

OYOTUNJI VILLAGE

The Freedom You Can Feel

AFRICAN THEOLOGICAL ARCH-MINISTRY



VOLUNTEER PACKET

Festival Schedule 2018

Oyotunji African Village
56 Bryant Lane
Seabrook, SC 29940

Registration Opens	8:30 a.m.
Gates Open	11:00 a.m.
First Event	1:00 p.m.
Second Event (tent.)	4:00 p.m.
Aria (Evening celebration)	8:00 p.m.

PARKING

Parking is available at the Village. Volunteers will also be assigned.

TOURS

Tours will be conducted throughout the day on an as-needed and pre-scheduled (group tours) basis. Trained volunteers will be assigned.

DEADLINE

Volunteer pre-registration is requested. Completed forms must be returned via email to volunteer@oyotunji.org within one week from completion.

GOAL

To make your experience at Oyotunji an inclusive, educational and supportive one.

Volunteers play a vital role in the maintenance of Oyotunji. Their passion and commitment is what makes our events successful. Oyotunji is in need of leaders, thinkers, movers and shakers, educators, communicators... all types of talented people. If you are in one of the categories above, then we need **YOU!**

This packet includes further details on our events, a list of volunteer opportunities, and a sign-up sheet.

If you have any questions, please contact:

Volunteer Coordinator
volunteer@oyotunji.org

843*846*8900

VOLUNTEER OPPORTUNITIES

On the morning of any volunteer event, all volunteers must check in with the **Volunteer Coordinator**. A brief orientation will be given regarding volunteer assignments. Descriptions and FAQ's will be provided.

Volunteers should be prepared to help out as necessary. As the day progresses, the Development Team may need to shift volunteers from one area to another as those areas require either less or more volunteers. There are several shifts available but be prepared to work.

INFORMATION AND AREAS OF NEED & OPPORTUNITY

ARRIVAL TIME

In the event that there is a large attendance expected, Volunteers may be needed on the day(s) prior to event. Volunteers should arrive at 12 PM.

EVENT PARKING

Volunteers will be expected to attend and facilitate guidance of parking throughout the day. Volunteer Coordinator, will provide instruction where and how cars should be placed.



RENOVATION / CONSTRUCTION

Our construction and renovation volunteer projects are often undertaken to support the developmental goals of certain institutional, recreational buildings and buildings of worship. The renovation or construction volunteer work will vary depending on your expertise, the unique community needs, and the different stages of construction work already in process.



WATER BOTTLE STATION

As a fundraiser for the ATA, Volunteers will man our water station and sell waters to those participants and tourists who are walking around.



CLEAN UP

Volunteers will assist with picking up trash and water station areas.



WEBSITE DESIGN & MAINTENANCE

Volunteer(s) with experience with graphic design & web design, to assist in maintenance/update of content on Oyotunji web page.



BOARD of DIRECTORS SELECTION (Most Immediate until filled)

The governing body of the ATA, these positions will be filled by persons of sound, ethical and professional individuals who can commit to and execute the missions and goals of the organization. These fiduciaries will adopt, oversee and ensure proper liability and execution of existing policies, thereby ensuring a sustainable future.



VOLUNTEER FORM

On behalf of the African Theological Archministry, we wish to thank you for giving your time to volunteer. Please fill out this form completely. By signing this application, you understand that you will not be compensated for any volunteer work and that you are under no obligation to volunteer but do so freely and willingly.

NAME (please print) ORGANIZATION (If applicable)

MAILING ADDRESS PHONE NUMBER
XXL XL LG M S

ATAEMPLOYEE WHO REFERRED YOU (if applicable) T-SHIRT SIZE (circle one)

PRIMARY CONTACT TELEPHONE NUMBER PRIMARY E-MAIL ADDRESS

Please insert time-frame in which you are available to volunteer (Circle AM or PM):

FRIDAYS _____ AM PM to _____ AM PM SATURDAYS _____ AM PM to _____ AM PM

Which volunteer job assignments are you most interested in? (Please select all that apply):

- a Restoration/Construction a Greeter/Tour guide a Clean Up a Board
a Web development/Maintenance a Runner/Floater a Water Station a Event Parking

Emergency Contact Information:

NAME RELATIONSHIP TO YOU

PRIMARY TELEPHONE NUMBER

Why do you wish to volunteer for US?

Please check the following boxes and sign appropriately below:

- a I have read the Policy and Procedures for Employee Volunteers
a I understand that I will not receive payment for volunteering unless otherwise notified

SIGNATURE TITLE DATE

POLICY AND PROCEDURES

POLICY Volunteer	ISSUING DEPARTMENT Tourism Department	POLICY NUMBER
	EFFECTIVE DATE	
DISTRIBUTION	APPROVAL GIVEN BY	REVISED May 13, 2018

PURPOSE: The ATA relies on volunteers to help with staffing events, refurbishing and construction, marketing activities and other organizational functions as needed. The Volunteer Program is a way for you to give back to the community and the organization and support the overall work and efforts of the African Theological Archministry.

DEFINITION: A volunteer is anyone who chooses to give of his or her time in a full-time or part-time capacity of to support the various activities of the organization.

POLICY: All ATA volunteers are required to follow the process outline herein to ensure fair and proper centralization and execution of employee volunteer responsibilities. To make certain the use of employee volunteers is proper, and to maintain strict compliance with California State Labor Laws, this Policy and Procedures must be adhered to all times and without exception.

