPONSE	Leader:	Students:		Rule of the Day:	
	Location Group				
Time	Alcove Group	Balcony Rm Group	Cave Group	Gym/ Sanc Group?	Advocates
3-3:30	Check In (Sign in Room) Volunteer:				
3-3:25	Snack (Assigned Classrooms/ Courtyard?) Volunteers: Fellows 1-3			Enrichment Workshop Gym/Garden/ Courtyard Volunteers: Fellow 4	Help younger students (find name to the left)
3:20-3:25	RuLeS (Assigned Classrooms/ Courtyard?) Volunteer: Fellows 1-3				
3:25-3:30	<i>Transition (Wait to be called for restroom)</i>				
3:30-3:55	Enrichment Workshop (Alcove/Garden/Courtyard) Volunteers: Fellow 1	Study Time (Balcony Rm) Volunteers: Fellow 2	Study Time (Cave) Volunteers: Fellow 3	Snack (RuLeS at Gym/Courtyard Volunteers:	Help younger students (find name to the left)
3:55-4	<i>Transition (Wait to be called for restroom)</i>				
4-4:25	Study Time (Alcove) Volunteers: Fellow 1 Advocates:	Enrichment Workshop (Balcony Rm/Garden/ Courtyard) Volunteers: Fellow 2 Advocates:	Study Time (Cave) Volunteers: Fellow 3 Advocates:	Study Time (Gym) Volunteers: Advocates:	Help younger students (find name to the left)
4:25-4:30	<i>Transition (Wait to be called for restroom)</i>				
4:30-4:55	Study Time (Alcove) Volunteers: Fellow 1 Advocates:	Study Time (Balcony Rm) Volunteers: Fellow 2 Advocates:	Enrichment Workshop (Cave/ Garden/ Courtyard) Volunteers: Fellow 3 Advocates:	Study Time (Gym) Volunteers: Advocates:	Help younger students (find name to the left)
4:55-5	Dismissal (Wait for your class to be called)				

RADIOS

Use radios to communicate *any* needs and warnings to the coordinator.

- Report warnings
- Report injuries
- Ask for any supplies not in the room
- The coordinator uses the radio to announce program transition times.
- In case of emergency, information will be given via radio.
- **How to change the channel:**
 1. Press the bottom circle button on the left side until it tells you it is on the desired channel
- **How to change the volume:**
 1. Turn the knob on the top to the desired volume.
 - a. Clockwise to raise volume
 - b. Counter-clockwise to lower volume
 2. Turn it all the way counter-clockwise to turn the radio off.
- **How to communicate with the coordinator:**
 1. Turn to channel 5
 2. Speak while pressing the black button on the left side of the radio.
 3. When finished speaking, let up on the button.
 4. When finished communicating with the coordinator, return the radio to the required channel for the room.
- Each group is on a separate channel. The radio is to remain on the room's channel unless a volunteer is contacting the coordinator (the coordinator will contact volunteers on the room's channel).

Room/ Group	Channel
Balcony Rm/Hobbits	1
Alcove/Giants	2
Cave/Dragons	3
Other groups assigned (i.e. PRYME, SCORE)	4
Coordinator/Staff	5

Make sure you keep your radio with you at all times and return it to the volunteer room at the end of the day.

SNACK (Provided by The Lighthouse)

Snack will be served from **3 pm to 4 pm** every day. The snack time as indicated in the schedule is from 3-3:30 pm. If anyone that comes to the program **after 3:30 pm**, please send them to the coordinator to receive a snack.

Snack is served in the kitchen snack window as of 3 pm when most students arrive. It is for all students, including high school students.

When serving snacks, please complete the following steps:

1. Volunteers/Interns who serve snacks must wash their hands in the kitchen sink for at least 20 seconds.
2. Volunteer/Intern hands each student the snack with ***all*** components.
3. For every student that receives a snack, the volunteer/intern must check off the student's name on the snack sheet.
4. Students must take their snacks straight to the courtyard (there may be days they go straight to their classroom instead).
5. Students must use hand sanitizer before starting their snacks.
6. There will be a box (share box) next to the serving area to collect the unopened snack components that students do not want.
7. After 4:30 pm, volunteers are welcome to take a snack from the refrigerator if they wish to do so.

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- Students review the RuLeS at the end of snack time each afternoon.
 - This is the only time of day that students are allowed to have their masks off (if indoors).
 - No one should get up without permission while eating.
 - Kids who arrive after the initial snack time **might not** receive their snack. Ask coordinator
 - No electronics (phones, Chromebooks, laptops, tablets, etc.) or toys from home should be out during snack time.
 - **Please follow all of the procedural steps when serving meals. The food is provided by the USDA and we can be observed at any time without prior notice.**

WATER BOTTLES

There are no drinking fountains at Pomona Hope. Giving each student a water bottle for the year promotes conservation and health. Each student has their own water bottle with their name on it.

Water bottles

- Each student receives a water bottle at the beginning of the year.
- Water bottles should be taken home every day to be cleaned, and then return with the student the next day.
- Volunteers/Interns are encouraged to bring their own water bottles.
- Students are also welcome to bring their own water bottle if they chose to not use the one provided by Pomona Hope.

Water

- There is a water dispenser in the Loft, Alcove, Balcony Rm, Cave, and Kitchen.
- Students may get water *only* during Meal time and transition times, only at the water cooler, and *only* with volunteer/intern permission.

