



Volunteer Handbook!



Welcome!

Hello,

Welcome to the Youth Entrepreneur Institute! We are thrilled to have you join our team. Your time and expertise are invaluable to us, and we are excited to work together to make a positive impact on the lives of young people.

This handbook has been prepared to provide you with essential information about our organization, your role as a volunteer, partner or employee, and the expectations we have for our team. Please take the time to read and understand the contents of this handbook, as it will serve as a reference guide during your time with us.

Thank you for choosing to be part of our mission. We look forward to a rewarding and fulfilling partnership.

With Love,

Tacharna Crump

202-930-7574

www.yeidc.org

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Our Mission

YEI is dedicated to breaking the cycle of poverty by unlocking the creative and economic potential of young minds through entrepreneurship, STEM, and arts education. Our mission is to equip young people with the skills, knowledge, and opportunities they need to create positive futures for themselves and their communities.

Our vision?

A future where every young mind, **regardless of their zip code**, has the tools, confidence, and stage to turn their dreams into reality.

Our Values

Entrepreneurship: Spotting opportunities like a pro

Respect: Treating everyone like they're the MVP.

Teamwork: Because the best wins are team wins.

Resilience: Falling seven times, standing up eight.

Integrity: Doing the right thing, even when no one's watching.

Fun: All work and no play? Not at YEI!

The image features a circular border composed of several money bags and glowing lightbulbs. The money bags are tied at the top and bottom, with stacks of US dollar bills spilling out from their openings. The lightbulbs are illuminated with a warm, yellow glow. The background is a plain, light color, making the central text stand out.

OUR STORY

Did you know that in DC, petty crime ranks as a top reason why youth find themselves behind bars? **A lot of these arrests stem from getting tangled up in illegal activities as a way to scrape together some cash.** Trapped by poverty, many of these young individuals struggle to see a path where success doesn't involve crossing lines.

Back in 2015, this was the stark reality facing the youth in the East of the River communities. **Cultural relevant entrepreneurship education?** Virtually non-existent in our neck of the woods. The core idea behind YEI was pretty straightforward: show these young minds that making money doesn't have to involve illegal shortcuts. Hence, the birth of our flagship program, Smart Hustle, right in their own backyard.

From our first workshop to our latest success story, every step of our journey has been about more than just business; it's been about building a family. A family that laughs, learns, and grows together. **And now, you're part of it.**



Why We Need YOU?!

Volunteers like you are the secret sauce to our success. You bring energy, expertise, and enthusiasm that's contagious. Whether you're an local artist mentoring a budding entrepreneur, leading a workshop, or helping behind the scenes, you're making a difference.

To ensure our collective journey is impactful and meaningful, we've put together this volunteer handbook. Think of it as your roadmap to making a difference with YEI. It outlines our expectations, and the nuts and bolts of how we operate. But it's more than just guidelines; it's a reflection of our commitment to creating a safe, respectful, and empowering environment for everyone involved.

The policies within this handbook are crucial—they help us maintain a standard of excellence and integrity. They ensure that every interaction, every program, and every moment spent with our youth is geared towards positive outcomes. By understanding and embracing these policies, you're helping us build not just a program, but a legacy of empowerment and innovation.

So, are you ready to be part of something truly special? To contribute to a movement that's all about empowering the next generation of leaders, innovators, and dreamers? We thought so! Let's dive in, embrace the adventure, and together, make some magic happen and welcome to the YEI family! We're thrilled to have you on board. Let's roll up our sleeves, have some fun, and help these young stars shine brighter than they ever thought possible.



Section 1:

Getting Started

Joining the Youth Entrepreneur Institute (YEI) as a volunteer for many of our one-time or special project opportunities begins with a simple process. First, complete the [YEI Liability Waiver](#) to ensure you're ready to participate safely in our activities. We encourage prospective volunteers to sign up online by visiting our [volunteer opportunities page](#). Here, you can browse available roles, select your preferred activity, date, and time, and submit your request. Our volunteer program team will review your submission and send a confirmation email to finalize your participation.

