

PRE-SCHOOL GUIDELINES FOR SHORT TERM VOLUNTEERS



มูลนิธิมือต่อมือ
HAND TO HAND
FOUNDATION

Registration number: Chor Bor 11

Thai Leader: Khun Pai

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English Leader: Margaret Grainger

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Vision

* *To present the gospel message to children and their families in Pattaya.*

* *Show the love of Jesus in practical ways by providing education, food, clothing, medical care and support.*

Spiritual mandate:

"I was hungry and you fed me, thirsty and you gave me a drink; I was a stranger and you received me in your homes, naked and you clothed me, in prison and you visited me. (Matthew 25:35)

Responsibilities:

- At no time should the children be left unattended.
- Volunteers should consult a member of staff if there are any issues of concern.
- Inform staff of accidents and illnesses so that ailments can be treated by staff.
- Inform a Hand to Hand leader in case of your absence.
- You must obtain a current police check.
- You must follow the Child Protection and Discipline policies as set out by the Hand to Hand ministry board.
- Inform staff members if a child needs assistance in the bathroom. **The showering and toileting of children must be done by staff or long term volunteers.**

Dress Code:

Comfortable and casual dress is appropriate; however, please respect the following guidelines;

- Shirts/ t-shirts with sleeves - no tank tops (men and women)
- Knee length shorts/ trousers/dress or skirt
- Clothing that covers the three b's- belly, bottom and breasts!!

- If you would like a Hand to Hand T-shirt they are available at 300 Baht each.

Transportation:

All team members and volunteers are responsible for the organization and cost of their own accommodation and transportation.

Code of Conduct:

Please be aware that it has taken several years to develop a trust relationship with the people we serve. Please respect the following guidelines;

- No photos allowed to be taken without the permission of the ministry leaders.
- All photos taken must be forwarded or download to a Hand to Hand computer before leaving
- Never give the children or staff money or other items without the permission of the ministry leaders.
- The ministry leaders and full time staff instructions must be followed at all times.
- The personal information about staff and children must be kept confidential.
- At no point should a volunteer be alone with a child.
- All adult volunteers **must** use the staff bathroom upstairs.

Donations:

If you would like to contribute towards this ministry all donations are appreciated. Items that are always needed include;

- Crayons/ Pencils
- Finger paints
- Glue
- Paper
- Scissors
- Books
- Food
- Clothing (all sizes)
- Towels

If you would like to give a monetary donation you can give it to the ministry leaders.

All volunteers are required to sign this Code of Conduct Guideline and the Volunteer Partnership Agreement and return them to the Hand to Hand leader before volunteering. Anyone refusing to comply with this will not be allowed to be part of the team.

✂ _____

I _____ (print name) commit to follows these guidelines.

Signed _____ Date _____

Email address _____