



March 1, 2018

Dear Team Orenda Parents and Guardians:

As you all know, our Team has been exploring various topics in homelessness this year. We would like to give the students the opportunity to donate their time to help feed the homeless community of San Diego on Tuesday, March 13th at both Father Joe's Villages, as well as passing out hand made lunches.

Due to the early hours of operation, we will need to be at Father Joe's by 6:00am, so we are asking that students be dropped off at High Tech High Chula Vista by 5:15am. We will depart on the bus at 5:30am and return to school by 9:30am. We understand that this is a very early day, but the need for volunteers at Father Joe's is much higher during the breakfast hours and we want the students to see this need and help give their time to an important cause. Once we return to school, the students will have a regular day of class, but we will be taking in consideration the early hours of work time and will be planning "low key" activities after the trip.

We will also be making lunches the day before to hand out and are asking for donations of food or toiletry supplies for the bags. We have created a [SignUpGenius](#) for parents to sign up and bring in these supplies. We will be accepting the supplies until March 12th when we put the bags together.

Please sign and return the bottom portion of this letter so we know you are aware of the early times of this field trip. Feel free to contact us if you have any questions or concerns ([bshirk@hightechhigh.org](mailto:bshirk@hightechhigh.org) or [rkruglyak@hightechhigh.org](mailto:rkruglyak@hightechhigh.org)).

Sincerely,

Britt Shirk and Regina Kruglyak

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(Printed Parent Name)

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(Signed Parent Name)

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(Printed Student Name)

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(Signed Student Name)



**Parent / Guardian Request for Student Participation in School-Sponsored Field Trip**

I, the undersigned, request that my [son/daughter]: \_\_\_\_\_ permitted to participate in:  
 (Print student's name)

<b>Description/Purpose:</b>	Building empathy in our Restoring Dignity Project by feeding the homeless at Father Joe's, as well as passing out hand made lunches to the homeless community on Imperial Avenue. We will be preparing the food, serving it and cleaning the facility.
<b>Location(s):</b>	Father Joe's: 1501 Imperial Ave, San Diego, CA 92101
<b>Date:</b>	Tuesday, March 13, 2018
<b>Time:</b>	5:15am-9:30am- Students will return to school for a regular school day.
<b>Instructor:</b>	Britt Shirk, Regina Kruglyak
<b>Costs:</b>	Donation items for hand made lunches to be passed out (see parent letter).
<b>Additional Items:</b>	<b>Students must wear long pants, shirts with sleeves and closed toed shoes.</b>
<b>Guardian Name:</b>	
<b>Complete Address:</b>	
<b>Best phone number to reach parents on day of trip:</b>	
<b>I can bring by March 12th:</b>	_ Loaves of Bread _ Jar Peanut Butter _ Jar of Jelly _ Jar of Nutella _ 1 Gallon Ziploc bags _ Fun size bags of chips _ Fun size boxes of snacks _ Shampoo/Conditioner (small or large Containers) _ Deodorant _ Feminine Hygiene Products _ Toothbrush/Toothpaste _ Soap/Body Wash _ Hand Sanitizer _ Baby products _ Toilet Paper _ Hair products _ Other

I will obey all High Tech High rules at all times while participating in this club.

\_\_\_\_\_  
 (Student signature)

California law (ed Code 35330) provides that any person making a field trip or excursion waive all claim against the school district and the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion. Accordingly, I/we hereby waive all claims that I/we might have against the school, the school district, or the State of California, or their officers, agents, employees for injury, accident, illness, or death occurring during or by reason of the above-described activity.

In the event of an accident or sudden illness, the school district has my permission to render whatever emergency medical treatment may be deemed necessary for the above-mentioned student without cost to the district.

Disclosure of any medical condition that should be known to an emergency medical provider in the event of accident or injury:

\_\_\_\_\_ My son/daughter has no medical conditions

My son/daughter has the following condition(s), including medications that should be brought to the attention of emergency medical personnel:

Parent name printed \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

# Father Joe's Villages

## PARENT/GUARDIAN AUTHORIZATION

Complete the following form. Please print.

Organization: \_\_\_\_\_

Youth Volunteer: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I understand (Volunteer's name) \_\_\_\_\_ will be participating in volunteer activities at Father Joe's Villages.

I give the Agency permission to take and use photographs of this minor for Village use. (Initial : \_\_\_)

**I understand that an adult older than eighteen years of age must escort all youths under the age of fifteen.** All volunteers must arrange transportation to and from Father Joe's Villages.

I hereby waive any right or cause of action as a result of this youth's participation in Father Joe's Villages Volunteer Program, or the employees, directors, Vice Presidents or President collectively or individually. Without limiting the generality of the foregoing, I agree that this waiver shall include any rights or causes of action resulting from personal injury to this youth or damage to his/her or our property sustained in connection with his/her activities for the Father Joe's Villages Volunteer Program.