Orientation

YEI holds bi-monthly volunteer orientations to welcome new members to our community. These sessions offer a comprehensive introduction to our mission, volunteer expectations, responsibilities, and the variety of opportunities available. Certain roles, especially those involving direct interaction with our youth, may require additional, department-specific orientations to ensure you're fully prepared.

Paperwork

Most necessary forms for volunteers can be found on our [website](#). Depending on your volunteer role, additional paperwork may be required, such as confidentiality agreements for those accessing sensitive information, or background checks for volunteers working with our participants. All volunteers are automatically subscribed to the YEI newsletter, with the option to opt-out if desired.

Volunteer Agreement

As part of the YEI family, volunteers commit to:

- Treating all individuals with dignity and respect.
- Diligently fulfilling the responsibilities of their volunteer roles.
- Following the guidance and instructions of YEI staff.
- Adhering to all program policies and procedures.
- Informing the volunteer program staff in advance of any inability to fulfill a commitment.
- Communicating any concerns, issues, or feedback to the volunteer program staff.
- Adhering to the dress code and maintaining appropriate hygiene for shifts.

In return, YEI commits to:

- Providing a respectful and welcoming environment for all.
- Offering clear information on duties, expectations, and conduct through a Volunteer Handbook.
- Supplying the necessary support, resources, and tools for volunteers to succeed in their roles.
- Listening to and addressing concerns in a supportive setting.
- Valuing and respecting the time and contributions of our volunteers.

Failure to adhere to these commitments may result in the suspension or termination of volunteer status.

Assignments

At Youth Entrepreneur Institute (YEI), we offer a diverse range of volunteer opportunities designed to support our mission and serve our youth. It's essential that a volunteer's interests, skills, and behavior align with our goals and positively impact our ability to serve. If any issues arise, adjustments or reassignments may be necessary.

To explore and sign up for opportunities, please visit our [volunteer opportunities page](#). Remember, an assignment is only confirmed once you receive written confirmation from our Volunteer Program Staff.

Absences / Closures / Holidays

If you're unable to fulfill your scheduled volunteer time, please notify the Volunteer Program Staff as soon as possible. We appreciate at least 48 hours' notice to find a replacement or adjust accordingly. **Repeated unexcused absences may lead to termination of your volunteer role.**

YEI observes all federal holidays and follows the District Government for weather closures and delays. Check <http://www.dc.gov> or <http://snow.dc.gov/closures> to see if we are open. If an outdoor shift must be canceled due to heavy rain/other weather that will adversely impact the day's work, volunteers will be called and/or e-mailed at least 1.5 hours before their shift (if an appropriate telephone number/email address has been provided).

If a volunteer is ill, or thinks that s/he might be contagious, s/he should not volunteer. **Illness is an excused absence.** Protecting the health and safety of our volunteers, students and staff is very important.

Protection of Student Confidentiality

Maintaining the confidentiality of our students is paramount. The fact that an individual is part of YEI's programs is confidential. Volunteers must not disclose whether someone is a student or share any details about their participation without explicit consent.

Discussions about students should always be handled with care to ensure confidentiality. Conversations that could be overheard in public areas or that share unnecessary information with others are discouraged. Always prioritize respect and sensitivity to maintain a trustworthy and secure environment.

We should also be careful with student data, as well as documents we leave on or around workspaces (such as a desk or the copy/fax machine), and items we throw in the trash. If there is any identifying information on an item, it should be shredded. Ask a staff member for the location of the nearest on-site shredder.

Last, but not least – computers. It may be obvious that you should not leave a student's intake form up when you step away from the computer, but please remember that once you are logged into the database, anyone can look up anything that you are authorized to access. Please exit the database every time you are going to leave a computer unattended.

Please keep in mind that volunteers of Youth Entrepreneur Institute are not entitled to see all information regarding students. Volunteers should seek out information only as it is necessary to your work. If you are ever in doubt about whether information should be revealed or released, please talk to the staff member supervising your work. If s/he is not available and the situation needs immediate attention, please ask another supervisor or a member of the Volunteer Program Staff for guidance. All volunteers working with students and student data are required to abide by these rules of confidentiality and should sign a confidentiality statement. Volunteers who breach student confidentiality may be dismissed from service.