HOMEROOMS

Students will be assigned a classroom and that will be their room for the year. Students have Student Boxes here. This is also where students do homework, eat snack (occasionally), and have enrichment workshops (unless they are outside). Homerooms are as follows:

- Alcove (first floor)
- Balcony/ Art Rm (second floor)
- The Cave (first floor, back hallway)
- The Loft (third floor) - *not being utilized often at this time.*

STUDENT BOXES

- Each student enrolled at PH receives a large box containing a folder, notebook, and ruler. The box also has a pencil box that contains an eraser, crayons or colored pencils, scissors, a homework stick, and a glue stick.
- It is the student's responsibility to take care of his/her box and the things in it.
- If items are lost, misplaced, or damaged, students may use PH dollars to buy replacements.
- At the end of the year, students may bring home all the contents in their box.

BATHROOM VISITS

- After every workshop or study time, there will be a transition time for students to go to the restroom.
- Please encourage students to go to the restroom during transition time to reduce interruptions during study time or workshop instruction.
- If it's an emergency and a student needs to use the restroom during study time or workshops, they may purchase a trip to the restroom for **\$50 PH dollars** which will be deducted from their Stash101 account by a volunteer. A volunteer will have to accompany them to the restroom and back to the homeroom.
- If the number of volunteers in a homeroom is low or there is no one available to take a child to the restroom, please call the coordinator for help. **DO NOT LEAVE STUDENTS IN THE HOMEROOM ALONE.**

VOLUNTEER SUPPLY BOXES

- In each homeroom, there is a Volunteer Supply Box. This box contains multiple of all items found in the Student Box, plus a highlighter, pen, pencil, and note-cards.
- Should a student need to replace any missing or broken items, volunteers may retrieve them here*.
- Should a volunteer require *any* of the items in the Volunteer Supply Box, s/he is welcome to use them.

*Prices for each item may be found on the back cover of volunteer wallets.

STUDY TIME PROCEDURES

Study time is the student's chance to get help with understanding their homework. If the student says they do not have any homework, this is still a chance for them to read, practice concepts and spelling, or memorize vocabulary, geography, history, times tables, etc. ASPH students should do this for at least 20 minutes before moving on to Fast Finishers activities.

HOMEWORK

- Most students have their homework in their school Chromebooks. **It is important that you check their assignments here.**
- Ask students if they need help. Some will not need help but still, make sure they are doing the work correctly. Sometimes students are shy and will not ask for help.
- Students may already have completed homework before arriving. Volunteers should check their homework to make sure it has been completed and that it is done correctly.
- Make sure to reward students for completing their homework/assignments accurately after checking them (whether done at Pomona Hope or at home).
- If a student does not have homework, have the younger students (K-3rd) work on worksheets (ABCs, numbers, writing their name, etc.). Older students (4th-8th) should read a book or practice for upcoming tests.

READING

- All students should bring a book to read. If they do not have a book, they can borrow one from their homeroom library.
- When homework is complete, students **must read** for at least **20 minutes** prior to doing a fast finisher.
- After they are done reading for at least 20 minutes, ask them to tell you what they read.

FAST FINISHERS

- When finished with their homework and/or their 20 minutes of reading, students may log into the Fast Finishers Google Classroom and choose an assignment to work on.
- Students may earn PH\$\$ as they complete Fast Finisher assignments (to be awarded by the program director)
- Students who refuse to do any of the above quietly should receive a warning. If they persist, please call the Coordinator.

STUDY TIME TIPS, TRICKS, AND BEST PRACTICES

Procedure

Volunteers/Interns encourage active learning during Study Time:

- o Monitor students' work, maintain a quiet environment and enforce hand-raising.
- o Active learning involves students' participation and concentration – understanding what they are doing and why they are doing it.

• If a student does not have homework

- o S/he may study or read for 20 minutes.
- o After 20 minutes, s/he may continue studying/reading or may move on to working on a Fast Finisher assignment
- o Students in the Junior High who do not bring homework need to speak with the coordinator.

• When students are all working quietly and, seemingly, productively

- o Volunteers look over each student's shoulder and ensure that he or she understands the work.

• If a student completes their homework

- o When students have completed homework, they must first read for at least 20 minutes. Once they are done reading, they may choose between the Fast Finisher activities available and work on one quietly.

• When there is an overabundance of volunteers

- o Volunteers should choose one to three students to focus on (ideally, students who are sitting near each other), inform other volunteers of who they will work with, sit beside these students, and where appropriate, encourage active learning, e.g. *"Explain these directions to me,"* or *"Tell me what you'll do before you start"*

• REMEMBER to reward students with Pomona Hope money for completing homework and/or for working hard the entire time!

IF YOU NOTICE A CHILD CONSISTENTLY DOESN'T HAVE HOMEWORK AND EVERYONE ELSE DOES, PLEASE NOTIFY THE COORDINATOR.

Tutoring Tips

• Think of yourself more as a coach than a tutor.

- o Students will likely not come to you with questions. It's your job to ask questions, get to know students' working habits, and encourage active learning.

• Do NOT give the students answers!

- o Focus on ensuring students understand how to get to the answer.
 - Feel free to write down the steps to get to the answer, if applicable.
- o Show "how to" on a similar, made-up problem.
- o "Tell me how you got this."

• Pay attention to discipline as well as learning.

