

Accessibility Statement

Effective date: December 22, 2025

The LauraBishop Burbridge Foundation ("Foundation," "we," "us," "our") is committed to making our website and communications accessible to as many people as possible, including individuals with disabilities.

1) Our commitment

We aim to provide an accessible experience for visitors and to improve accessibility over time as our resources allow.

2) Accessibility standard

We strive to align our website with the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA where feasible.

3) Accessibility features and ongoing improvements

We strive to:

- Use clear, readable content
- Maintain consistent navigation
- Provide meaningful link text
- Support keyboard navigation where possible
- Improve color contrast and readability where possible
- Add alternative text for images when appropriate

4) Third-party content

Some content or tools on our website may be provided by third parties (for example, donation processors, embedded forms, or analytics tools). We cannot control the accessibility of third-party platforms, but we will do our best to choose reputable providers and to help visitors find alternatives when possible.

5) Need help or want to report an issue?

If you have difficulty accessing any part of our website, need information in an alternative format, or want to report an accessibility issue, please contact the Foundation through the contact methods listed on our website. When you reach out, it helps if you include:

- The page URL (if available)
- A description of the issue
- The device/browser you're using

- The best way we can contact you

6) Updates

We may update this Accessibility Statement from time to time. We will post the updated version and update the effective date above.

Conflict of Interest Policy

1) Purpose

The purpose of this Conflict-of-Interest Policy is to protect the interests of The LauraBishop Burbridge Foundation (the “Foundation”) when the Foundation is contemplating entering a transaction or arrangement that might benefit the private interest of an officer, director, committee member, key employee, volunteer with decision-making authority, or other person in a position of influence.

This policy is intended to support ethical decision-making, transparency, and compliance with applicable nonprofit standards.

2) Who This Policy Covers

This policy applies to: - Board members (directors) - Officers - Committee members with board-delegated powers - Key employees - Volunteers or advisors who have authority to recommend, approve, or influence Foundation decisions

3) Definitions

Interested Person: Any person covered by this policy who has a Financial Interest (defined below).

Financial Interest: A person has a Financial Interest if the person (directly or indirectly, through business, investment, or family): - Has an ownership or investment interest in any entity with which the Foundation has a transaction or arrangement - Has a compensation arrangement with the Foundation, or with any entity or individual with which the Foundation has a transaction or arrangement - Has a potential ownership, investment, or compensation interest in, or arrangement with, any entity or individual with which the Foundation is negotiating a transaction or arrangement

Family Member (for purposes of this policy): spouse or domestic partner, parents, grandparents, siblings, children, grandchildren, in-laws, and any person living in the same household.

Conflict of Interest: A situation in which an Interested Person’s Financial Interest, personal interest, or loyalty obligation could reasonably be seen as interfering with the person’s duty to act in the best interests of the Foundation.

4) Duty to Disclose

An Interested Person must disclose any actual, potential, or perceived conflict of interest as soon as they become aware of it.

Disclosures should include: - The nature of the interest - The parties involved - Any relevant facts needed for the board or committee to evaluate the situation

5) Determining Whether a Conflict Exists

After disclosure of the Financial Interest and all material facts, and after any discussion with the Interested Person, the Interested Person shall leave the meeting while the board or committee discusses and votes on whether a conflict of interest exists.

The remaining board or committee members shall decide by majority vote whether a conflict of interest exists.

6) Procedures for Addressing a Conflict of Interest

If a conflict of interest is determined to exist, the Foundation shall follow these procedures:

1. Recusal: The Interested Person will not participate in discussion, deliberation, or voting on the matter, except to provide information if requested.
2. Alternative Options: The board or committee shall, when appropriate, seek alternatives, such as:
 - Obtaining competitive bids or proposals
 - Comparing pricing and terms to market rates
 - Considering other vendors or partners
3. Decision Standard: The board or committee shall determine whether the transaction or arrangement is:
 - In the Foundation's best interest
 - Fair and reasonable to the Foundation
 - Consistent with the Foundation's mission and resources
4. Approval: If the board or committee determines the transaction is appropriate, it may approve it by majority vote of the disinterested members.