Volunteer Record Management

Volunteer Program staff members strive to track every hour that a volunteer serves. We only guarantee tracking, however, for volunteers who have signed in and out of their shift. At each site, the Volunteer Program maintains a single physical sign-in binder. When the Volunteer Program is aware of the presence and activity of a volunteer who did not sign in and/or out, we reserve the right to estimate completed hours. This estimation will only be changed if additional hours can be proven. Volunteers with cell phones have the option of text sign-in to indicate their presence at a service activity. Text the keywords that follow to indicate your attendance at an activity if you do not sign a physical log. All hours submitted by text must be confirmed by a YEI staff member.

Number	Keyword	Who Should Use This
31996	YEIVol	Any Youth Entrepreneur Institute volunteer who is not contributing direct services or interactions with youth.
31996	YEIServe	Any Youth Entrepreneur Institute volunteer who is not contributing direct services or interactions with youth.
31996	YEIDCPS	Youth who are earning hours towards DCPS community service requirement

Dress and Behavior Expectations Attire:

Volunteers should wear business casual clothing that is comfortable and flat, closed-toe shoes. Event volunteers may be required to follow a specified dress code. Volunteers should not bring large backpacks nor a variety of loose items.

Please avoid:

- Controversial symbols, slogans, or language that could be considered offensive.
- Clothing that is sheer or revealing in any manner. This includes short skirts, short shorts, low necklines, tight-fitting tops, midriff-bearing clothing, beachwear, and other items.
- High heels, sandals, and shoes with smooth (sometimes slippery) bottoms.
- Clothing of any sort that drags on the ground and might prompt tripping (floor-length skirts, pants that cover shoes, etc.)

Many volunteers provide direct services to youth; therefore, it is extremely important for all volunteers to practice good hygiene. We expect volunteers to bathe and arrive to their shifts in clean clothing.

Equity:

YEI Volunteer Program is prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. Persons with disabilities who require accommodation will be supported to the best of our ability. Additionally, program information may be made available in languages other than English.

Expense Reimbursement

YEI has no expectation that volunteers will spend money in the execution of their duties. If a purchase is required, please contact the Volunteer Program Staff or the supervisor in the department where you are serving. Volunteer time cannot be deducted on personal income taxes.

Youth Volunteer Policy

In an effort to ensure that all clients receive complete and confidential treatment, the minimum age to independently participate in the YEI Volunteer Program is thirteen (13). Youths under the age of 13 must be accompanied by an adult chaperone who assumes full responsibility and liability for the youth at all times. Youth volunteers will often be prohibited access to student files, database information, and/or other confidential information. Nonetheless, all regular youth volunteers must still read and sign a confidentiality statement. Volunteer Program Staff may consider exceptions on a case by case basis.

School Check-In Procedure:

During school hours, every volunteer must check in and out at the school office each time he or she is on campus to volunteer. A picture ID is required each time you volunteer. At check-in, a name tag will be printed for you and must be worn while on campus. The school must maintain a record showing the days and hours each volunteer works. For security purposes and in case of emergency, it is important for administrators to know who is on campus and why.

Communication:

As a volunteer, you will meet many wonderful students. Please be aware that volunteers may not telephone students or visit them at their homes. Volunteers may not meet students off campus, or invite students to the volunteer's home. They also may not walk or drive a student home. Contacting or visiting students or any of their family members outside of school without parent permission is strictly prohibited and includes but is not exclusive to email, social media, telephoning, or texting.

Confidentiality:

It is imperative that all matters pertaining to students remain confidential. Any information regarding problems, progress, grades, relationships, and confidences of students, their parents, and the staff should never be discussed with anyone who does not have the professional right or need to know them. Student information is protected as confidential by federal law (Family Education Rights and Privacy Act). Anything that a child may confide in you about family matters or personal problems should be kept confidential. Probing into a student's family life or private matters is not acceptable. If the information is vital for the school to have in order to help the student, please discuss the child's conversation in private with his or her teacher or school administration.

