



We Are Not Invisible Foundation

Volunteer Guide and Policies

We Are Not Invisible Foundation thrives through the efforts of our volunteers and partners. The following is WANIF's policies and rules for volunteers and is established to maintain the well being and safety of our street family members, our volunteers, our staff, and We Are Not Invisible Foundation and its projects. Please read carefully before filling out the volunteer agreement.

Mission

The mission of We Are Not Invisible Foundation is to respond to the needs of our chronically homeless, bridge the communication gap between the fortunate and less fortunate community, and address local homelessness issues. Part of our mission is to end hunger and fight to end homelessness & help prevent it.

WANIF serves the street families through:

- Sharing their stories on Instagram, YouTube, Facebook, and other social media.
- Partnering with other homeless advocacy groups to seek justice.
- Facilitating food donations and distribution to our street families. Distributions are done Mondays at 3:30pm, Wednesdays at 9:30am, and thursdays and 4:00 p.m. unless stated.
- Partnering with local businesses and groups to do monthly potlucks with our street families
- Providing water through Project H2O
- Facilitating and distributing living essentials, such as clothing, bedding, hygiene products, and more, and conducting drives to collect needed supplies.
- Providing other services, such as transportation, to help our street family members survive and escape homelessness
- Developing and investing in relationships and community.

Contact and Communications

WANIF phone: 559-898-2551 email: info@wanif.org

Much of our information regarding WANIF, volunteer info, events, etc. will be made available on the We Are Not Invisible Foundation website wanif.org. Please refer to this when possible. Information is also available on the Homeless In Fresno Facebook page.

Volunteer Protocol

- Volunteers must fill out a volunteer agreement to continue volunteering. This policy booklet and the volunteer agreements can be downloaded from the website at wanif.org. Completed forms may be submitted in person or emailed to info@wanif.
- First time volunteers must arrive a half hour before their first volunteering activity to be briefed on safety procedures and other important information.
- Those authorized to have supervisory authority over volunteers and partners include Director Desiree Martinez or Assistant Director Brandi Nuse-Villegas. Volunteers are to follow direction by the volunteer supervisors.. No other person is authorized to act as supervisor over volunteers. Any changes will be communicated directly by the supervisors.
- Volunteers are expected to follow through on commitments they have given to WANIF. If a volunteer cannot fulfill their commitment, they must notify Desiree in advance. Inconsistent attendance and/or failure to fulfill commitments or abide by the volunteer agreement may lead to dismissal.
- Volunteers will be added to the WANIF volunteer page on the Action Network. This private page will allow us to communicate regarding volunteer related activity and visible only to WANIF and volunteers. Those who wish to be omitted or do not have access to the internet need to communicate with Brandi.
- Volunteer information is confidential and will not be shared with other entities. We require our volunteers to maintain the same confidentiality.

CONDUCT

WANIF is grateful for the donated time and energy of our volunteers and wish to create an environment with clear expectations for the well being of all involved. Volunteers are expected to follow rules of conduct that will protect the interest and safety of our street family, all volunteers, staff, and WANIF. Failure to abide in the rules of may lead to dismissal.

Engagement with our Street Family

Our homeless community is family that we treat with the utmost respect and care for their safety and well-being. We expect our volunteers to have such respect for our street family and others we serve. WANIF has worked with the street family and is responsible for understanding local laws and other information pertinent to the well being of our street family and, as such, will direct volunteers in a manner in the best interest of our street family. Well-meaning actions by

volunteers without consent of WANIF could cause hardship or harm to our street family and the work of WANIF.

