



**Love Your
Neighbor
Rescue Mission
International
Incorporated**

Volunteer Handbook



**Give the Gift of Hope to a
Family in Need in Nigeria.**

www.lynmii.org
Donate Link



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WELCOME TO LOVE YOUR NEIGHBOR RESCUE MISSION INTERNATIONAL, INC.

Dear Volunteer,

Welcome to Love Your Neighbor Rescue Mission International, Inc. (LYNRMII) and thank you for your willingness and interest in volunteering with us.

At LYNRMII, volunteer services are very crucial to all that we do. The ultimate sacrifices of your precious hours or days spent with us in executing our projects, are true evidence of our global mission that we **LOVE** our neighbors as ourselves.

Since our inception in 2017, Love Your Neighbor Rescue Mission International has utilized more than 3,000 hours of time volunteered by compassionate individuals and healthcare professionals throughout the United States of America and Benin City, Edo State, Nigeria, where our target population lives. Those precious hours cannot be quantified in dollars or Naira monetary amounts because of the underlying sacrifices volunteers make in their personal, family, and work lives to serve those in abject poverty with us at LYNRMII.

This LYNRMII handbook was designed to get you acquainted with our background, history, operations, and the various ways that you can get involved with our different projects. Hopefully, this handbook will be of help to answer any questions that you may have about Love Your Neighbor Rescue Mission International, Inc.

We are so grateful that you chose to share your passion, expertise, and especially your **PRECIOUS TIME** to help us in Loving Our Neighbors. Without your spirit of volunteerism, we would not be able to rescue those families in abject poverty. We will do our utmost best to make your volunteer experience meaningful, impactful, purposeful, and enjoyable.

Thank You.

Sincerely,



Mabel Okungbowa
President, Executive Director



About Love Your Neighbor Rescue Mission International, Inc.

MISSION STATEMENT

The mission of Love Your Neighbor Rescue Mission International, Inc. (LYNRMII) is to improve and elevate the quality of life of the sick and provide food for poor families and children in Benin City, the capital of Edo State, Nigeria. This mission is achieved through micro loans to small businesses and support of farming enterprises throughout Edo State with plans to expand throughout the country of Nigeria.



VISION STATEMENT

Alleviate the suffering of individuals and families in Benin City, Edo State, Nigeria, to build a better world.



ABOUT LYNRMII

“LOVE does not necessarily originate in the emotions, but in the **WILL**; it consists not in feelings, but in **DOING**; not in sentiments, but in **ACTION**; not in soft words, but **UNSELFISH DEEDS.**” ~Author Anonymous

The above quote of the true meaning of Love resonated with the Founder of Love Your Neighbor Rescue Mission International (LYNRMII), who is the eldest child born into a family of ten in **ABJECT POVERTY** in Benin City, Edo State, Nigeria. Growing up, she had no food to eat, she became a beggar, and ate leftover food from others. Her family was so poor that her mother conceived and delivered all her children at home without prenatal care. She was lucky all the way through her pregnancies until she delivered her 6th child who was born with pathological jaundice. The Founder’s mother was desperate to save her child and took the child to a teaching hospital where she was told to admit the child. Unfortunately for her, she could not afford the money to pay for hospital bills and she settled to bring the child from home at intervals for phototherapy. Because the child’s bilirubin levels were so high, he developed kernicterus that left him with brain damage and the child grew up with developmental delays. He could not walk until he was 5 years old, his speech became gabbled, and had intermittent seizure-like episodes that rendered him useless in society. Essentially, he became a disabled child in the family, and the family was saddled with the responsibility of raising a disabled child with a chronic illness of Epileptic Seizures. In 2010, the Founder’s brother was 26 years old, and he wandered away from home and until this day, he has not been found. His 79-year-old mother continues to gaze at the door of their home hoping that someday, her son will return home to her.