Dress:

Please take your lead from the professional staff and dress appropriately for the job you are doing. We ask that you wear professional attire that is neat and conservative. Your appearance should attract no undue attention. Please do not wear spaghetti straps, revealing clothing, tube tops, tank tops, short-shorts or show bare midriffs. T-shirt messages should be of a positive nature. Keep in mind that you are in a position to set an example for students, therefore your dress, speech and behavior should serve as good models for them to follow.

Behavior:

Volunteers may not engage in any behavior or activity that may cause harm to themselves or others. In addition, physical contact is not encouraged and should be limited to a brief encouraging behavior such as a "high five".

Health:

Schools are particularly concerned about keeping students and staff healthy. If you are not feeling well, please do not try to keep up with your volunteer duties. Please call in advance to let the staff member know you won't be coming in at your scheduled time.

School Rules: Become familiar with the rules, policies, and procedures of the school where you will be volunteering. (if applicable) This can be done through reading the DCPS Volunteer Handbook located on the DCPS website at dcps.dc.gov.

Dependability:

Please be prompt and consistent. We realize that there may be times that you may be ill, on vacation, or otherwise unable to volunteer. Please notify the YEI office and leave a message for the staff member with whom you work and give advance notice when you are unable to volunteer, as the teacher and children are expecting you. Also remember that it is important to be prompt and consistent when working with students.

Allergies:

The needs of students, staff, and volunteers vary when it comes to allergies. For that reason, please consult your program about procedures to be followed regarding allergies. It is critical that these procedures be followed exactly. Do not bring anything to program site or give anything to students without consulting the instructor first. For example, our classrooms are a peanut-free zone. Please do not wear perfume or cologne. Please remember to share any special needs you may have with the staff as well.

Cell Phones:

To ensure that the learning environment is not disrupted, cell phones are to remain completely silent with limited use when volunteering.

Insurance:

Youth Entrepreneur Institute does not carry health insurance or worker's compensation insurance for volunteers. Any injuries that occur while volunteering must be reported immediately to YEI staff.

Field Trips:

Program managers decide how many volunteer chaperones are needed, and which chaperones will attend field trips and overnight trips.

Bathrooms:

Staff restrooms are located in the school offices and are available to volunteers. Do not use student restrooms. Never go to the restroom alone with students. Chaperones should be in pairs when taking students to the restroom.

Children of Volunteers:

Volunteers and chaperones may not bring other children while volunteering in schools, on field trips, or on overnight trips.

Photos/Videos:

Visitors are not permitted to photograph and/or record any students other than their own.

Smoking / Substance Abuse

No smoking is permitted at any YEI program sites. YEI is committed to providing a drug free work place. All YEI workplaces should be free from the illegal use, possession, and distribution of controlled substances and alcohol abuse by the employees of the organization. The unlawful manufacture, dispensing, possession, distribution of use of a controlled substance or abuse of alcohol by employees and volunteers will not be tolerated on the YEI premises or while on YEI business off the premises (which includes operation of YEI vehicles). Violation of this policy will be dealt with promptly and can result in immediate dismissal.

Safety & Security

YEI is committed to having a safe working environment. We are always eager to hear suggestions on how we might improve our working environment to increase the well-being of staff and volunteers.

Fire Evacuation Policy: Upon hearing the fire alarm, please stop working. Immediately leave your desk and escort others you are working with out of the building. Please remain calm during evacuation, and do not use the elevator. YEI and/or DCPS will conduct quarterly fire drills to practice this procedure. It is important that drills are treated as an actual and necessary evacuation. Practicing this properly may help ensure the safety of our safety and staff when a real emergency occurs. If you ever see/smell smoke, alert your fellow co-workers immediately. There could be something burning in the oven or something much more serious.

Return of Property

Volunteers are responsible for the return of all YEI property. If YEI property has been taken off-site, YEI may take all actions deemed appropriate to recover or protect its property. Grievance Procedures Please alert the Executive Director if you are ever unsatisfied with a Volunteer Coordinator or your treatment as a volunteer of YEI. If possible, please summarize your concern in writing to help us fully address all questions and concerns.

