



Sand Stew, Inc.
P.O. Box 60545
Worcester, MA 01606
www.soberinthesun.org



Volunteer Guidelines

1. If a volunteer is a self-admitted recovering Alcoholic or Addict, he/she must be clean and sober for at least two years consecutively in order to handle money for any Sand Stew, Inc. event.
2. If your position requires you to handle money, you agree to NEVER leave a register, cash box, etc. unattended.
3. Any ejection from a Sand Stew, Inc. event can be performed only by the President or Vice President of Sand Stew, Inc.
4. Volunteers are required to wear their volunteer shirts during shifts at the Sober in the Sun Festival. At any other events in which a dress code is required, volunteers will adhere to such code.
5. All volunteers regardless of job and/or title will adhere to all policies of any Sand Stew, Inc. event.
6. All volunteers agree to be on time for each scheduled shift and remain for the entire length of your shift unless it has been prearranged with your director to leave early or there is an emergency.
7. While in attendance at any Sand Stew, Inc. event whether as a volunteer or patron, please remember you are a representation of our organization, therefore, please use appropriate language, always wear appropriate attire and behave appropriately.
8. Directors must submit a budget proposal for their department no less than 2 months prior to Sober in the Sun. Budget submissions for all other events requiring a budget will be determined by the Board of Directors.
9. Directors shall communicate and cooperate with other Directors regardless of department/area. If issues arise between Directors that cannot be resolved, the President or Executive Officers shall request a meeting with all parties to resolve the issue.
10. Directors and Coordinators must acquaint themselves with the Bylaws, Mission Statement, Guidelines and Procedures of Sand Stew, Inc.
11. Directors shall ensure that discrimination of any kind is never tolerated within Sand Stew, Inc. or at any Sand Stew, Inc. event.
12. Directors and Coordinators are strongly encouraged to participate in all fundraising activities during their tenure. However, the minimal participation commitment of 40% for Directors, and 20% for Coordinators is required.
13. Relapse Prevention: If a Director or Coordinator is a self-admitting recovering Alcoholic or Addict, and has relapsed during his/her tenure;
 - a. He/she must notify the President of the relapse. The President will report the relapse to the Board of Directors.
 - b. A recovery program will be suggested to the individual
 - c. If he/she refuses to enter recovery, the Board of Directors may terminate his/her duties with the organization.