7) Documentation and Meeting Minutes

The minutes of the board or committee meeting shall document: - The name of the Interested Person and the nature of the interest - The discussion and any alternatives considered - Any competitive bids or comparisons reviewed (if applicable) - The decision as to whether a conflict existed - The vote and the names of those present for the discussion and vote - Confirmation that the Interested Person was recused from deliberation and voting

8) Compensation Matters

A voting member of the board who receives compensation, directly or indirectly, from the Foundation for services is precluded from voting on matters pertaining to that member's compensation.

No board member should participate in decisions about compensation for a Family Member.

9) Gifts, Donations, and Vendor Relationships

To avoid undue influence or the appearance of impropriety: - Covered persons should not solicit gifts or favors for personal benefit from vendors, partners, or beneficiaries. - Modest, occasional items of nominal value may be accepted if they do not influence decision-making. - Any gift or benefit that could reasonably be perceived as influencing a decision must be disclosed.

10) Violations of the Policy

If the board or committee has reasonable cause to believe a person has failed to disclose an actual or possible conflict of interest, it shall: 1. Inform the person of the basis for the belief 2. Provide the person an opportunity to explain 3. Take appropriate corrective action if a failure to disclose is confirmed

Corrective action may include removal from decision-making on the matter, removal from a committee role, or other action consistent with the Foundation's bylaws and applicable law.

11) Annual Statements

Each board member, officer, committee member with board-delegated powers, and key employee shall annually sign a statement affirming that the person: - Has received a copy of this policy - Has read and understands the policy - Agrees to comply with the policy - Understands the Foundation is charitable and must engage primarily in activities that accomplish its tax-exempt purposes

12) Review of Policy

The board will review this policy periodically (recommended annually) and update it as needed.

13) Adoption

This policy is adopted by the Board of Directors of The LauraBishop Burbridge Foundation on: _____.

Board Chair/President (Signature): _____

Printed Name: _____

Date: _____

Annual Conflict of Interest Disclosure Statement

Name: _____

Role (Board/Officer/Committee/Staff/Volunteer): _____

Date: _____

Please answer the following:

1. Do you (or a Family Member) have a Financial Interest in, or compensation arrangement with, any entity or individual that does business with, seeks to do business with, or could reasonably be affected by the Foundation?
 - Yes / No

If yes, describe the nature of the interest and the entity/individual involved:

-
2. Do you (or a Family Member) have any other relationship, obligation, or loyalty that could create an actual, potential, or perceived conflict with the Foundation's interests?
 - Yes / No

If yes, describe:

-
3. I certify that the information provided above is true and complete to the best of my knowledge, and I agree to promptly disclose any changes.

Signature: _____

Printed Name: _____

Date: _____

Cookie Policy / Cookie Notice

Effective date: December 22, 2025

Organization: The LauraBishop Burbridge Foundation (“Foundation,” “we,” “us,” “our”)

Website: <https://laurabishopburbridgefoundation.org>

This Cookie Policy explains what cookies and similar technologies are, how we use them on our website, and the choices you have.

1) What are cookies?

Cookies are small text files that a website stores on your device (computer, phone, tablet). Cookies help websites work properly, remember preferences, and understand how visitors use the site.

We may also use similar technologies (such as pixels, tags, or local storage) that work like cookies.

2) How we use cookies

We use cookies and similar technologies to:

- Make the website work (for example, basic navigation and security)
- Remember preferences (such as form inputs or settings, when available)
- Understand website usage (such as which pages are visited most often)
- Improve our content and services

We do not use cookies to sell your personal information.

3) Types of cookies we may use

Depending on how our website is configured, we may use the following categories:

A) Strictly Necessary Cookies

These cookies are required for the website to function and cannot be switched off in many systems. They are usually set in response to actions you take, such as filling out forms or setting privacy preferences.

B) Functional Cookies

These cookies help the website remember choices you make (such as your preferences) to provide a more personalized experience.

C) Analytics / Performance Cookies

These cookies help us understand how visitors use our website (for example, which pages they visit, how long they stay, and any errors). This information helps us improve the website.

D) Marketing / Advertising Cookies (if used)

These cookies may be used to deliver more relevant content to you and to measure the effectiveness of outreach campaigns. If we use these cookies, we will provide appropriate notice and choices.