Jaundice is a curable disease that is so common among new-born babies but left the Founder’s brother disabled because of her family’s abject poverty. Therefore, her childhood experience of preventable diseases that resulted in a fatal outcome left an indelible mark in her heart; but our Founder would not allow her pains to be wasted because her childhood experience had formed the foundation for her adult life’s calling.

Somehow, nature navigated her through life by a special designed will and she is here in the state of Florida, United States of America, working as a Nurse Anesthesiologist.

In 2017, the Founder of Love Your Neighbor Rescue Mission Int. had a vision to go back to the community that she grew up in because there are thousands of families in her similar abject poverty situation that stand in need of rescue. In all humility, she answered her calling and out of nothingness was born “Love Your Neighbor Rescue Mission International, Inc.”



WHAT WE DO

The Love Your Neighbor Rescue Mission International, Inc. (LYNRMII) is dedicated to improving and elevating the quality of life of the sick, needy, and those in abject poverty



starting in Benin City, Edo State, Nigeria. We do this by seeking out those who are sick and unable to afford medical treatment and providing the resources to restore their health. We help the needy/those in abject poverty by establishing small-scale businesses that would help to elevate their standard of living (shelter, food, medical treatment, and education). We assist rescued members by

providing educational support, social networking, moral support, and professional advisement services. We embark on this mission because we believe that the rescued individuals who are healthy and of a good standard of living are in a better position to Love their neighbors, give back to the society, and the world at large.

Love Your Neighbor was founded with the mission of executing two words, **"Giving Back."** LYNRMII is committed to giving back to the children and families (starting in Benin City, Edo State, Nigeria, and Africa as a whole) who are subject to abject poverty, and need the basic necessities, such as food, water, shelter, clothing, and a good education so they can begin to build a better life for themselves, and they need this kind of help to jumpstart their newfound life.



Today, in the region, life is synonymous with poverty, and basic health needs are not being



met. Many children experience days of starvation, many don't learn to read or write because education is lacking, clothing and shelter are at a bare minimum, and all these shortcomings need to be remedied. That is the mission of LYNRMII. Our mission at LYNRMII is to give those in peril a **hand UP** and not a **HANDOUT**. This is so critical to our mission, because when we help to rescue those in the very beginning, they, in turn, are able to reach out and help others, just as they were helped, because they know the effort, time, and emotional connections and feelings they felt when they were rescued, and it only seems right and pure of heart to do

the same for others in the region. This will create entire communities to be empowered and become a shining light and model for others to emulate.



School Support Project: Love Your

Neighbor currently supports thirty-one elementary school children at Oba Ewuare Elementary School. LYNRMII believes that an investment in a child's education will produce our future leaders including doctors, nurses, lawyers, senators, and presidents. We support our school children with Love in the following ways:

- a. We have fun singing and playing with the school children.
- b. We deliver hope-filled motivational speeches regarding their future career goals.
- c. We distribute their school supplies that include soap for hand washing, uniforms, backpacks, pencils, crayons, pens, notebooks, erasers, sandals, socks, and monthly milk supply for their nourishments.
- d. We conduct intermittent school visits to assess the children's educational progress.
- e. We conduct home visits to assess their living conditions and evaluate their families for their qualifications for our **hand UP** business module.



Farming to Table Program: LYNRMII currently has 25 Acres of farmland that we are growing Plantain and Palm plantations. We distributed farmland to our rescued families so that they will not die of hunger because they stand in need for survival (food, water, shelter, and clothing).





Entrepreneurship Program:

Love Your Neighbor Rescue Mission International (LYNRMII) rescues families in ABJECT POVERTY by providing money to them to start up small-scale businesses for these families. These **interest free** microloans are to give those in peril **hand UP** and not a **HANDOUT**.

Therefore, after their businesses take root, the capital funds are paid back and used to rescue the next family in abject poverty.





