

Volunteer Orientation Checklist

For Hope in Alliance

Welcome to the team! This checklist will help guide you through your first steps as a volunteer. Please review each item and check it off as completed.

Step 1: Complete Your Sign-Up Form

- Submit the Volunteer Sign-Up Form with your contact info, availability, and preferred roles.

Step 2: Review Our Mission & Values

- Read through our mission statement and core values.
- Understand that we are a non-partisan, peaceful, and inclusive organization.

Step 3: Read the Volunteer Roles & Responsibilities

- Review the document outlining each volunteer role.
- Confirm your preferred roles with the Volunteer Coordinator.

Step 4: Review the Code of Conduct

- Read and agree to uphold our Code of Conduct during all activities and events.
- Understand expectations about peaceful protest, respectful communication, and safety.

Step 5: Attend a Brief Orientation (Optional but Encouraged)

- Attend an in-person or virtual orientation session to meet the team and ask questions.

Step 6: Get Connected

- Join our volunteer group chats, or contact an Organization Lead or Agent of Hope to stay updated.
- Save the contact info for the Organization Leads and/or your Team Lead.

Step 7: Prepare for Your First Volunteer Activity

- Confirm the date, time, and location of your first event or task.
- Receive any training or materials needed (e.g., safety guide, event script, social media toolkit).

Bonus: Share Your Excitement!

- Tell friends, family, or your network about your new volunteer role and invite them to join us!

Questions or need help?

Contact: Jocelyn Hill (President) or Amanda C. (Vice President)

Email: hopeinalliance@protonmail.com or hopeinalliancevp@proton.me

Other: You may also DM leadership on Signal or Discord.

Volunteer Sign-Up Form

For Hope in Alliance

Thank you for your interest in volunteering with us! Please complete the form below so we can match you with the best role for your interests and skills.

Contact Information

- **Full Name:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Preferred Method of Contact:** ☐ Phone ☐ Text ☐ Email

Availability

- **Days Available:**
 - ☐ Monday
 - ☐ Tuesday
 - ☐ Wednesday
 - ☐ Thursday
 - ☐ Friday
 - ☐ Saturday
 - ☐ Sunday
- **Times Available:** _____

Preferred Volunteer Roles

(Please check all that apply)

- ☐ Event Coordinator
- ☐ Outreach & Community Engagement
- ☐ Social Media & Communications
- ☐ Fundraising Volunteer
- ☐ Day-of-Event Volunteer
- ☐ Peacekeeper, Legal Observer & Safety Marshal
- ☐ Administrative Support

Skills or Experience (Optional)

Please list any skills, experience, or interests you'd like to share (e.g., event planning, graphic design, public speaking, fundraising, conflict resolution, etc.):

Emergency Contact

- **Name:** _____
- **Phone Number:** _____
- **Relationship:** _____

Acknowledgement

By signing below, I agree to uphold the values and mission of Hope in Alliance and to conduct myself respectfully and peacefully at all events and activities.

Signature: _____

Date: _____

Questions or need help?

Contact: Jocelyn Hill (President) or Amanda C. (Vice President)

Email: hopeinalliance@protonmail.com or hopeinalliancevp@proton.me

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Volunteer Roles & Responsibilities

For Hope in Alliance

Thank you for volunteering your time and energy to support our mission! Below are the roles available within our volunteer team. Each role is vital to helping us run events, spread awareness, and serve our community.

1. Event Coordinators

- Help plan and organize events (e.g., protests, fundraisers, community gatherings).
- Handle logistics such as space rental, permits, and schedules.
- Communicate with vendors, speakers, and participants.

2. Outreach & Community Engagement

- Build relationships with local organizations and community members.
- Distribute flyers, make phone calls, and help spread the word.
- Represent the organization at community events.

3. Social Media & Communications Team

- Create and schedule posts on social media platforms.
- Design graphics and write content for campaigns.
- Help monitor and respond to messages and comments.

4. Fundraising Volunteers

- Assist with donation campaigns and fundraising drives.
- Reach out to potential sponsors or donors.
- Help with tasks like setting up online fundraisers and tracking donations.

5. Day-of-Event Volunteers

- Set up, tear down, and clean up event spaces.
- Greet attendees and provide information.
- Help with sign-ins, distribute materials, and ensure smooth event flow.

6. Peacekeepers, Legal Observers & Safety Marshals

- Help maintain a peaceful, welcoming environment at protests and events.
- De-escalate conflicts and report safety concerns.
- Ensure everyone follows our Code of Conduct.

7. Administrative Support

- Help with data entry, emails, and scheduling.
- Keep records of volunteer hours and event attendance.
- Assist with general behind-the-scenes tasks.

Getting Started:

- Please let us know which roles you are interested in!
- Training and/or guidance will be provided for each role.
- All volunteers are expected to uphold our mission and values during every activity.

Thank you for being part of the team — together, we make a difference!

Questions or need help?

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Email: hopeinalliance@protonmail.com or hopeinalliancevp@proton.me

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Volunteer Code of Conduct

For Hope in Alliance

As a volunteer, you are representing our mission and values every time you participate in an event, activity, or public setting. This Code of Conduct ensures we create a safe, peaceful, and respectful environment for everyone involved.

By volunteering with us, you agree to uphold the following principles:

1. Act Peacefully and Respectfully

- I will always engage in peaceful, non-violent actions during protests, events, and activities.
- I will treat all individuals with respect, including those who may disagree with our cause.
- I will avoid confrontational, aggressive, or hateful language and behavior.

2. Uphold Inclusivity and Non-Discrimination

- I will create a welcoming space for people of all backgrounds, races, genders, abilities, and beliefs.
- I will not engage in discrimination, harassment, or exclusion of any kind.

3. Follow Instructions from Event Leaders

- I will listen to and follow the guidance of event coordinators, safety marshals, and organizers.
- I will cooperate with designated peacekeepers to maintain a safe environment.

4. Respect Safety Protocols

- I will not bring weapons, illegal substances, or prohibited items to any event.
- I will follow health and safety guidelines, including during protests, marches or large gatherings.
- I will immediately report any unsafe situations to an event leader or safety monitor.

5. Maintain Our Non-Partisan Stance

- I will not endorse political parties or candidates while representing the organization.
- I will keep my actions aligned with our humanitarian, non-partisan mission.

6. Represent the Organization with Integrity

- I will use my role to support the cause, not for personal gain or promotion.
- I will be honest, accountable, and responsible in my volunteer commitments.

7. Protect Privacy and Confidentiality

- I will respect the privacy of other volunteers, supporters, and members of the public.
- I will not share personal information without consent.

Agreement

I have read and understood this Code of Conduct. I agree to uphold these principles during all volunteer activities with Hope in Alliance. I understand that failure to follow this code may result in my removal from volunteer activities.

Signature: _____

Printed Name: _____

Date: _____

Questions or need help?

Contact: Jocelyn Hill (President) or Amanda C. (Vice President)

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