Conflict of Interest

Volunteers are expected to act in a manner that merits public trust and confidence. Each volunteer is expected to safeguard the reputation and integrity of YEI and to preserve and strengthen public confidence in YEI activities. Volunteers must refrain from engaging in any transaction in which personal interests conflict, potentially conflict, or appear to conflict with those of YEI. An actual or potential conflict of interest occurs when a volunteer is in a position to influence a decision that may result in a personal gain for yourself or a relative as a result of YEI's business, fundraising, or other dealings. Participation in any activities that are a conflict of interest are prohibited, and verified activity of this sort may result in termination of volunteer service.



Section 2:

Understand Your Role

Upholding the values and mission of YEI involves demonstrating integrity, accountability, and excellence in your work.

As a volunteer, you are integral to fostering the entrepreneurial spirit among the youth we serve. Below is an overview of the various roles you may undertake, along with our expectations and the commitment we seek from you.

Description of Roles

- **Mentors & Coaches:** Offer one-on-one guidance to aspiring youth entrepreneurs, helping them refine their business ideas and strategies.
- **Event Coordinators & Support:** Play a key role in organizing and running YEI events, such as pitch competitions, where you might also serve as a judge, providing valuable feedback to participants.
- **Administrative Support:** Offer crucial behind-the-scenes support, managing data, coordinating schedules, and ensuring operational efficiency.
- **Content Developers:** Create and curate educational and promotional materials that align with YEI's mission and enhance our program offerings.
- **Innovation Lab Open Studio Support:** Join us on Tuesday/Thursday (during the school year) or Friday (during summer) to assist students exploring their interests in a wide range of areas from electronics to arts & crafts. Volunteers in this role have the unique opportunity to propose and lead their own workshops or multi-session projects.

Innovation Lab Making Zones

- Our facility boasts a variety of making zones equipped for:
 - Textiles and Fabric Studio
 - Laser Cutting
 - 3D Modeling and Printing
 - Electronic & Coding
 - Multimedia Production

At this time Youth Entrepreneur Institute does not accept volunteers with any type of court-mandated or disciplinary community service.

EXPECTATIONS:

1. Professionalism:

- Uphold a high standard of professionalism in all interactions.
- Demonstrate integrity, accountability, and excellence.
- Serve as a positive role model for our youth.

2. Dependability:

- Fulfill your commitments reliably, including punctuality and task completion.
- Understand that your consistency directly impacts the quality of our programs and the trust of our participants.

3. Flexibility:

- Adapt to the evolving needs of our programs and participants.
- Embrace changes and challenges as opportunities for growth.

4. Respect and Inclusivity:

- Promote a culture where every participant feels valued, heard, and included.
- Celebrate diversity and ensure a safe, welcoming environment for all.

COMMITMENT:

Duration:

- Agree to commit to the predetermined period specific to your volunteer role, typically spanning 2 hours minimum per month, to ensure program continuity.

Orientation and Training:

- Participate in a comprehensive training program to equip you with the necessary knowledge and skills.
- Understand YEI's approach and your role within the organization.

Engagement:

- Actively participate and engage with our programs.
- Contribute your unique insights, enthusiasm, and creativity.

CHAPERONE GUIDELINES

Chaperones are volunteers who agree to accompany and assist YEI staff on org sponsored field trips. Chaperones provide additional adult supervision and ensure a safe and well supervised learning experience for students. Students are expected to treat adult volunteers with a cooperative attitude, courtesy and respect. Program staff are responsible for assigning specific duties for chaperones. The following guidelines are specific to volunteers who agree to chaperone YEI sponsored activities and are in addition to those previously outlines in this handbook:

- Only YEI students are allowed to participate in YEI-sponsored activities (siblings are not authorized to accompany a parent chaperone).
- All participating students must be assigned an adult chaperone.
- All chaperones must adhere to requirements provided by the organization.
- Chaperones will assist staff in implementing all policies and rules governing student conduct.
- Chaperones are not authorized to administer medicine to students.
- Chaperones will report all incidents and disciplinary issues to YEI in a timely manner.
- Chaperones will maintain student and adult confidentiality.
- Chaperones will take necessary and reasonable precautions to protect student.