Healthcare to Individuals:

1. We are rescuing a teenager who is afflicted with epilepsy, and he needs a constant supply of medication (Tegretol 200mg twice daily) to stabilize his epileptic seizures so that he can become useful to himself and society.
2. A 23-year-old college student who was diagnosed with cervical cancer is being supported with early diagnosis and continuous testing and treatment.
3. We conduct free medical outreaches in the villages of Edo State, Nigeria. During these outreaches, we deliver health education on diabetes, hypertension, and good hand-washing techniques. Subsequently, the people are screened for diabetes, high blood pressure, and a referral is given to those who need a follow-up at their local health centers or hospital as applicable. In addition, we distribute over-the-counter medications such as Tylenol and Motrin; and medical equipment such as Glucometers, test strips, Lancets, Lancet holders, and alcohol pads for the continuity of blood sugar monitoring at home.
4. In-hospital health education to diabetics and distribution of diabetic equipment to the patients.





Medical Missions: We are in partnership with ProHealth International (PHI) and we embark on bi-annual medical missions to Nigeria where we provide medical, surgical, and anesthesia services to poor families who cannot afford healthcare in tertiary institutions.





VOLUNTEER OPPORTUNITIES

Love Your Neighbor Rescue Mission International, Inc. (LYNRMII) does not discriminate against any volunteer or volunteer applicant due to age, gender, race, ethnicity, religious affiliation, sexual orientation, or disability. Please refer to the Volunteer Guidelines and Procedures section (page 18) of this handbook for details regarding behaviors/rules pertaining to these volunteer opportunities.

LYNRMII Family Day of LOVE

Every year, during the Christmas Season, Love Your Neighbor gathers our rescued families together to celebrate with the basic necessity that they do lack, which is **FOOD**. We cook for them and provide music so that they will all have fun and taste of what it means to have access to “the rich man’s food” (rice and chicken). Thereafter, we package raw rice and chicken for them to celebrate their individual Christmases. In addition, this end-of-year celebration also provides a platform for them to bear their testimonies of the blessings that LYNRMII has brought into their lives. The goal of Love Your Neighbor Family Day of Love is to provide an opportunity for rescued families to truly understand what it means to show LOVE to our neighbors because during this celebration, families can personally handover their paid microloans to new families that are being rescued. In addition, we take photos, invite the ITV news anchor, and post on our website for easy access by our generous donors.





Community Services in the Nigerian Chapter

Orphanage Homes

Love Your Neighbor volunteers also work with Orphanage homes and donate the following to the children: food, soap, shoes, clothes, and toys. Because these orphans understand and appreciate every little blessing that comes their ways, they are usually very gracious and sing melodious songs for LYNRMI's staff; their beautiful voices are like those of angels from above.



The Prison

Love Your Neighbor Rescue Mission International, Inc. is also affiliated with inmates. We visit them and donate food items to them as well.



Volunteers Under the Age of 17

Children under the age of 17 can participate in our volunteer services and **MUST** be accompanied by a parent at all times.

Please contact us on our toll-free number (877) 596-7644 with any specific questions.

Volunteer Roles & Responsibilities

Roles and responsibilities also include following the guidelines of all the partners that LYNRMI is affiliated with through whose platforms we serve. Such an agency is ProHealth International whom we jointly do medical missions.



REGISTRATION/SIGNING UP FOR MEDICAL MISSIONS

Watch this sample video of our previous medical mission trip to acquaint yourself with the kind of services we offer: [Services Offered by Love Your Neighbor Rescue Mission Int.](#)

What you are Responsible for on this Trip:

- Visit this page on our website and read the details regarding signing up and obtaining a Visa to travel with us to Nigeria: [Medical Mission Trip Details](#)
- Your International Passport
- Your plane ticket to Nigeria
- Required Vaccinations:
 - Please visit your local Health Department and they will furnish you with all necessary vaccinations appropriate for the region we are going to.
- Non-Immigrant Visa
- Mosquito Repellant
- Summer Clothes; Preferably Cotton

What LYNRMII/PHI is responsible for:

- Letter of Invitation and a Copy of the Relevant Pages of the Traveling Document of your Host and his or her Passport Photograph.
- Accommodation, Feeding, and Local Transportation in Nigeria.
- Hospital Scrubs/Uniforms.
 - You can bring yours too if you desire.