4) Third-party cookies

Some cookies may be set by third parties that provide services on our website (for example, website hosting, embedded content, donation tools, or analytics providers). These third parties may collect information about your online activities over time and across different websites.

We encourage you to review the privacy and cookie policies of any third-party services you interact with.

5) Your choices and controls

You can control cookies in several ways:

- Cookie banner/consent tool (if available): If our site provides a cookie banner, you can choose which optional cookies to allow.
- Browser settings: Most browsers let you block or delete cookies. You can usually find these controls in your browser's "Settings" or "Privacy" menu.
- Device settings: Some mobile devices allow additional controls for tracking.

If you turn off cookies, some parts of the website may not work properly.

6) Do Not Track

Some browsers offer a "Do Not Track" (DNT) setting. Because there is no consistent industry standard for DNT signals, we do not respond to them uniformly.

7) Updates to this Cookie Policy

We may update this Cookie Policy from time to time to reflect changes in technology, law, or our practices. When we make updates, we will revise the "Effective date" at the top of this page.

8) Contact us

If you have questions about this Cookie Policy or our privacy practices, contact us:

- Email: info@laurabishopburbridgefoundation.org | lbbfoundationga@gmail.com

Phone: (470) 289-4256 | Toll-free: (877) 215-2872

Donation Policy

Effective date: December 22, 2025

The LauraBishop Burbridge Foundation ("Foundation," "we," "us," "our") is committed to handling donations with care, transparency, and respect for every donor. This Donation Policy explains how we accept, process, acknowledge, and use donations.

1) Scope

This policy applies to monetary and in-kind donations made to the Foundation through our website, events, drop-offs, pickups, mail, or any other method we make available.

2) Types of donations we accept

We may accept:

- **Monetary donations** (one-time or recurring)
- **In-kind donations** (for example, shelf-stable food, supplies, or other items aligned with our programs)
- **Corporate or community donations** (including drives and sponsorship-style support)

We may decline any donation that is inconsistent with our mission, creates an undue administrative burden, or cannot be safely stored, transported, or distributed.

3) Donation processing

- **Third-party processors:** Online donations may be processed by third-party payment processors. We do not store full payment card numbers.
- **Receipts/acknowledgments:** We will provide a receipt or acknowledgment for donations upon receipt of contact information.
- **Errors:** If you believe a donation was made in error, contact us as soon as possible so we can review and help.

4) Refund policy (monetary donations)

Refund requests must be submitted within **7 days** of the donation date. Requests are reviewed on a case-by-case basis.

We may consider refunds when:

- A donation was made in error (wrong amount or duplicate transaction)
- There is evidence of unauthorized use of a payment method

If approved, refunds are typically issued back to the original payment method when possible.

5) Restricted vs. unrestricted gifts

- **Unrestricted donations** allow the Foundation to use funds where they are needed most.
- **Restricted donations** are gifts designated for a specific purpose (e.g., a program).

We will make reasonable efforts to honor donor restrictions. If a restriction becomes impractical, unsafe, or inconsistent with our mission (or if needs change), we may contact the donor to discuss options. If we cannot reach the donor, we may use the donation in a way that most closely aligns with the donor's intent and the Foundation's mission, consistent with applicable law.

6) In-kind donations (items)

To help ensure safety and dignity, we may not be able to accept all items.

We generally request that donated items be:

- New or gently used (as applicable)
- Clean and in good condition
- Unexpired (for food) and in original packaging when possible

We may decline items that are:

- Expired, opened, damaged, or recalled
- Unsafe to store or transport
- Not appropriate for distribution

7) Donor privacy

We respect donor privacy.

- We do not sell donor information.
- We may share donor information only with service providers who help us operate (for example, payment processors) or as required by law.

For more details, please review our Privacy Policy.

8) Donor recognition

If we recognize donors publicly (for example, on our website or at events), we will do so only when appropriate and, when applicable, in accordance with donor preferences. Donors may request to remain anonymous.

9) Tax acknowledgments

Donations may be tax-deductible to the extent allowed by law. Donors are responsible for consulting a tax professional.