Transportation

YEI shall provide transportation for all students and teachers. Students are required to use the transportation provided by YEI as part of the activity. Chaperones are welcome to use YEI transportation if space allows. In some instances, chaperones may be asked to drive their own vehicle, at their own expense and liability.

Chaperone Guidelines for Overnight Stays

In the event a chaperone volunteers for a field trip that is extended for overnight stays, provisions to ensure the safety and well-being of all participants shall include:

- A chaperone assigned the responsibility for maintaining emergency contact and medical information for participating students and adults must keep this information secure and readily available.
- No chaperone shall stay in a room alone with a student unless the chaperone is the student's parent or legal guardian.
- Only same gender students shall share a room.
- Chaperones will cooperate with the plans made by the trip coordinator to account for weather delays, illness and/or vehicle emergency.
- Chaperones will organize a system for communicating and performing student counts.



Section 3: Code of Conduct

This Code of Conduct outlines the standards and principles we expect all volunteers to uphold, ensuring a positive, respectful, and productive atmosphere for everyone involved.

Respect for Youth and Staff

- Treat all youth, staff, and fellow volunteers with the utmost respect, kindness, and dignity.
- Listen actively and value the ideas and perspectives of everyone, recognizing the diversity of experiences within our community.
- Maintain appropriate boundaries with youth and staff, ensuring professional relationships at all times.

Professionalism

- Uphold a high standard of professionalism in your conduct, including punctuality, reliability, and presentation.
- Approach your volunteer duties with enthusiasm, dedication, and a positive attitude.
- Be a role model for the youth, demonstrating ethical behavior, integrity, and a strong work ethic.

Confidentiality

- Respect the privacy of all participants and staff by maintaining the confidentiality of personal information and sensitive data you may be privy to during your volunteer service.
- Discuss confidential matters only with authorized YEI staff members when necessary for the welfare of a participant or the effectiveness of the program.

Conflict Resolution

- Address any disagreements or conflicts with youth, staff, or fellow volunteers in a constructive and respectful manner.
- Seek to resolve conflicts through open communication and mutual understanding, avoiding escalation whenever possible.
- Report any unresolved issues or serious concerns to YEI staff promptly, allowing for timely intervention and resolution.

Commitment to the Code

By volunteering with the YEI, you agree to adhere to this Code of Conduct, embodying the values and standards it represents. Your commitment to these principles is essential in creating an empowering, respectful, and safe environment for all participants and contributing to the success of our programs. Violations of this Code of Conduct may result in a review of your volunteer status and, if necessary, termination of your volunteer engagement with YEI. We appreciate your dedication to maintaining these standards and your contribution to our mission.



Section 4: Safety

Ensuring the safety and security of all participants, volunteers, and staff at the Youth Entrepreneur Institute (YEI) is our top priority. This section provides essential guidelines on emergency procedures, reporting incidents, and first aid, equipping you with the knowledge to maintain a safe environment.

Emergency Procedures

1. **Familiarize Yourself:** Upon starting your volunteer role, make sure to familiarize yourself with the layout of the facility, noting all exits, fire extinguishers, and emergency equipment locations.
2. **Evacuation Plans:** Understand and follow the established evacuation plans for different types of emergencies, including fires, natural disasters, and lockdowns. Participate in any drills conducted during your volunteer period.
3. **Immediate Actions:** In case of an emergency, remain calm, follow the instructions of YEI staff, and assist in guiding youth to safety as directed.

Reporting Incidents

1. **Immediate Reporting:** Any accidents, injuries, or safety concerns, no matter how minor, should be reported immediately to YEI staff. This includes any breaches of security or situations that feel unsafe.
2. **Documentation:** Fill out an incident report form provided by YEI staff, detailing what happened, when, and who was involved. Accurate and timely documentation is crucial for effective response and prevention measures.
3. **Follow-Up:** Stay in communication with YEI staff regarding the incident for any follow-up actions or information needed.