- o Even if the room is quiet, volunteers should not assume that their job is done. Continue to engage with the students!
- o Sometimes students who appear the most on task do not know what questions to ask to further understand, are embarrassed to do so, are working too hard and need to be taught a simpler method to answer questions, or have an area of misunderstanding that they are not aware of.

Common Core Math Tips

Common Core is the system of standards that public schools across the country are held to. Especially with math, students are learning in very different ways than volunteers might have when they were in school. Generally speaking, Common Core teaches students to understand the concepts behind the calculations.

If you don't know how to solve a problem the way it is asking you to do it, here are some ideas:

- Ask the student to show you how they would start. You may then be able to catch on and help them finish.
- Give the student an easier problem first. This may demonstrate the method for you.
- Get help from another volunteer or student who knows how to do the problem.

Do not complain about Common Core in front of the students. We know it may be difficult for volunteers to help in this new way, but we want to encourage the students in their learning.

Volunteer Neal Golub generously helped us put together some tutorial videos, which are posted online. On YouTube, search for the channel "*PomonaHopeLiz*" and you will find videos about:

- Addition Using Place Value Chart
- Subtraction Using Place Value Chart
- Multiplication Using Place Value Chart
- Division Using Place Value Chart
- Addition and Subtraction Using Number Bond Diagram
- Addition and Subtraction Using Arrow Diagram

POSSIBLE ENRICHMENT WORKSHOPS

Extracurricular workshops are led by interns and other dedicated volunteers. If a workshop leader is absent, you as a volunteer may be asked to lead a workshop.

THE ARTS AT POMONA HOPE & ART WORKSHOPS

The Arts at Pomona Hope fosters self-expression and community growth through the visual and performing arts. Our constituency participates in a wide variety of experiences where we envision and create the world we want to live in. Every student group has art at least once a week. Workshops will be led by interns. Volunteers may be asked to lead a pre-planned lesson.

LANGUAGE ARTS ENRICHMENT

Academic Enrichment Interns will be responsible for testing the students with whom they are working. They will use these test results to formulate individualized lessons, targeting the objectives upon which the student has performed weakest.

STEM

STEM Workshops are led by interns or volunteers and are designed to prepare students for the critical thinking skills they will need to succeed in school and careers.

Volunteers may be asked to lead this workshop with a pre-prepared lesson.

GARDEN WORKSHOP

In the Garden Workshop, students will go to the Center Street Community Garden and learn about how to grow their own food, best environmental practices, what they can cook with food they've grown, etc. Pomona Hope has its own plot in the garden and often the students help to grow food there, which they then get to take home.

WELLNESS WORKSHOP

Every week, students will be learning about the various components that go into being healthy such as mental health, nutrition, exercise, and more. **Volunteers may be asked to lead this workshop with a pre-prepared lesson.**

COMMUNITY SCIENCE WORKSHOP

Every week, students will be learning about Earth Science and how to take care of the earth at Center Street Community Garden (right across the street). This workshop is led by Mark McReynolds from A Rocha USA (<https://arocha.us/socal>).

BIBLE STUDY: Everyone is able to attend Bible Study Workshops. Students, parents, and volunteers are able to opt-out of this workshop if we are told officially and in advance.

**If you as a volunteer/intern feel uncomfortable with this workshop or wish to not participate, you are able to opt-out and you will not be scheduled to help there.*

JUNIOR HIGH LEADERSHIP: PRYME In partnership with Cal Poly Pomona and University of La Verne math professors, in the 2019-2020 school year Champions will have a weekly math workshop. The class is designed to empower high school students to teach junior high students math lessons and encourage junior high students in ownership of their own learning.

HIGH SCHOOL: ADVOCATES ACHIEVE - College Success and Leadership: These courses are designed for high school students to engage in their future by concentrating on essential tools that prepare them for college, work, career, and life. The purpose of these classes is to educate students about the college application process and provide them with the necessary tools to "level the playing field" among prospective college students regardless of their socioeconomic standing.

ENTERING A ROOM

Every time you enter a new room or begin a new workshop, please remind the students to be Respectful, Safe, and ready to Learn.

LEAVING THE ROOM

As a volunteer/intern, please promote good stewardship of students' individual possessions, Pomona Hope Boxes, and the resources used at Pomona Hope.

- **Do this by:**
 - Asking students to clean up their work area
 - Pencils are sharpened and returned to their cups
 - Sharpeners are in their wallets
 - Cups are with them (or thrown away at the end of the day)
 - Trash is picked up and thrown away.
 - Tables are straightened.
 - Chairs are pushed in.
 - If a student says they've cleaned everything they worked with, ask them to help their neighbor (everyone is their neighbor).
 - No one should leave the classroom until the workshop leader or a volunteer has given permission.