For in-kind donations, donors are responsible for determining the value of donated goods for tax purposes.

10) Contact

Questions about donations, receipts, or this policy? Please contact the Foundation through the contact methods listed on our website.

Non-Discrimination Policy

Effective date: December 22, 2025

The LauraBishop Burbridge Foundation ("Foundation," "we," "us," "our") is committed to treating every person with dignity and respect. We do not tolerate discrimination in our programs, services, volunteer activities, or operations.

1) Scope

This policy applies to:

- Program services and support
- Volunteers and volunteer activities
- Donors and community partners
- Foundation events and outreach
- Communications and online interactions

2) Non-discrimination commitment

The Foundation does not discriminate based on:

- Race
- Color
- National origin
- Religion
- Sex
- Sexual orientation
- Gender identity or expression
- Pregnancy
- Age
- Disability
- Veteran status
- Genetic information
- Marital status
- Any other characteristic protected by applicable law

3) Equal access and respectful conduct

We strive to provide equal access to our services and opportunities. We expect everyone involved with the Foundation to act respectfully and to avoid discriminatory, harassing, or retaliatory behavior.

4) Reasonable accommodations

We will make reasonable efforts to provide accommodations for individuals with disabilities when requested and when feasible, consistent with our resources and applicable law.

5) Reporting concerns

If you believe you have experienced or witnessed discrimination related to the Foundation, please contact us through the contact methods listed on our website. We will review concerns as promptly and respectfully as possible.

6) Enforcement

Violations of this policy may result in removal from volunteer activities, denial of participation in events, or other appropriate action to protect the community and the Foundation's mission.

7) Updates

We may update this policy from time to time. We will post the updated version and update the effective date above.

8) Contact

Questions about this policy? Please contact the Foundation through the contact methods listed on our website.

Photo/Media Release Notice

Effective date: December 22, 2025

Organization: The LauraBishop Burbridge Foundation (“Foundation,” “we,” “us,” “our”)

Website: <https://laurabishopburbridgefoundation.org>

This Photo/Media Release Notice explains how the Foundation may capture and use photos, video, audio recordings, and other media (“Media”) in connection with our programs, events, volunteer activities, and outreach.

1) What Media may include

Media may include photographs, video recordings, audio recordings, livestreams, and written or recorded testimonials that may identify you (or your child) by image, voice, name, or other information.

2) How we may use Media

With appropriate permission, the Foundation may use Media for nonprofit and educational purposes, including:

- Website content and program updates
- Social media posts
- Newsletters and email communications
- Printed materials (flyers, brochures, posters)
- Grant applications, donor communications, and impact reporting
- Event recaps and community awareness materials

We do not sell Media.

3) Consent and participation

Adults (18+)

By signing a Media Release form, or by otherwise providing written permission where requested, you authorize the Foundation to capture and use Media as described in this Notice.

Minors (under 18)

We require a parent or legal guardian’s written permission before using identifiable Media of a minor.

Opt-out where feasible

If you do not want to be photographed or recorded, please tell a Foundation representative at the event or activity. We will make reasonable efforts to honor your request, but we cannot guarantee exclusion from all background or crowd images.

4) Where Media may appear

Media may be shared publicly through:

- The Foundation website
- The Foundation's social media pages
- Email newsletters
- Printed materials
- Press or community partner features (when applicable)

5) Third-party platforms

When Media is posted on third-party platforms (such as social media), it may be subject to that platform's terms and privacy practices. We encourage you to review those policies.

6) Privacy and dignity

We aim to represent our community with compassion, dignity, and respect. When possible, we avoid sharing sensitive personal details. If a Media item includes information that you believe is private or unsafe to share, please contact us.

7) Revoking permission

You may request that we stop using a specific photo or recording going forward. Because Media may already have been shared publicly (including reposts by others), we cannot guarantee complete removal from the internet or third-party platforms. Still, we will make reasonable efforts to remove it from our channels.