First Aid

1. **Basic Training:** Volunteers are encouraged to have basic first aid and CPR training. While not mandatory for all roles, it is highly beneficial for responding effectively to minor injuries or health issues.
2. **First Aid Kits:** Know the locations of first aid kits within the facility. In case of a minor injury, use the supplies to provide initial care and inform YEI staff immediately.
3. **Medical Emergencies:** In the event of a serious injury or health concern, call emergency services immediately, then notify YEI staff. Do not attempt to move the individual unless absolutely necessary for their safety.



Section 5: Background Checks

At the Youth Entrepreneur Institute, we prioritize the safety and well-being of the youth we serve. As such, all volunteers working or providing direct services or contact with youth are required to undergo background checks. Please note, these background checks are conducted at no cost to you.

Process for Completing Your Background Check:

1. DCPS Clearance Application: Begin by completing the DCPS Clearance Application. This is a crucial first step for initiating the background check process. Access the form [here](#) and select "Submit a Clearance Application." Ensure you fill out the application with accurate information, selecting "Volunteer" as your relationship to DCPS and specifying "Youth Entrepreneur Institute" as the Community Based Organization.
2. Fingerprint Appointment: After submitting your DCPS Clearance Application, schedule your fingerprinting appointment. This can be done online by visiting [Fieldprint](#) and following the instructions to set up an appointment. Use the Fieldprint Code "FPDCEMPLOYEE" and select "Volunteer" as the Applicant Type. Remember to bring two forms of identification to your appointment.

Completing these steps is essential for ensuring the safety of our programs and maintaining a secure environment for both our youth and volunteers. For more detailed instructions on each step of the process, please refer to the document [here](#). This guide is designed to walk you through the background check process smoothly and efficiently.

If you have any questions or need assistance at any point during the process, please reach out to Tacharna Crump at tcrump@yeidc.org , call 202-930-7574. Your cooperation and commitment to completing this process are greatly appreciated. Together, we can create a safe and nurturing environment for all participants.



Section 6: **Termination**

Termination of Service

Service with YEI may end through resignation or dismissal. A regular volunteer may choose to resign, or stop serving, at any time for any reason. We ask that the volunteer provide notification of their intent to terminate service with YEI two weeks prior to his/her final day, either verbally or in writing.

Dismissal is the discharge of a volunteer for any of the following reasons: gross misconduct, unsatisfactory job performance, incompetence, frequent tardiness, unexcused absence, being under the influence of alcohol while on duty, unauthorized use of drugs while on duty, theft or other unethical/unlawful behavior, inappropriately altering records; abuse of students, staff and/or volunteers; creating a disturbance on YEI premises, lack of cooperation (repeated, deliberate failure to adhere to staff instructions during service engagements); inappropriate use of telephones, computers, and other systems; unauthorized disclosure of information, or conduct contrary to or detrimental to the spirit and character of YEI or its policies.

If a volunteer is dismissed from a program at YEI , they become ineligible to volunteer with other programs according to the terms noted in their dismissal letter. However, volunteers who are also alumni or students of our program may still be eligible to receive services from the agency. This will be determined on a case by case basis.

Final Thoughts

Youth Entrepreneur Institute appreciates the contribution of every individual and group who joins us in support of friends and neighbors using YEI services. No matter which role you fill, we encourage you to keep those we serve at the forefront of your thoughts. Learn more at <http://www.yeidc.org/the-problems/>.