PROCEDURE: To ensure the proper use of volunteers the following process will be adopted:

1. The volunteer must fill out the ATA’s Volunteer Form (attached). A signed form is required for any volunteer time donated.
2. All volunteers are expected to:
 - a. Arrive on time for their assignment on the day of the event or activity.
 - b. Be flexible and cooperative in range of assigned duties.
 - c. Refrain from drinking alcoholic beverages or eating non-assigned food during volunteer hours.
 - d. Wear appropriate attire for the activity and the environment.
 - e. Be respectful to all Oyotunji African Village guests and supporter.
3. The signed Volunteer Form must be submitted to the Tourism Department requesting volunteer assistance. That Department is then responsible for:
 - a. Maintaining an accurate record of all volunteers, including hours volunteered, and any payment of non-exempt employees and signed Volunteer Forms.
 - b. Ensuring that volunteers have safe working conditions.
Treating each volunteer in a courteous and respectful manner at all times.

EXTERNAL VOLUNTEER SERVICE AGREEMENT

SECTION 1: VOLUNTEER INFORMATION

NAME _____ EMAIL ADDRESS _____

XXL XL LG M S

WHO REFERRED YOU (if applicable) _____ T-SHIRT SIZE (circle one)

DATE OF BIRTH (attach proof of age if volunteer is under the age of 18) _____ PHONE NUMBER _____

HOME ADDRESS _____ CITY _____ STATE _____ ZIP _____

MAILING ADDRESS (if different from above) _____ CITY _____ STATE _____ ZIP _____

EMERGENCY CONTACT _____ PHONE NUMBER _____

As a volunteer, I agree to abide by all applicable rules and regulations of the African Theological Archministry (ATA) and guidelines of this unit/department and to fulfill the volunteer responsibilities to the best of my ability. I understand that I will receive no monetary benefits in return for the volunteer service I provide. I further understand and agree that the ATA shall not be responsible for any injuries to me or damages to my property that may occur in the course of the volunteer service. I agree to indemnify and hold the ATA harmless to the extent permitted by law for any such injuries or damages. I further understand the ATA may terminate this agreement at any time without prior notice.

VOLUNTEER SIGNATURE _____ DATE _____

Complete below only if volunteer is under 18 years of age:

As parent/guardian of _____, I grant my permission for him/her to participate as an unpaid volunteer for the African Theological Archministry (ATA). I further acknowledge that I have agreed to allow the ATA to provide emergency medical treatment, if necessary on his/her behalf.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

Which volunteer job assignments are you most interested in? (Describe)

VOLUNTEER SERVICE AGREEMENT/ ASSUMPTION OF RISK/ WAIVER OF LIABILITY

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TO BE FILLED OUT BY EXTERNAL VOLUNTEER:

I, _____, (hereinafter "Volunteer") am interested in volunteering my time, knowledge, talent, and service to the African Theological Archministry ("ATA") to _____ ("Activity").

SECTION 1: No Employment or Compensation for Services

I understand and agree that I am not an employee of the ATA nor will I receive any compensation for my service for the ATA, including but not limited to, any class credit at an educational institution (unless specifically so designated), monetary compensation, workers' compensation in the event of an injury to me, any type of insurance, disability benefits, contributions to a retirement fund or other retirement benefits. I further understand and agree that ATA may terminate my ability to provide volunteer services at any time and without prior notice to me. I understand that I have no property interests of any type in my volunteer service for ATA.

SECTION 2: Assumption of Risk

Volunteer recognizes that the performance of volunteer service exposes him/her to inherent risks of various types of personal injury or property damage. Volunteer hereby expressly assumes the risks of injuries and/or property damage. Volunteer recognizes and agrees that the ATA does not have any liability for such injuries or property damage.

SECTION 3: Waiver and Release of Liability

Volunteer hereby waives, releases, discharges, and/or holds harmless the Board of Trustees of the ATA and all of its agents, officers, officials, employees, and Oyotunji residents from all manner of actions, causes of action, suits, debts, and sums of money, dues, claims, and demands, in law or equity arising out of any service or activities Volunteer performs on behalf of ATA. Volunteer understands and agrees that he/she shall be solely responsible for any and all damages or injuries arising out of the volunteer services. Volunteer makes this waiver of his/her own free will, without any promises of favor or gain from ATA.

SECTION 4: Confidentiality

Volunteer agrees that he/she will not at any time during or after the term of this Agreement, without the prior written consent of the ATA, disclose to anyone not properly entitled to disclosure any proprietary or other confidential information related to the business or financial matters of ATA. Volunteer further agrees that upon termination of this Agreement for any reason, Volunteer will not take or retain, without written authorization from ATA, any papers, lists, books, files, or other documents or copies of confidential items or other information or property of any kind belonging to ATA.

SECTION 5: Compliance with ATA Policies

Volunteer agrees to comply with all laws and ATA policies, including the Business Code of Conduct, while engaged in the Activity or any travel to or from the activity. Volunteer further agrees that he/she shall not consume any alcoholic beverages while engaged in the Activity or any travel related to the Activity or for a minimum of twelve hours prior to the start of the Activity or any travel related to the Activity.

SECTION 6: Use of Personal Automobile

I understand that any personally owned automobiles used in conjunction with this Activity are not insured or otherwise covered or indemnified by the ATA for any personal property damage, personal injury, or liability. I understand that if I utilize a personally owned automobile I am required to carry auto liability insurance as required by the State of California and any state in which this Activity involves. Further, if I agree to be a passenger in a vehicle that is not owned and/or operated by an ATA faculty member or representative, I hereby assume any and all risks that may be associated with riding in such vehicle and will hold the Releasees harmless from any and all loss, damage, injury, or liability that may arise from such act.

SECTION 7: Termination

Volunteer further understands and agrees that the ATA may terminate the Activity at any time, for any or no reason, in its sole discretion. In such event, Volunteer agrees to cease all activities immediately and to exit the premises of ATA.

IN WITNESS whereof, I have read, reviewed, and executed this Agreement on this the _____ day of _____, 20_____.

VOLUNTEER SIGNATURE