Requests should include:

- Your name and contact information
- A description of the Media (date/event, location, and any links or screenshots)
- The reason for the request (optional)

8) Contact us

To ask questions, provide consent, or request removal of Media, contact us:

- Email: info@laurabishopburbridgefoundation.org | lbbfgoundationga@gmail.com

Phone: (470) 289-4256 | Toll-free: (877) 215-2872

Privacy Policy

Effective date: December 22, 2025

The LauraBishop Burbridge Foundation (“Foundation,” “we,” “us,” “our”) respects your privacy. This Privacy Policy explains what information we collect, how we use it, and the choices you have.

1) Who does this policy apply to

This policy applies to information collected through our website, donation and volunteer forms, program applications, email/text communications, and in-person outreach.

2) Information we collect

We may collect the following types of information:

- Contact information: Name, email address, phone number, mailing address.
- Donation information: Donation amount, donation date, and donation method details (note: third-party processors handle payment processing; we do not store full payment card numbers).
- Volunteer information: Availability, interests, and other details you provide.
- Program application information: Details you submit to request support (for example, household needs and logistics for receiving food support).
- Communications: Messages you send us by email, text, phone, social media, or forms.
- Website usage information: Basic analytics data (such as pages visited and approximate location) collected through cookies or similar technologies.

3) How we use your information

We use information to:

1. Provide and operate our programs and services.
2. Process donations and send receipts or acknowledgments.
3. Respond to questions and support requests.
4. Coordinate volunteers and outreach activities.
5. Communicate updates about the Foundation (you can opt out at any time).
6. Improve our website, forms, and operations.
7. Maintain safety, prevent fraud, and protect our community.
8. Comply with legal and reporting obligations.

4) How we share your information

We do not sell your personal information.

We may share information only as needed with:

- Service providers who help us operate (for example, website hosting, email tools, form tools, donation/payment processors, and analytics providers).
- Professional advisors (for example, legal, accounting) as needed.
- Government or law enforcement, when required by law or to protect rights, safety, and security.

5) Cookies and analytics

Our website may use cookies and similar technologies to help the site function and to understand how visitors use the site.

- You can control cookies through your browser settings.
- If we use third-party analytics, those providers may set their own cookies subject to their policies.

6) Data retention

We keep personal information only as long as necessary for the purposes described in this policy, including recordkeeping, donation acknowledgments, and legal compliance.

7) Security

We use reasonable administrative, technical, and physical safeguards designed to protect personal information. No method of transmission or storage is 100% secure, so we cannot guarantee absolute security.

8) Your choices and rights

Depending on where you live, you may have rights to:

- Request access to the personal information we have about you.
- Request corrections to inaccurate information.
- Request deletion of certain information (subject to legal and operational requirements).
- Opt out of marketing or fundraising emails.

To make a request, contact us using the information in the “Contact” section.

9) Children’s privacy

Our website and services are not directed to children under 13, and we do not knowingly collect personal information from children under 13.

10) External links

Our website may link to third-party sites. We are not responsible for the privacy practices of those sites.

11) Changes to this policy

We may update this Privacy Policy from time to time. We will post the updated version on our website and update the effective date above.

12) Contact

If you have questions about this Privacy Policy or how we handle information, please contact the Foundation through the contact methods listed on our website.

Program Availability Statement & Current Programs

Effective date: December 22, 2025

This page explains (1) how program availability works and (2) what programs the Foundation currently offers.

1) Program Availability Statement

The LauraBishop Burbridge Foundation provides practical support and food donations to veterans, neighbors, and single parents facing difficult times.

Because we are a community-supported organization, program availability depends on donations, volunteer capacity, scheduling, and available resources.

- Submitting an application or request does not guarantee assistance.
- Support may be limited by service area, inventory, funding, and delivery/pickup capacity.
- We may place requests on a waitlist, offer partial support, or refer you to other resources when available.
- We aim to communicate updates as quickly as possible once your request is reviewed.

2) Service Area

We currently serve parts of:

- Cobb County (Austell, Mableton, Powder Springs)
- Douglas County
- Paulding County

3) Current Programs

A) The Harvest Pantry Program

Food pantry support with canned goods and non-perishables.

Who it's for: Veterans, neighbors, and single parents facing difficult times.

How support is provided: Mobile deliveries for approved recipients who complete an application.

Typical schedule: Saturday and Sunday afternoons (notifications sent by email).