Deadline to Sign Up for Mission Trips:

- 6 weeks prior to first day that the mission will commence.



TOURIST VISA REQUIREMENTS TO NIGERIA

- Short Visit Visas allow travelers to visit Nigeria for a period not exceeding three months (90 days) for the purpose of visit, tourism, business meeting, conference, seminar, contract negotiation, marketing, sales, purchase, distribution of Nigerian goods, Trade Fairs, job interview, sports, entertainment, study tour, academic exchange programme, humanitarian services, relief/emergency works, and temporary work permits. However, all short visit visa available on e-Visa Classes are not extendable.
- A single-entry, 30-day visa for tourism and sightseeing in Nigeria. Applicants must have a valid passport, return ticket, evidence of accommodation and bank statement to show sufficient funds. It is strictly for leisure and does not allow work or extensions. Minors also need parental consent documents.

Class of Persons Eligible for Tourist Visa:

- Citizens of all countries except ECOWAS member States and other countries which Nigeria has entered into visa abolition/waiver agreements (non-ECOWAS nationals).

Requirements:

- Valid Passport (not less than 6 months validity).
- Passport size photo.
- Evidence of return ticket.
- Evidence of Hotel Reservations or host address in Nigeria.
- Evidence of sufficient funds (180 days Bank Statement).
- Minors below 18years (accompanied by an adult) to provide birth certificate and parental consent letter.



APPLICATION PROCEDURES

1. Gather Documentation.
2. Apply online (e-Visa or embassy).
3. Upload visa requirements and pay visa fees.
4. Obtain Visa.

Validity: 90 days from issuance.

Extendable: No.

Stay duration: 30 days, single entry within visa validity.

Restrictions: No employment. Permitted for tourism only.

Family/Group Applications: Group and family applications for up to 10 persons.

Group Ticketing

- We shall be going on this trip as a group.
- Group-ticketing with our traveling agent at a discounted rate for nonprofit is available to us.

Credentials Requirement:

Please forward your current licenses in your areas of specialization to

Dr. Olufunke Abiose (Medical Mission Director):

Email: contact@lynrmii.org

Further Questions:

For any further questions, please contact the

Medical Mission Director, Dr. Olufunke Abiose:

Email: contact@lynrmii.org

TEL: (813) 751-9935



OFFICE CLOSURE POLICY

These are the holidays that the Nigerian and USA offices observe and are closed for:

- New Year's Day  
- Martin Luther King Day 
- President's Day 
- Good Friday 
- Easter Monday 
- Eid-El-Fitri 
- Workers Day 
- Memorial Day 
- Democracy Day 
- Juneteenth 
- Eid El Kabir 
- USA Independence Day 
- Labor Day 
- Eid El Maulud 
- Nigerian Independence Day 
- Columbus Day 
- Veterans' Day 
- Thanksgiving Day   (and the day after Thanksgiving) 
- Christmas Day  
- Boxing Day 

In the Event of Inclement Weather:

- All offices are closed.



CONFIDENTIALITY

Social Media Policy:

- Volunteers must not represent themselves as a spokesperson for Love Your Neighbor Rescue Mission International, Inc. unless given written permission from the Chairperson of the organization.

Endorsements:

- Volunteers should not endorse or appear to endorse any product, service, or person; or enter into a contract on behalf of Love Your Neighbor Rescue Mission International, Inc.

Media Inquiries:

- Should you receive any media requests, please forward those requests to contact@lynrmii.org.
- Volunteers should not speak to the media about Love Your Neighbor on behalf of Love Your Neighbor Rescue Mission International, Inc. (LYNRMII) unless given written permission from the Chairperson of the organization. If permission is granted, the individual should identify himself or herself as a volunteer, not as an employee or official representative of LYNRMII.