ADVOCATES (HIGH SCHOOL STUDENTS): EXPECTATIONS AND PRIVILEGES

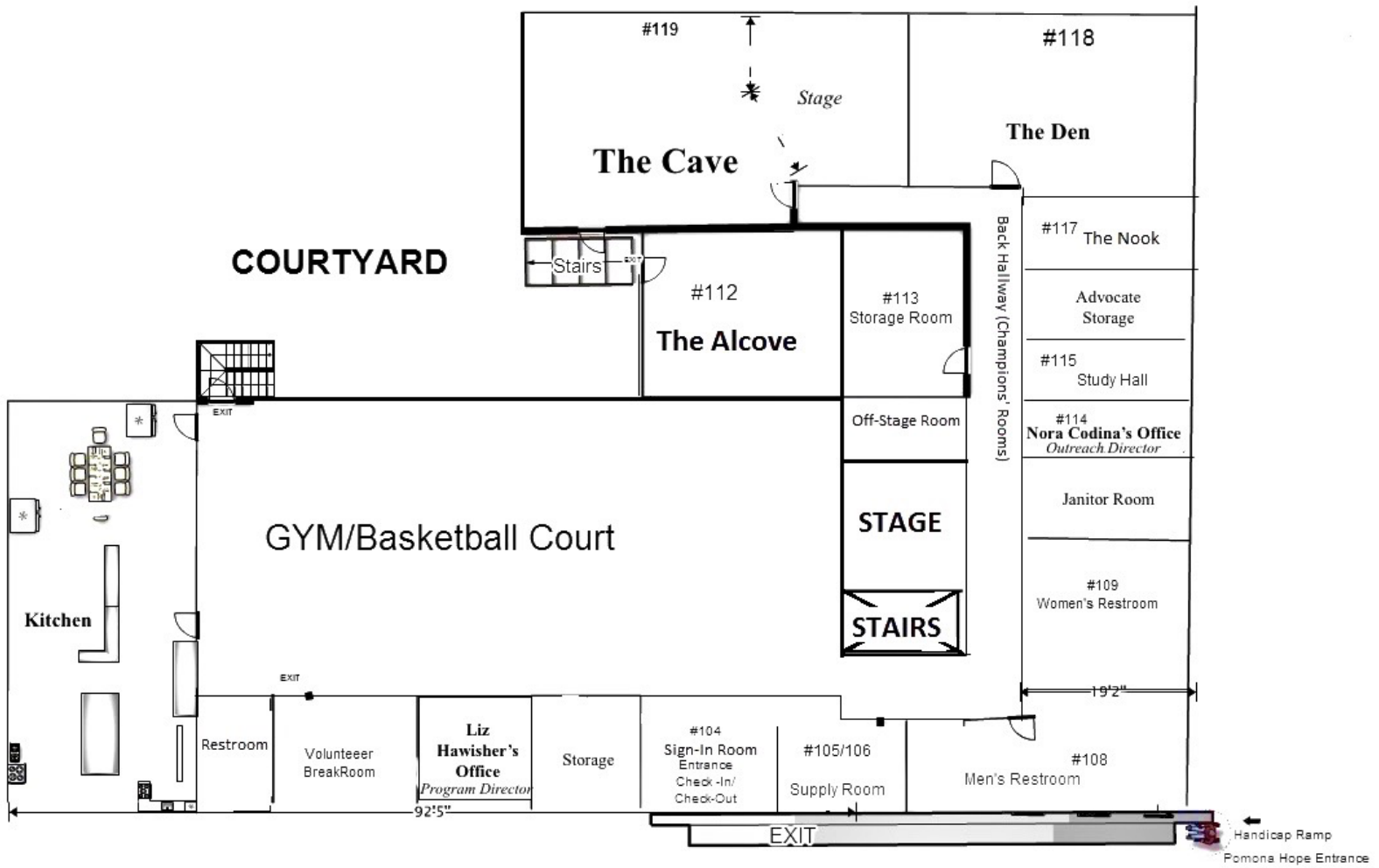
- All Advocates go through youth volunteer training.
- **Volunteering**
 - Advocates function as volunteers in the classroom when they are not working on their homework or in their own Leadership Classes. If you find they are not doing this, as an adult, please direct them and/or tell the staff.
- Advocates do not use the incentive system.
- All adult volunteers are encouraged to see themselves as "*mentors*" or "guides" when interacting with High School Students.
 - If you have questions about where an Advocate student is/what he/she is doing, ask.
 - If he/she is *not* where the schedule indicates, ask him/her to go to the appropriate location.
 - Report all concerns and/or redirect them to the coordinator.
 - Encourage Advocates to participate in workshops. They should not be hanging out on the sides of the classroom, talking to one another, or using their phones in workshops. Direct them to specific tasks, including working with specific students.