B) Backpacks and Beyond

Back-to-school outreach for grades K3, providing school supplies, backpacks, and uniform assistance as resources allow.

Who it's for: Families with children in grades K3 in our service area.
Availability: Seasonal and donation-based.

C) Hearts & Harvest

Groceries to help families prepare a complete holiday meal (estimated \$40 per family).

Who it's for: Veterans, neighbors, and single parents facing difficult times.
Availability: Seasonal (highest demand around Thanksgiving and Christmas) and donation-based.

D) Bishops Battle Buddies

Support for veterans navigating VA services.

What we help with: VA registration, obtaining medical care, navigating disability claims, and connecting to benefits organizations.

4) How to request support

To request support, please complete the Foundations application/request process (as provided on our website). We may follow up for clarification or scheduling.

5) Updates

We may update this page as programs change. We will post the updated version and update the effective date above.

Terms & Conditions (Terms of Use)

Effective date: December 22, 2025

Organization: The LauraBishop Burbridge Foundation (“Foundation,” “we,” “us,” “our”)

Website: <https://laurabishopburbridgefoundation.org>

These Terms & Conditions (“Terms”) govern your use of our website and any related online forms, applications, donation pages, and volunteer sign-ups (collectively, the “Site”). By accessing or using the Site, you agree to these Terms.

1) Who we serve and program availability

The Foundation exists to serve veterans, neighbors, and single parents facing difficult times. Support and services are dependent on donations, volunteer capacity, inventory, funding, and operational limitations.

Submitting an application or request for assistance does not guarantee that assistance will be provided.

2) Eligibility and accuracy of information

When you submit information through the Site (including requests for assistance, volunteer forms, or donations), you agree that the information you provide is accurate and complete to the best of your knowledge.

We may request additional information to confirm eligibility for services.

3) Donations

A) Donation processing

Donations may be processed through third-party providers. Your donation may be subject to the provider’s terms and privacy practices.

B) No refunds (unless required)

Donations are generally non-refundable. If you believe a donation was made in error, contact us as soon as possible. We will review requests and respond in good faith, but we cannot guarantee refunds unless required by law or the payment provider.

C) Use of donations

Donations support the Foundation’s mission and programs. We may allocate donations where they are needed most, unless a restriction is clearly stated and accepted by the Foundation.

4) Requests for assistance

A) Application review

Requests for assistance are reviewed based on eligibility, service area, available resources, and safety/operational considerations.

B) Communication

We may contact you by email, phone, and/or text message to coordinate assistance, confirm details, or provide updates.

C) Delivery and pickup

Delivery and pickup options may vary. Timing and availability may change due to weather, staffing, inventory, or other circumstances.

5) Volunteer sign-ups

Volunteer opportunities may be limited and may require additional steps (such as scheduling, safety instructions, or role confirmation). Volunteers must follow Foundation instructions and safety guidelines.

6) Text/SMS communications

If you provide your phone number, you consent to receive calls and/or text messages from the Foundation related to:

- Requests for assistance
- Volunteer scheduling and updates
- Program notifications and logistics

Message and data rates may apply. You can opt out of non-essential texts by replying STOP (where applicable) or by contacting us.

7) Intellectual property

Unless otherwise stated, the Site content (text, graphics, logos, and materials) is owned by or licensed to the Foundation and is protected by applicable laws.

You may view, download, and print pages for personal, non-commercial use. You may not copy, reproduce, republish, or distribute Site content for commercial purposes without written permission.

8) Acceptable use

You agree not to:

- Use the Site for unlawful purposes
- Attempt to gain unauthorized access to the Site or its systems
- Interfere with the Site's security or functionality

- Submit false, misleading, or harmful information

We may restrict or block access to the Site if we believe these Terms have been violated.

9) Third-party links

The Site may include links to third-party websites or services. We do not control those sites and are not responsible for their content, policies, or practices—access third-party sites at your own risk.

10) Disclaimers

The Site is provided on an “as is” and “as available” basis. We do not guarantee that the Site will be uninterrupted, error-free, or secure.

Information on the Site is provided for general informational purposes and is not legal, medical, or financial advice.