Volunteer Non-Disclosure Agreement

Confidentiality of clients, patients, and community members are to be kept confidential at all times.

This Non-Disclosure Agreement (NDA) is between Love Your Neighbor Rescue Mission International, Inc. (LYNRMII) and the VOLUNTEER _____ who is associated and involved with our Volunteer Program activities of LYNRMII.

The Parties Confidential Information: Love Your Neighbor Rescue Mission International, Inc. is in complete ownership of all data, materials, knowledge, and proprietary information generated through, originating from, or having to do with the Volunteer Program or persons associated with its activities, including contractors, is to be considered Confidential Information and is not to be disclosed to any outside party. This includes, but is not limited to, documents, information, designs, printed material, policies, procedures, conversations, messages (received or transmitted), resources, contacts, email lists, and e-mail messages, whether internally between staff or outside the Volunteer Program is confidential and the sole property of Volunteer Program.

Client information, including all file information, should not be disclosed to any third party under any circumstances without the written consent of Love Your Neighbor Rescue Mission International, Inc.

Damages: Any disclosure, misuse, copying or transmitting of any material, data, or information, whether intentional or unintentional, will subject the volunteer to disciplinary action, prosecution, and/or monetary damages according to the procedures set by Love Your Neighbor Rescue Mission International, Inc. and any applicable laws.

The signature of the volunteer below acknowledges his/her agreement to the terms in this Volunteer Non-Disclosure Agreement.

Volunteer's Signature _____

Printed Name _____

Date _____



Volunteer Guidelines, Policies, and Procedures

These general volunteer guidelines and procedures apply to all Love Your Neighbor Rescue Mission volunteers. Please use your best judgment in following these guidelines and always ask your supervisor if you're unsure about a certain guideline, policy, and/or procedure.

- Please notify supervisor if unable to volunteer on scheduled day/time.
- Volunteers should follow the instructions of their supervisor.

If a Love Your Neighbor Volunteer is helping at a partner agency, please adhere to all policies and procedures at that agency. Volunteers from Love Your Neighbor Rescue Mission International represent Love Your Neighbor, therefore volunteers should be polite, appropriate, and professional.

- Please dress appropriately for the volunteer task. If unsure of how to dress for a specific opportunity, Volunteers should contact their supervisor to check.
- Volunteers must follow a code of confidentiality pertaining to any information available to them, i.e., information about clients or service recipients. This information is private and should not be discussed outside of volunteering.
- No one under the influence or in possession of drugs and/or alcohol will be permitted to volunteer.
- Please refrain from smoking while volunteering. Depending on where a volunteer is placed, there may be smoking breaks.
 - However, Love Your Neighbor asks that volunteers follow policies set forth by the supervisor or agency about smoking.
- No firearms and/or weapons of any kind are permitted at any volunteer space.
- Sexual harassment will not be tolerated. Sexual harassment includes, but is not limited to:
 - Unwelcome; and/or unsolicited sexual advances.
 - Requests for sexual favors, and other verbal or physical conduct of a sexual nature.
 - Any volunteer who believes he/she has been harassed should notify his/her supervisor immediately.
- Violence, harassing behavior, or offensive speech will not be tolerated.
- Please report all accidents and/or injuries to supervisor and/or staff immediately.

I understand and accept these guidelines put forth by Love Your Neighbor Rescue Mission International, Inc. I will use my best judgment in adhering to these guidelines and will ask my supervisor or LYNRMII staff if any questions or uncertainties arise pertaining to these guidelines.

X_____

Volunteer/Company Signature

Date of Signature



OUR CONTACT INFORMATION:

Email: contact@lynrmii.org

Phone: (813) 751-9935

Address: 6601 Memorial Highway, Suite 212, Tampa, Florida 33615

Website: <https://lynrmii.org/>