LETTERS OF REFERENCE/RECOMMENDATIONS/EVALUATIONS

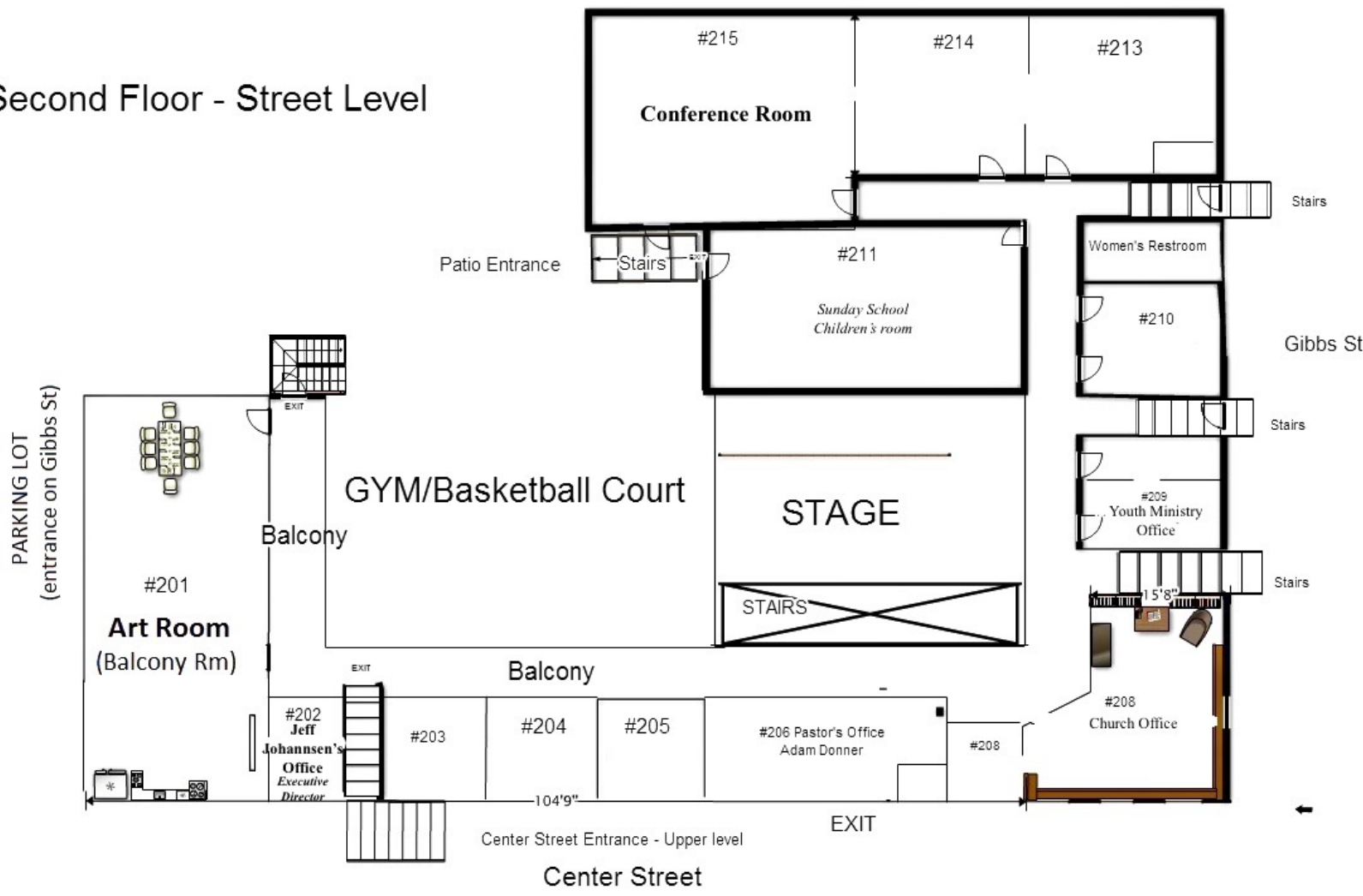
Thank you for your service! If ever necessary, we would certainly consider writing you a letter of recommendation or filling out an evaluation. Please know that ***we require two weeks, at minimum***, to complete such documentation. We will not be able to complete requests submitted with less than two weeks' notice

POMONA HOPE FACILITY MAPS (3 Floors)

First Floor/Basement



Second Floor - Street Level



- **This floor is mainly used by “JustUs4Youth (STAY Program (Transitional Age Youth))”.** *The JU4Y Transitional Age Youth Program is a transitional housing opportunity that is offered to homeless youth who are in need of a stable home so they can take the proper steps to get their lives back in order.*
- **The only classroom that is part of Pomona Hope on this floor is the “LOFT” (Room 305).**

No one should be on this floor unless assigned to the loft.

THIRD FLOOR



KEY THINGS TO REMEMBER

- Safety is the most important priority at Pomona Hope—physical, mental, and emotional.
 - Never leave children alone in a room.
- Tell the Outreach Director if you are unable to come at a time you are expected **ASAP**
 - Communication is key!
- Actively engage with students throughout the afternoon
 - Even if you are not leading a workshop, encourage the kids to listen and learn by participating!
 - Be mindful of your cell phone usage when with students.
- Follow the incentive/consequence system
 - Remember to reward students when they earn it.
 - Give warnings for breaking the RuLeS
- Call the Coordinator on the radio for any of the following:
 - Warnings given
 - Injuries to anyone
 - If you need any extra supplies in your room
- Follow your schedule throughout your day here.
- Have fun!

VOLUNTEER/INTERN PROMISE 2022-2023

As a volunteer or intern for the **After-School with Pomona Hope program 2022-2023**, I commit to equipping the young people I work with to act powerfully to transform their lives and the lives of their community, in the following ways:

1. Being committed.

- I will do my best to adhere to the days I committed to volunteer or intern.
- I will do my best to always be **on time**.
- In the event that I am unable to make it to Pomona Hope, or will be late, I will inform the After-School with Pomona Hope Outreach Director, Nora Codina, **by e-mail** at nora@pomonahope.org with as much advance notice as I am able to give. If a last-minute emergency arises, I will call the Outreach Director at (909)921-3618 ext. 4.
- I will follow my personalized schedule.

2. Adhering to After-School with Pomona Hope encouragement and discipline policies.

- I will enforce all rules and incentives consistently.
- I will give warnings as needed and report them to the Program Director or the Coordinating Intern.