FOR STAFF USE ONLY

General description of assignment(s):

- Supervising students as needed by a instructor or assisting with program
- Supervising students during a regularly scheduled activity
- One-day visitors, guests, and volunteers
- Assisting at the main office of no direct student contact
- Other _____

Name of supervising staff member

National Sex Offender Public Website (NSOPW), www.nsopr.gov

Checked: by: _____ Date: _____ (mandatory)

To be completed by the Site Coordinator:

Will the individual be working over a period of time (more than 1 day) in direct contact with youth or in other situations where a fingerprint-based criminal history records check would be prudent? YES NO

If YES, and provided the individual authorized the fingerprint-based criminal history records check, please provide the following:

Date that the FBI,DC Child Protection Registry (CPR), and Metropolitan Police Department (MPD) background check was requested: _____

Date that the background checks was received and reviewed: _____

Check reviewed by (please print) _____

Signature of reviewer

Date



IMPORTANT LINKS

Volunteer Home: <http://www.yeidc.org/volunteer>

Opportunities: <http://www.yeidc.org/ongoing-opportunities/Internships/>

Other: <http://www.yeidc.org/internships/>

In-Kind Donations: <http://www.yeidc.org/in-kind-donations/>

FAQ/Factsheets: <http://www.yeidc.org/volunteer-faqs/>

Orientation: <http://www.yeidc.org/volunteer-orientation/>

Giving: <https://www.yeidc.org/givetoday/>

Facebook: <https://www.facebook.com/yeidc202>

Twitter: <https://twitter.com/yeidc202>

YouTube: <https://www.youtube.com/user/YouthEntrepreneurInstitute>

Flickr: <https://www.flickr.com/photos/yeidc202/>

Subscribe to Blog: <http://www.yeidc.org/subscribe>

Program Staff: <http://www.yeidc.org/contact-us/staffdirectory/volunteer/>

Welcome to the YEI Family!



Agreement

As a volunteer at YEI, I commit to:

1. Upholding the expectations outlined in the volunteer handbook and performing my volunteer duties to the best of my ability.
2. Completing the orientation and training program and adhering to YEI's policies and procedures.
3. Communicating effectively and promptly with YEI staff regarding any changes in my availability or concerns that may arise.
4. Respecting the confidentiality and privacy of all participants and information related to YEI's programs.

By signing below, I acknowledge that I have read and understood the expectations and commitments required of me as a volunteer at the Youth Entrepreneur Institute.

Volunteer Name: _____

Signature: _____

Date: _____



Staff Only: First Service Date: _____ Activity: _____

Liability Waiver

I am under the age of 18. (Parents or guardians must sign for children under the age of 18.)

Name _____

Phone _____ E-mail _____

Group Affiliation (if any) _____

While volunteering at YEI, using our facilities, participating in affiliated off-site activities, safety is of the utmost importance. This disclaimer is required before volunteer service:

I hereby release and forever discharge Youth Entrepreneur Institute (YEI) from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered to me or minors in my care with an emergency event during my tenure as a volunteer with YEI.

I understand that the services I provide to YEI may include activities that may be hazardous to me. As a volunteer, I hereby expressly assume the risk of injury or harm from these activities and release YEI from all liability for injury, illness, death, theft, or property damage resulting from the services I provide as a volunteer or occurring while I am providing volunteer services. **I am not an employee of YEI, and I have no expectation of present or future compensation, gifts, favors, or wages for my voluntary service.**

My participation in organized activities may be of a strenuous and/or physical nature. I am aware of the risks inherent in the performance of organized physical activity, and I assume those risks. I am in good health and proper physical condition to participate in organized physical activities.

I do not exhibit behavioral or other conditions that would interfere with my ability to participate in volunteer service. If I need accommodation, I will make a request to the volunteer engagement staff prior to my arrival for volunteer service, so that proper arrangements can be made.

If I visit or serve in the Innovation Lab, I will conduct myself in such a manner as to reduce the likelihood of accident or injury. I will follow all Innovation Lab rules, use equipment properly, and maintain awareness that innovation lab may present additional risks. I will avoid roof edges. I will not run. I will not endanger others through pushing or other physical behavior. I will only engage in behavior that helps to ensure the safety of all.

Photo Release: I grant and convey to Youth Entrepreneur Institute all rights, title, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice made by Youth Entrepreneur Institute in connection with my providing volunteer services to Youth Entrepreneur Institute. The organization will assume "yes" unless you circle "no" here: **NO** _

Signature: _____ Date _____