

morningstar cfs
children and family services, inc.



Volunteer Guide



Dear Volunteer(s):

My name is Katie Morse, Development Coordinator and Social Media, and I will be your contact through the volunteer process. We also have Vickie Harris, Activities Coordinator, who will also potentially be your contact, especially if you go through Morningstar Academy to volunteer. First, thank you for choosing to volunteer with Morningstar Children and Family Services, Inc. We are grateful that you would like to support us in this manner.

Morningstar is a unique residential treatment facility on 363 acres. Our youth have dual diagnosis (developmental and intellectual), many have suffered abuse and/or neglect. The IQ ranges between 40-80 and the ages range 10-21. There are two boys and one girl cottage. Our campus offers Morningstar Academy, a screened in pavilion, gymnasium, fishing pond, trails, goats, a donkey, and peafowl.

With the following packet are the requirements to be a volunteer, rules, proper dress attire, and so forth. Please review the information and let us know if you have any questions. Again, we are grateful that you want to volunteer with Morningstar.

Katie Morse
Development Coordinator and Social Media

To Volunteer with Morningstar

What is required:

- Fill out the questionnaire
- Sign the Liability Waiver Statement
- Sign the Confidentiality Agreement
- Sign the Volunteer Contract
- If you are a group, a volunteer contact and release forms
- Must be able to pass a background check, and it needs to be turned into Morningstar
- If you work with the youth, a Federal Finger print check will be required prior to working with the youth (can be done at UPS Stores after Stores)
- To work directly with the youth, you will need to be 18 years of age or older
- Performers/Entertainment, if under 18 must be chaperoned by someone 21 or older

Campus Rules:

- No smoking or electronic cigarettes on campus
 - If you must smoke, you will have to go beyond the gates
- No alcohol on campus at any time
- Please keep your vehicle windows up
- Keep your vehicle doors lock and keys with you at all time
- No photography of the youth on campus
- Keep your cellphone locked in your vehicle or with you at all times
- No candles, lighters or matches – please keep them in your vehicle locked
- No profanity around the youth

Dree Code:

- Shorts must be knee length
- No revealing or torn clothing
- No shirts with naked persons, profanity or alcohol advertising
- Closed toed shoes or sneakers preferred
- No skimpy tank tops or swimsuits
- Dress appropriately for the activity you will be doing

Volunteer Job Descriptions

Mentor Volunteer (must be 18 or older)

PURPOSE: To give a young person in Morningstar's care social, developmental and emotional support the companionship of a caring adult.

Mentor Duties/Responsibilities:

- Responsible for meeting with the assigned mentee for the agreed-upon time frame (i.e., often weekly or bi-weekly meetings for at least one year)
- Act as a resource and guide with in the regulations of Morningstar Children and Family Services, Inc. or Morningstar Academy
- Work closely with Morningstar staff through phone contact, personal conferences and group meetings
- Serve as an example/role model
- Accept and relate to youth who may not share the volunteer's lifestyle and values
- Respect the mentee's right to self-determination and independence

Mentor Requirements/Qualifications:

- Responsible
- Willing spirit
- Openness to cultural differences
- Good listening skills
- Patience
- Sense of humor
- Commitment
- Understanding of confidentiality

Matching Process:

Matches will be made based on interests, skills, background, knowledge and temperament of both the young person and the mentor.

Benefits for Mentors:

- Training in communication skills, the role of a mentor, diversity training and youth development.
- Increased skills in working with youth
- Insight into the life of a youth and youth culture
- The privilege of interacting with a young person open to being guided by a caring adult

Activities Volunteer (18 years or older or supervised by someone over 21)

PURPOSE: To work along with Morningstar, staff supervision to help or lead activities with the youth from playing games, sports or arts & crafts.

Activities Volunteer Responsibilities:

- Work closely with Morningstar staff through phone contact, personal conferences and group meetings prior to the event as needed
- Responsible for meeting with the assigned staff member at the agreed upon time and location on the day of the activity
- Provide necessary materials, if required
- Serve as an example/role model during the activity
- Accept and relate to youth who may not share the volunteer's lifestyle and values
- Respect the youths' right to self-determination and independence

Mentor Requirements/Qualifications:

- Responsible
- Willing spirit
- Openness to cultural differences
- Good listening skills
- Patience
- Sense of humor
- Commitment to complete the activity
- Understanding of confidentiality

Benefits for Activity Volunteer:

- Working with a diverse group of youth with special needs is a rewarding process.
- Increased skills in working with youth
- Insight into the life of the youth and their culture on campus
- The privilege of interacting with a young persons of various needs and backgrounds

Campus Grounds and Building Volunteer

PURPOSE: To work along with Morningstar, particularly with the head of the maintenance staff to address campus ground and building maintenance needs.

Campus Grounds and Building Volunteer Responsibilities:

- Work closely with Morningstar staff and maintenance department through phone contact, personal conferences and group meetings prior to the event as needed
- Responsible for meeting with the assigned staff member at the agreed upon time and location on the day of the activity for campus grounds or building maintenance
- Provide all necessary materials for the project
- Serve as an example/role model during the activity since youth may be out in the area you are working
- Accept and relate to youth who may not share the volunteer's lifestyle and values if you are approached by them
- Respect the youths' rights to privacy if you are working in their home (the cottages)
- Use campus equipment, if provided, with respect

Mentor Requirements/Qualifications:

- Responsible
- Willing spirit
- Openness to cultural differences
- Patience
- Sense of humor
- Commitment to complete the activity
- Understanding of confidentiality

Benefits for Activity Volunteer:

- Working on a campus rich with history and community with ongoing needs
- Increased skills in working with a diverse group of staff
- Insight into the life of the youth and their culture on campus
- Learning new skills or honing ones you already have

Performance Volunteer

PURPOSE: To entertain youth theatrically, musically or by other acceptable means depending on what is agreed upon.

Performance Responsibilities:

- Work closely with Morningstar staff and the coordinator assigned
- Responsible for meeting with the assigned staff member at the agreed upon time and location on campus the day of the entertainment
- Provide all necessary equipment to do the entertainment
- Serve as an example/role model during the entertainment since youth will be watching you while you are on campus
- Accept and relate to youth who may not share the volunteer's lifestyle and values if you are approached by them
- Respect the youths' rights to privacy
- Use campus equipment, if provided, with respect

Mentor Requirements/Qualifications:

- Responsible
- Willing spirit
- Openness to cultural differences
- Patience
- Sense of humor
- Commitment well during the performance/entertainment
- Understanding of confidentiality

Benefits for Activity Volunteer:

- Working on a campus rich with history and community with ongoing needs
- Increased skills in working with a diverse group of staff and youth
- Insight into the life of the youth and their culture on campus