3. Being a good role model to the kids.

- In addition to enforcing the program's rules, where appropriate, I will follow them myself.
- I will follow Pomona Hope's dress code.
- I will not discuss more mature subjects with or around students, endorse illegal or improper activities, or confide in students inappropriately.
- I will step away from the students when using my cell phone or other personal electronics.
- If I am able to speak Spanish or any other language with the students, I will be courteous to those around me by ensuring that I do not exclude others who are unfamiliar with the language.
- I will **participate** in workshop activities, and not be distracting to students as they are supposed to be learning.

4. While volunteering or interning, I will do my best to keep myself and the students at Summer Enrichment with Pomona Hope safe.

- I will not leave kids alone in a room.
- I will discourage actions that could result in injury.

**** THIS COPY IS FOR YOUR RECORDS, PLEASE SIGN THE LOOSE or PDF COPY PROVIDED TO YOU BY THE FACILITATOR AND RETURN IN PERSON OR EMAIL A SCANNED COPY TO nora@pomonahope.org***

Volunteer/Intern Name (Printed) Volunteer/Intern Signature Date

THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING



CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION AND HARASSMENT

THE CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING (DFEH) ENFORCES LAWS THAT PROTECT YOU FROM ILLEGAL DISCRIMINATION AND HARASSMENT IN EMPLOYMENT BASED ON YOUR ACTUAL OR PERCEIVED:

- ANCESTRY
- AGE (40 and above)
- COLOR
- DISABILITY (physical and mental, including HIV and AIDS)
- GENETIC INFORMATION
- GENDER IDENTITY, GENDER EXPRESSION
- MARITAL STATUS
- MEDICAL CONDITION (genetic characteristics, cancer or a record or history of cancer)
- MILITARY OR VETERAN STATUS
- NATIONAL ORIGIN (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law)
- RACE
- RELIGION (includes religious dress and grooming practices)
- SEX/GENDER (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)
- SEXUAL ORIENTATION

THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT (GOVERNMENT CODE SECTIONS 12900 THROUGH 12996) AND ITS IMPLEMENTING REGULATIONS (CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTIONS 11000 THROUGH 11141):

- ① Prohibit harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by any persons and require employers to take all reasonable steps to prevent harassment. This includes a prohibition against sexual harassment, gender harassment, harassment based on pregnancy, childbirth, breastfeeding and/or related medical conditions, as well as harassment based on all other characteristics listed above.
- ② Require that all employers provide information to each of their employees on the nature, illegality, and legal remedies that apply to sexual harassment. Employers may either develop their own publications, which must meet standards set forth in California Government Code section 12950, or use a brochure from DFEH.
- ③ Require employers with 50 or more employees and all public entities to provide sexual harassment and abusive conduct prevention training for all supervisors.
- ④ Prohibit employers from limiting or prohibiting the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language restriction and consequences for violation. Also prohibits employers from discriminating against an applicant or employee because they possess a driver's license issued to a person who is unable to prove that their presence in the United States is authorized under federal law.
- ⑤ Require employers to reasonably accommodate an employee, unpaid intern, or job applicant's religious beliefs and practices, including the wearing or carrying of religious clothing, jewelry or artifacts, and hair styles, facial hair, or body hair, which are part of an individual's observance of their religious beliefs.
- ⑥ Require employers to reasonably accommodate employees or job applicants with disabilities to enable them to perform the essential functions of a job.

- ① Permit job applicants, unpaid interns, volunteers, and employees to file complaints with DFEH against an employer, employment agency, or labor union that fails to grant equal employment as required by law.
- ② Prohibit discrimination against any job applicant, unpaid intern, or employee in hiring, promotions, assignments, termination, or any term, condition, or privilege of employment.
- ③ Require employers, employment agencies, and unions to preserve applications, personnel records, and employment referral records for a minimum of two years.
- ④ Require employers to provide leaves of up to four months to employees disabled because of pregnancy, childbirth, or a related medical condition.
- ⑤ Require an employer to provide reasonable accommodations requested by an employee, on the advice of their health care provider, related to their pregnancy, childbirth, or a related medical condition.
- ⑥ Require employers of 50 or more persons to allow eligible employees to take up to 12 weeks leave in a 12-month period for the birth of a child; the placement of a child for adoption or foster care; for an employee's own serious health condition; or to care for a parent, spouse, or child with a serious health condition. The law also requires employers to post a notice informing employees of their family and medical leave rights.
- ⑦ Require employment agencies to serve all applicants equally, refuse discriminatory job orders, and prohibit

employers and employment agencies from making discriminatory pre-hiring inquiries or publishing help-wanted advertisements that express a discriminatory hiring preference.

- ⑧ Prohibit unions from discriminating in member admissions or dispatching members to jobs.
- ⑨ Prohibit retaliation against a person who opposes, reports, or assists another person to oppose unlawful discrimination.

FILING A COMPLAINT

The law provides for remedies for individuals who experience prohibited discrimination or harassment in the workplace. These remedies include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist orders, expert witness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages.

Job applicants, unpaid interns, and employees: If you believe you have experienced discrimination or harassment you may file a complaint with DFEH. Independent contractors and volunteers: If you believe you have been harassed, you may file a complaint with DFEH.

Complaints must be filed within one year of the last act of discrimination/harassment or, for victims who are under the age of 18, not later than one year after the victim's eighteenth birthday.

