

# **2018 Heart of Hope Volunteer Rules and Regulations**

**Dates:** 1/7, 1/21, 2/4, 2/10, 3/4, 3/18, 4/8, 4/14, 4/22,

Concert date: 5/6 (2-5pm)

Time: Sundays 2:15-4:45

**HOH email address:** [hohhohca@gmail.com](mailto:hohhohca@gmail.com)

HOH Officers list:

President: Paola Sandoval Vice President: Ashley Chen

Secretary: Amber Pan Treasurers: Melody Kusnohadi

Historians: Tom murickan/ Kevin Yeh

## **HOH Volunteers Responsibilities:**

1. Help special needs kids with crafts, cooking, music, and outdoor activities
2. Call members on a weekly basis

## **HOH Volunteers Requirements:**

1. MUST be available from 2:15-4:45 for the duration of 2.5 hours
2. Students ranging from grades 6-12 are welcome
3. Must be loving, patient, responsible, and helpful
4. Must pay the membership fee of \$25 every semester
5. Must wear HOH T-shirt every meeting. Each shirt is \$10

## **HOH Volunteers Opportunities:**

1. Will receive volunteer hours; a certificate with the total amount of hours will be given at the end of the year
2. HOH will offer activities outside of the weekly meetings including but not limited to DB Birthday Party, concert, and Relay for Life.
3. Volunteers with perfect attendance will receive a certificate from the City of Diamond Bar
4. Outstanding volunteers chosen by our staff will receive a California state certificate

## **Volunteer Hours:**

1. Each meeting is worth 2.5 hours
2. As the members tend to arrive early, all volunteers must arrive before 2:15
3. HOH Secretary will keep track of the hours and post it on the notification board. If there is an error regarding your hours please email HOH or let Secretary Erica Chang know within two weeks. NO EXCEPTIONS!!!

## **Absents:**

Because our members are special needs kids who need consistent companions to feel safe, we encourage everyone to be there every week.

1. If you cannot make it, please email HOH or let secretary Erica Chang know two days before and provide a note stating the reason for your absence and a signature from your parent the following week.
2. An absence without a note is considered as an unexcused absence. Two unexcused absence revokes your HOH membership.

I have read and agreed to HOH Rules and Regulations

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_