11) Limitation of liability

To the fullest extent permitted by law, the Foundation will not be liable for indirect, incidental, special, consequential, or punitive damages arising out of or related to your use of the Site.

12) Indemnification

To the extent permitted by law, you agree to indemnify and hold harmless the Foundation and its directors, officers, volunteers, and representatives from claims, damages, liabilities, and expenses arising from your violation of these Terms or misuse of the Site.

13) Privacy

Your use of the Site is also subject to our privacy practices. Where applicable, please review our Privacy Policy and Cookie Policy.

14) Changes to these Terms

We may update these Terms from time to time. When we do, we will update the Effective date above. Continued use of the Site after changes means you accept the updated Terms.

15) Governing law

These Terms are governed by the laws of the State of Georgia, without regard to conflict-of-law principles.

16) Contact us

Questions about these Terms:

Email: info@laurabishopburbridgefoundation.org | lbbfoundationga@gmail.com

Phone: (470) 289-4256 | Toll-free: (877) 215-2872

Volunteer Policy

Effective date: December 22, 2025

The LauraBishop Burbridge Foundation ("Foundation," "we," "us," "our") is grateful for every volunteer who supports our mission to provide food donations and practical support to veterans, neighbors, and single parents facing difficult times. This Volunteer Policy explains expectations, safety guidelines, and how we coordinate volunteer opportunities.

1) Scope

This policy applies to all volunteers participating in Foundation activities, including food sorting/packing, donation drives, distribution support, administrative help, and event support.

2) Volunteer eligibility

- Volunteers must provide accurate contact information.
- Some roles may require specific skills (for example, driving or lifting).
- Volunteer opportunities may be limited and are not guaranteed.

3) Volunteer roles (examples)

Volunteer needs may change based on programs and available resources. Roles may include:

- Food sorting and packing
- Donation pickup and delivery support
- Distribution-day support (setup, check-in, loading, cleanup)
- Administrative support (calls, emails, data entry)
- Community outreach and event support

4) Scheduling and communication

- We coordinate volunteer opportunities based on current needs and availability.
- Distribution support is often scheduled on weekends.
- Volunteers may be contacted by email, phone, or text (if you opt in).
- If you cannot attend a scheduled shift, please notify us as soon as possible.

5) Code of conduct

Volunteers are expected to:

- Treat everyone with dignity and respect
- Follow Foundation instructions and safety guidance

- Protect privacy and keep sensitive information confidential
- Avoid discriminatory, harassing, or threatening behavior
- Refrain from being under the influence of alcohol or drugs while volunteering

6) Safety guidelines

To help keep volunteers and the community safe:

- Follow all instructions provided on-site or in advance.
- Use safe lifting techniques and ask for help with heavy items.
- Wear appropriate clothing and closed-toe shoes for distribution or packing activities.
- Report hazards, injuries, or safety concerns immediately.

7) Working with neighbors and program recipients

- Be kind, patient, and respectful.
- Do not take photos or videos of recipients without explicit permission.
- Do not share recipient information outside the Foundation.
- Volunteers should not promise assistance, timelines, or approvals; distribution depends on available resources and scheduling.

8) Transportation and driving (if applicable)

If you volunteer as a driver or use a vehicle for Foundation activities:

- You must have a valid driver's license and follow all traffic laws.
- You are responsible for the safe operation of your vehicle.
- The Foundation may request proof of insurance depending on the role.

9) Background checks and training

At this time, the Foundation may provide role-specific instructions and safety guidance as needed. As the Foundation grows, we may implement additional training and/or background checks for certain roles.

10) Media and photos

The Foundation may take photos or videos at volunteer activities or events for documentation and to share Foundation updates.

- Volunteers should not photograph or record program recipients without explicit permission.
- If you do not want to be photographed or recorded, please let a Foundation representative know at check-in.

11) Volunteer status

Volunteers are not employees. Volunteering does not create an employment relationship. Volunteers are not entitled to wages or employee benefits.

12) Removal or reassignment

To protect the community and the Foundation's mission, we may pause, reassign, or end volunteer participation at any time for safety concerns, policy violations, or operational needs.

13) Questions

Questions about volunteering or this policy? Please contact the Foundation through the contact methods listed on our website.