If you have a disability that prevents you from submitting a written pre-complaint form on-line, by mail, or email, DFEH can assist you by scribing your pre-complaint by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or call us through your VRS at (800) 884-1684 (voice).

To schedule an appointment, contact the Communication Center at (800) 884-1684 (voice or via relay operator 711) or (800) 700-2320 (TTY) or by email at contact.center@dfeh.ca.gov.

DFEH is committed to providing access to our materials in an alternative format as a reasonable accommodation for people with disabilities when requested.

Contact DFEH at (800) 884-1684 (voice or via relay operator 711), TTY (800) 700-2320, or contact.center@dfeh.ca.gov to discuss your preferred format to access our materials or webpages.

DFEH-E07P-ENG / May 2017

Government Code section 12950 and California Code of Regulations, title 2, section 11013, require all employers to post this document. It must be conspicuously posted in hiring offices, on employee bulletin boards, in employment agency waiting rooms, union halls, and other places employees gather. Any employer whose workforce at any facility or establishment consists of more than 10% of non-English speaking persons must also post this notice in the appropriate language or languages.

FOR MORE INFORMATION

Department of Fair Employment and Housing

Toll Free: (800) 884-1684
TTY: (800) 700-2320
Online: www.dfeh.ca.gov

Also find us on:





VOLUNTEER WAIVER OF LIABILITY AND PHOTO RELEASE

Please read carefully. This document may affect you legally.

PARTIES INVOLVED

This agreement is between Pomona Hope and the volunteer. Pomona Hope., a nonprofit organization, its directors, officers, employees, and agents are collectively referred to as "POMONA HOPE". The undersigned is referred to as the "VOLUNTEER".

VOLUNTEER LIABILITY RELEASE

In consideration of my desire to serve as a volunteer with Pomona Hope, I hereby assume all responsibility for any and all risk of property damage, bodily injury, illness, or death that may result from my participation in any voluntary effort or any other activity of any nature.

I agree to abide by all rules, regulations, and directives from Pomona Hope concerning safety and the use of all equipment and facilities. If I fail to do so, I understand Pomona Hope can immediately terminate my volunteer activities.

Further, I, for myself and my heirs, executors, administrators and assigns, hereby release, waive, discharge, and hold harmless Pomona Hope and its officers, directors, employees, agents, affiliated organizations, and volunteers of and from any and all claims which I or my heirs, administrators, and assigns ever may have against any of the above for, on account of, by reason of, or arising in connection with such volunteer efforts or my participation therein, and I hereby waive all such claims, demands, and causes of action.

I understand Pomona Hope does not assume any responsibility or obligation to provide financial or other assistance, including but not limited to medical, health, or disability insurance, in the event of injury, illness, death, or property damage. I UNDERSTAND I AM ENCOURAGED AND EXPECTED TO CARRY PERSONAL LIABILITY OR HEALTH INSURANCE PRIOR TO VOLUNTEERING. The VOLUNTEER releases Pomona Hope from any claims arising from first aid, medical treatment, and service rendered.

Further, I expressly agree that this Liability Release is intended to be as broad and inclusive as permitted by the laws of the State of California and that this Liability Release shall be interpreted in accordance with the laws of the State of California. Jurisdiction and venue for any action with respect to this Liability Release shall only be in Los Angeles County, State of California. I agree that in the event any portion of this Liability Release is held invalid, the balance shall notwithstanding, continue in full force and effect.

I hereby warrant that I have every right to contract in my own name in the above regard. Further, I have personally and carefully read the foregoing release and understand the contents thereof and sign this release as my own free act. I understand I am giving up substantial rights, including, but not limited to, my right to sue.

PHOTO RELEASE

I agree to permit photographs, video or digital tapes, movies, and/or sound recordings of myself for the purpose of television, radio, newspaper or outdoor advertising, videos, printed materials (brochures, banners, posters, etc.), internet, social media, and/or news stories.

I hereby grant and convey unto Pomona Hope unlimited publication or use and all right, title, and interest in any and all photographic images and video or audio recordings made by Pomona Hope during my Volunteer Activities with Pomona Hope, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings. I hereby waive all claims for any compensation for such use or for damages, now or anytime in the future. VOLUNTEER hereby releases and discharges Pomona Hope from any and all claims and demands arising out of or in connection with the use of the Photos, including without limitation any and all claims for libel or invasion of privacy.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THIS RELEASE

Name: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Signature: _____ Date: _____

In Case of Emergency, please contact:
Name: _____ Relation: _____ Phone: _____

COVID-19 Volunteer Acknowledgement and Liability Waiver (2022-2023)

I, _____, wishing to volunteer my time and services with **Pomona Hope** in the **After-School with Pomona Hope program**, hereby acknowledge that said organization is doing everything they can to protect me, the students, staff, and the general public working in or visiting the premises. To this extent, I agree to follow the Center for Disease Control (CDC), local health district guidelines, and Pomona Hope policies and procedures to the best of my ability.

COVID-19 SAFETY INFORMATION:

The novel coronavirus ("COVID-19"), has been declared a worldwide pandemic by the World Health Organization.

