



Welcome Letter to Volunteer Applicants

December 2013 Training

Welcome and **THANK YOU** for choosing to volunteer with Yes, You Can Dance!. Our programming relies heavily upon volunteers and could not succeed without them.

Yes, You Can Dance! (YYCD!) offers several types of opportunities for volunteers. In this packet you will find all the information you need to learn about our volunteer opportunities and the resources you will need to get started. Before completing an application it is important that you understand some important information about becoming a volunteer.

Application: You will be asked to complete a written application that includes personal information and this information will be verified. You will need to give us permission to make inquiry of others concerning your suitability as a volunteer.

Criminal Background Check: Volunteers who have direct contact with dancers, such as Dance Mentors for the Special Needs Ballroom program must agree to a Criminal Background Check. Volunteers who are 17 years or age or younger must complete a "17 & Under Disclosure" form.

Code of Conduct: YYCD! expects all volunteers and participants to uphold standards of excellence as set forth in our Code of Conduct. Please, read this document (in your packet) carefully and make sure you are willing and able to abide by it.

Orientation and Training: All volunteers must participate in a mandatory orientation and training program. This will be scheduled prior to your assignment as a volunteer and will involve approximately 2-3 hours of your time.

Confidentiality: In the course of volunteering, you may be dealing with confidential information about others. You must be willing to agree to keep such information in the strictest confidence.

Health Concerns: You may find yourself working in an environment of contagious disease and you must be willing to protect yourself and others with appropriate precautions and procedures.

Termination: You must understand and accept that the relationship between YYCD! and its volunteers is an "At Will" arrangement and may be terminated at any time without cause by either the volunteer or YYCD!.

Volunteer Responsibilities: As a volunteer, you will have some very important responsibilities that you must understand. These responsibilities include:

- abstaining from the use of alcohol and/or illegal drugs and to NOT be under the influence of either throughout the course of any event or activity. For events requiring travel, this abstinence begins upon departure from the local pick-up point through the return of the dancers to their families.
- abstaining from all tobacco use during YYCD! events in all sites related to our participation, including housing, meal areas, or performance venues.
- dressing and behaving at all times in a manner that will be a credit to YYCD!. We expect all volunteers to be role models for the dancers we serve.
- reporting all emergencies to the appropriate authorities after immediate action is taken to ensure the health and safety of participants.
- providing 24 hour supervision of dancers during any YYCD! event to which you are assigned.

Image Release: You must be willing to give YYCD! permission to use your likeness, voice and/or words in television, radio, film, or in any form to promote activities of YYCD!

If you have any questions about any this information, please feel free to ask any of the YYCD! staff for clarification. If you are comfortable with taking on this wonderful responsibility, your next step is to complete the **Application for Volunteer Participation** included in this packet.