

# Volunteer Group/Performance Information

Apply early as space is limited during select time periods!

## General Information

Leader Name	Leader E-mail
(     )	(     )
Leader Telephone Day	Evening

## Service Information

If your group has previously volunteered at Give Kids The World, please share the date(s) \_\_\_\_\_

Do you plan to volunteer as a group again in the next twelve months?

Participants (This is the number of volunteers you will commit to bring.)	
Type	Anticipated #
# Chaperone(s)	
Age 12-13	
Age 14-15	
Age 16-17	
Age 18+	
<b>TOTAL:</b>	

Volunteer Service Type (Please place an "X" in the column to the left of the service you are interested in.)	
	Group needs to be together while they volunteer
	Group can be separated throughout the Village, but within a similar shift and time frame
	Outdoor Work Project, if available and fees apply (Landscaping, painting, etc.)
	Indoor Work Project, if available and fees apply (Cleaning, painting, etc.)

Please list, in order of preference, two (2) dates in your schedule for your availability. All related paperwork and scheduling **must be completed** by an assigned deadline, prior to date of volunteering.

Volunteering/Performance Dates and Preferences	
First Choice	From:     /     /                      To:     /     /
Second Choice	From:     /     /                      To:     /     /
AM (7:15AM – Noon):	PM (4:45PM – 10:30PM):
Other Notes:	

## Steps and Guidelines

**1. All of your final scheduling, head count and all related paperwork must be completed prior to your requested volunteering arrival.** Once processed, all participants are required to adhere to our code of conduct.

**2. Complete one Group Information sheet for each group name.** If you have more than one group applying separately, submit a separate group application. The additional group(s) will not be scheduled until all related paperwork is submitted. This information sheet can be accepted up to one year in advance of your requested volunteer experience.

**3. All Group Information sheets must be signed by the group leader. The group must be accompanied by their group leader during their volunteer experience.**

**Please note:** Groups must provide their own food, lodging, and transportation to and from Give Kids The World Village.

## Code of Conduct – Standards, Policies and Requirements

The following standards, policies and requirements are applicable to all groups that perform volunteer service:

1. The group and its directors/leaders, members, chaperones and supporting personnel will respect and follow the directions of Give Kids The World Staff.
2. The directors/leaders and chaperones for the performing/volunteer group must be at least 18 years of age; follow the same GKTW policies, procedures and requirements applicable to the group's members; and actively supervise the group's members. GKTW will have no responsibility to supervise the performing/volunteer group's members. The directors/ leaders, chaperones and other supporting personnel for the group will be positive role models for the performing group's members and encourage a professional attitude by showing respect and courtesy, and by demonstrating positive support for all of its members, chaperones and other support personnel.
3. Families at GKTW will expect that all aspects of their performance as volunteers be in good taste and of the highest quality, free of any religious or political messages or views consistent with GKTW's reputation and image. The groups must ensure that, at all times during their visit, the members of its performing volunteer group and its directors/leaders, chaperones and other support personnel maintain a professional demeanor and adhere in all respects to the GKTW standard and otherwise use the Resort in a safe, appropriate and careful manner, in compliance with all policies and procedures, and all applicable laws, rules and regulations. In particular, without limiting the foregoing, the performance and other activities of the performing volunteer group and its directors/leaders, members, chaperones and other support personnel must comply with all such policies and requirements as GKTW may establish, in its sole discretion, for such activities and use of the village including, without limitation, no smoking policies and dress/attire policies.
4. GKTW has the right to approve or disapprove in its sole discretion all entertainment, programmed activities, scenery, costumes, attire and other aspects of the volunteer group.
5. GKTW reserves the right to cancel participation and/or performance by any volunteer group for any reason, including, without limitation, failure by that volunteer group or its directors/leaders, members or other support personnel to comply with the standards, policies or other requirements listed here or any other action deemed inappropriate.
6. All volunteers in the group are 12 years of age or older by performance/volunteering date.

### Volunteering Requirements

- Please check in at Volunteer Services before and after your volunteer shifts.
- Pick up a temporary "Angel" badge from Volunteer Services. Angel badges identify you as a volunteer to the Wish families and GKTW staff. This is also a great conversation starter!
- Inform Volunteer Services if you wish to have your hours verified for school, work, scholarships, etc. Give Kids The World does not honor court-ordered community service hours.
- Notify Volunteer Services if any member of your group will be absent from a shift prior to your arrival.
- Act appropriately and responsibly when you are here.
  - Greet every guest with a smile!
  - Please refrain from any sort of profane language.
  - Be prompt and reliable for your scheduled volunteer shift(s). Be prepared for heavy traffic in the Kissimmee area. Remember, time is precious for our children and they look forward to seeing you!
- Communicate with Volunteer Services regarding any questions or concerns.

- Dress appropriately for your scheduled volunteers shift.
  - Do not wear halter tops, tube tops, bare midriff shirts, asymmetrical tops, torn jeans, t-shirts with inappropriate illustration or writing.
  - Closed-toed shoes must be worn at all times for safety.
  - Do wear comfortable clothing!
  - Please wear a hat/hairnet and gloves at all times when working directly with food. Please no sleeveless shirts.
- Provide excellent guest service to our Wish Families.
- Ask questions during any volunteer training. Know what you can and cannot do in each area.
- Know what to do in an **emergency situation**.
  - Identify the nearest location of a phone in your volunteer area.
  - If there is a serious injury, dial "9-911" from a phone and keep everyone in the area calm.
  - A Manager On Duty will be notified and directed to the emergency area.
  - Do not perform First Aid or CPR on any injured guest, volunteer or GKTW staff.
- Do not touch any bodily fluids and do notify Housekeeping or GKTW Staff if there are bodily fluids spilled by dialing "0" on any phone. Block off the area until the appropriate staff arrives.
- Refrain from smoking, smokeless tobacco and chewing gum.
- Refrain from the use of alcohol or illegal drugs while volunteering.
- Report to your assigned volunteer area and serve in that area until your shift is complete. Work with your fellow volunteers and GKTW staff to coordinate breaks so no area is left vacated.
- Keep personal belongings locked in your vehicle. There are a limited amount of lockers located in Volunteer Services (Caring Center) for your use. The Village is not responsible for any lost or damaged items.
- Do not remove property from the Village without the permission of the GKTW Staff.
- Capture all your memories on film! However, photos of our Wish Families are not permitted.
- Do not ask a child why they are here. It is important to respect the privacy of our Wish Families. If children or parents initiate the conversation with you and you are comfortable, please feel free to chat with them. If you are uncomfortable, simply change the subject.
- Share your personality and volunteer story! However, please refrain from sharing your personal religious, political, or cultural beliefs. Give Kids The World welcomes families from around the world and all walks of life. They may or may not believe the same as you.
- Venues and amenities are reserved for use exclusively by our Wish-related Guests.

**Would your group be interested in providing financial or in-kind support to Give Kids The World? \_\_\_\_\_**

**The school/organization named below agrees that, if in GKTW's sole discretion the school/organization's performing group named below is selected or otherwise permitted to perform volunteer duties, the school/ organization will ensure that the school/organization's volunteering group and its directors/leaders, members, chaperones and other support personnel comply in full with all of the standards, policies and requirements listed above under this "Code of Conduct- Standards, Policies and Requirements."**

**Group Director, (Please Print and Sign)**

**Date:**

Please send the completed form to: [TamiW@gktw.org](mailto:TamiW@gktw.org) or via Fax to: 1-888-577-9406