While participating in events held by Pomona Hope, "social distancing" must be practiced to reduce the spread of Novel Coronavirus or COVID-19. This will require me to maintain six (6) feet of distance between myself, fellow volunteers, and patrons of the organization as much as possible. This procedure will be required for visitor-to-visitor contact as well to limit exposure. Surgical face masks (*preferably N95 or N94*) **must be** worn at all times **while being indoors on the premises** to reduce the risks of exposure to COVID-19. Because COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact, Pomona Hope has put in place preventative measures to reduce the spread of COVID-19. However, Pomona Hope cannot guarantee that its students, volunteers, interns, staff, or others in attendance will not become infected with COVID-19.

While rules, guidance, and personal discipline may reduce this risk, the risk of serious illness and death does exist. Pomona Hope cannot completely mitigate the transfer of communicable diseases like COVID-19, especially when involved in the After-School with Pomona Hope program. Participating as a volunteer or intern in the program includes possible exposure to illness, injury, or death from infectious diseases including COVID-19.

Considering the ongoing spread of COVID-19, individuals who fall within any of the categories below **should not** participate in the **After-School with Pomona Hope program** until fully recovered. By participating as a volunteer or intern, you certify that you do not fall into any of the following categories:

- Individuals who currently or within the past fourteen (14) days have experienced any symptoms associated with COVID-19, which include fever, cough, and shortness of breath among others.
- Individuals who have traveled at any point in the past fourteen (14) days either internationally or to a community in the U.S. that has experienced or is experiencing sustained community spread of COVID-19, or
- Individuals who believe that they may have been exposed to a confirmed or suspected case of COVID-19 or have been diagnosed with COVID-19 and are not yet cleared as non-contagious by state or local public health authorities or the health care team responsible for their treatment.

DUTY TO SELF-MONITOR:

- Volunteers and interns agree to self-monitor for signs and symptoms of COVID-19 (fever, cough, sore throat, shortness of breath, and/or loss of taste and smell) or any other symptoms within 14 days after participating or volunteering in the After-School with Pomona Hope program and notify the Outreach Director, Nora Codina at nora@pomonahope.org.
- Volunteers and interns agree to notify the Outreach Director, Nora Codina at nora@pomonahope.org if they have traveled to a high-risk area for COVID-19 or had contact with a person with diagnosed or suspected COVID-19 so that all individuals in contact with them at Pomona Hope can be notified of possible exposure. Individuals will not volunteer or intern for at least 3-4 days after symptoms have subsided and/or follow the CDC guidelines for self-isolation before returning to their volunteer or internship duties.
- Volunteers and interns agree to have their temperature checked upon arrival at the premises (if required).
- Volunteers and interns agree to utilize surgical masks upon arrival at the premises. The mask should fit firmly over the nose and mouth (*preferably N95-N94*) and it should be worn **indoors at all times** to reduce the risk of exposure to COVID-19 to themselves and others. At the moment, a mask is not required outdoors. However, keep in mind that this could change at any time.
- Volunteers and interns agree to wash or sanitize their hands after using the restroom, sneezing, coughing or any time needed.
- Volunteers and interns agree to use hand sanitizer throughout the day while working with the students in the After-School with Pomona Hope program.

RELEASE AND WAIVER:

In consideration of the opportunity to volunteer my time and services with the After-School with Pomona hope program and any related transportation to and from Pomona Hope events, I voluntarily agree to waive and discharge any and all claims against Pomona Hope and release it from liability for any exposure to or illness or injury from an infectious disease including COVID-19, including claims for any negligent actions of Pomona Hope or its employees or agents, to the fullest extent allowed by law, for myself, my child, our estates, our heirs, our administrators, our executors, our assignees, and our successors.

I also agree to release, exonerate, discharge, and hold harmless Pomona Hope, its Board of Directors, the individual members thereof, and all officers, agents, employees, volunteers, and representatives from all liability, claims, causes of action, or demands, including attorney fees, fines, fees, or other costs (e.g. medical costs) arising out of any exposure to or illness or injury from an infectious disease including COVID-19, which may result from or in connection with my participation in the After-School with Pomona Hope program.

I further certify and represent that I have the legal authority to waive, discharge, release, and hold harmless the released parties on behalf of myself and the above-named student.

I certify that I have read this document in its entirety and fully understand its contents. In exchange for the opportunity to volunteer or intern at the After-School with Pomona Hope program, I freely and voluntarily assume all risks of such hazards and notwithstanding such, release Pomona Hope from all liability for any loss regardless of cause, and claims arising from the student's participation with the After-School with Pomona Hope program.

ASSUMPTION OF THE RISK: I acknowledge and understand the following:



Pomona Hope 2022/23

1. Participation includes possible exposure to an illness from infectious diseases including but not limited to COVID-19. While adhering to rules and personal discipline may reduce this risk, the risk of serious illness and death does exist;
2. I knowingly and freely assume all such risks related to illness and infectious diseases, such as COVID-19, even if arising from the negligence or fault of the Released Parties; and
3. I hereby knowingly assume the risk of injury, harm, and loss associated with the Activity, including any injury, harm, and loss caused by the negligence, fault, or conduct of any kind on the part of the Released Parties.

VOLUNTEER/INTERN WAIVER - I accept and agree to the terms stated above and register to volunteer or intern with Pomona Hope.

* By signing below, I agree to comply with the written instructions above. Failure to comply with these written instructions or verbal instructions from staff may result in my volunteer or internship privileges being removed and I may be asked to leave the premises.

Signature: _____

Date: _____

Parent or Legal Guardian (under 18 years of age only)

Signature: _____

Date: _____