As such, we ask of volunteers:

- Volunteers must follow WANIF's rule, set forth by Desiree Martinez or supervisor when volunteering.
- **Volunteers who wish to do work directly with our homeless family need to understand that we work relationally and therefore engage our street family in conversation and otherwise interact with them while doing outreach, potlucks, and other activities with our street family.** WANIF encourages volunteers to talk with our street family and engage in conversations. We are not asking our volunteers to simply give a hand-out or treat them like customers or charity recipients, but to be part of our community.
- We also want our volunteers to feel safe. If conversations and interactions with any street family member, other volunteer, or anyone else present is uncomfortable or inappropriate,, please move away from the person and contact the supervisor.
- Volunteers may not photograph homeless person or others we serve without permission of director Desiree Martinez. We wish to maintain the dignity of our homeless persons and will guide our volunteers in appropriate ways to use photography that respects that dignity.
- Volunteers should follow safety directions given by Desiree.
- Volunteers are donating their time as representatives of WANIF and may not do work for their own agenda or that of another entity without consent of WANIF.

Communications/ Social and Print Media

Homeless In Fresno takes responsibility for creating promotional materials for any activity and event. Volunteers may request copies of printed media and are encouraged to share online and print promotions. Volunteers may not create their own promotional materials for We Are Not Invisible Foundation campaigns, events, donation drives, or any other activity of WANIF. Only WANIF is authorized to create promotional materials for any WANIF activity.

Unauthorized communications or activity on behalf of WANIF, including, but not limited to posting on the internet as an unauthorized representative of WANIF is prohibited.

Partnerships

Groups, businesses, and organizations wishing to partner with WANIF for an event, outreach, drive, or any other activity must complete a Memorandum of Understanding form with WANIF. This is not required if volunteering as an individual. It is required if the volunteer wishes to be for their entity to be named as a partner in WANIF promotional materials and communications. This form will layout the type of partnership, responsibilities, and required conduct. Contact Brandi or email info@wanif.org regarding partnership requests.

Donations and Fundraising

As a major function of WANIF is to receive and distribute donations to our street family, we require volunteers to follow these rules regarding donations.

- Volunteers may not receive monetary donations on behalf of WANIF unless authorized by Desiree. Donors should be directed to Homeless in Fresno's donation outlets.
- Volunteers must receive authorization from WANIF to receive material donations on an ongoing basis and will need to keep a donation log.
- Volunteers may not create social media sites, including Facebook pages, Facebook events, website pages, Paypal, Go Fund Me, or other sites or create flyers to solicit donations for monetary donation or donation in kind on behalf of We Are Not Invisible Foundation, Homeless In Fresno, or any of its campaigns. Volunteers are welcome to create links to Homeless in Fresno's online sites and otherwise refer its audience to We Are Not Invisible Foundation's sites for donation.

Conduct with other volunteers and supporters

Volunteers, donors, and other supporters place their trust in WANIF to be a bridge to serving our street family members. We expect volunteers to respect our supporters and follow rules that maintain that trust.

- Volunteers are prohibited from conducting activities, such as training and outreach with volunteers, and other supporters in the name of/on behalf WANIF without the consent of Desiree Martinez or presence of a supervisor.
- WANIF welcomes referrals of potential donors or supporters. Please email information of such to info@wanif.org. Volunteers are prohibited from representing WANIF to potential supporters, including donors, and conducting activities to gain support from another entity in the name of WANIF, Homeless in Fresno, or any of its campaigns.
- Volunteers are expected to act respectfully to other volunteers and supporters in their communication and conduct.
- Volunteers are expected to ask respectfully to those hosting an event and respect the venue.

Other conduct prohibited by We Are Not Invisible Foundation

The following are inappropriate conduct which could lead to dismissal:

- Theft or inappropriate removal or possession of WANIF's property or that of any WANIF volunteer, staff, agent or visitor, including donations.
- Volunteering under the influence of alcohol or illegal drugs and/or illegal or unauthorized possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the volunteer environment.
- Creating a disturbance on WANIF premises, at sponsored activities, or in areas which could jeopardize the safety of others or impede the work or mission of WANIF
- Improper use of WANIF's property or property owned by any other individual or organization.
- Lack of cooperation, or other disrespectful conduct or unsatisfactory conduct.