In case of emergency, I can be reached at:

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Name: \_\_\_\_\_

(Parent/Guardian)

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Scheduled Volunteer Date: \_\_\_\_\_

(Parent/Guardian)

It is your responsibility to keep the information on this form current.



# Volunteer Memorandum of Agreement

## Father Joe's Villages

St. Vincent de Paul Villages, Inc., dba Father Joe's Villages and its partner agencies is recognized as the nation's leading rehabilitation program for homeless men, women, and families with children. The mission of Father Joe's Villages and its partner agencies is built on the belief of empowering our neighbors to turn their lives around. This holistic approach to rehabilitation is called "continuum of care" and offers a wide array of services and programs aimed at developing the whole person. These services include:

- Shelter and meals, case management, chaplaincy, motivational classes
- Job skills classes, adult education, career counseling, employment services
- Child Development Center, children's activities, family literacy, parenting classes
- Counseling, addiction recovery, psychiatric assessments, support groups
- Medical, dental, pre-natal, and pediatric clinics

### Volunteers play an integral role in meeting the mission of Father Joe's Villages

It is the goal of the Volunteer Services Program that every individual's volunteer experience is personally rewarding while at the same time contributes to the mission of this Agency.

Our **Mission** is to promote and provide comprehensive services dedicated to impacting the immediate needs of the homeless person, and to assist in breaking the cycle of homelessness while respecting the dignity of each person.

Our **CREED** is: \* **Compassion** \* **Respect** \* **Empathy** \* **Empowerment** \* **Dignity**

### Father Joe's Villages Volunteer Policies

As a volunteer with Father Joe's Villages and its partner agencies, it is your responsibility to understand and abide by the policies explained below. These policies apply to all persons, whether they volunteer as members of a group or individuals, regardless of the length of time or frequency of volunteer activity.

1. Volunteers promote an environment of mutual respect with all staff, volunteers and clients. They do this by performing and behaving according to the CREED.
2. Volunteers must respect the privacy of clients and hold in confidence all information obtained in the course of service with Father Joe's Villages.
3. **Taking photographs or video while on our Village property is not permitted** without prior authorization from an Agency staff person and/or a Program Manager.
4. While Father Joe's Villages is a Catholic agency, we are here to serve our neighbors in need. Volunteers of all faiths are welcomed. Staff and volunteers will not pressure persons to accept personal philosophies, ideas or beliefs.
5. Volunteers conduct themselves in a professional manner according to a Code of Conduct. The Code of Conduct is:
  - All relationships between volunteers and staff, other volunteers, and clients shall be professional and within the boundaries of the particular volunteer job or activity.
  - There can be no fraternization with or special treatment accorded to clients, staff, or other volunteers.
  - Behavior, dress, and language shall be appropriate, respectful, and professional.
  - Behavior that is deemed immoral, disorderly, indecent, unsafe, disruptive, and/or inappropriate is not acceptable.
6. Father Joe's Villages promotes a drug and alcohol free environment for all clients, volunteers, and staff.
7. Father Joe's Villages promotes an environment free from sexual harassment.
8. Father Joe's Villages promotes an environment free from verbal and physical abuse.

9. Volunteers will not use their own vehicles or agency vehicles to transport clients or drive for or on behalf of Father Joe's Villages without prior authorization from the Volunteer Services Office.
10. Volunteers are required to report any observation of possible child or elder abuse to a Village staff member immediately.
11. Volunteers are trained for their specific tasks, duties, and responsibilities; and shall carry these out to the best of their ability. Volunteers will follow the directions of the staff in charge. Volunteers will follow the rules, restrictions, and procedures for the specific job to which they are assigned. Volunteers will not wander from the area in which they are volunteering.
12. Special activity and kitchen volunteers agree to the set-up, preparation, implementation, and clean-up of their activity, unless otherwise agreed to by the Volunteer Coordinator prior to the event.
13. The minimum age to volunteer is 10 years old. Ages 10–14 must be accompanied with a parent or guardian and must have written parental permission before volunteering. Ages 15–17 must have written parental permission before volunteering.
14. The safety and health of each volunteer is of utmost importance to the Agency. You must report any injury and/or safety incident to your staff supervisor immediately, regardless of the severity of the incident.
15. Volunteers earning Community Service Learning hours in the Kitchens should request a letter from a Kitchen staff person upon completion of your hours.

I \_\_\_\_\_ (please print) agree to abide by the policies and terms stated above. I understand that Father Joe's Villages and its partner agencies retains the authority to ask me to cease volunteering and leave the property if I violate any of the above policies. I have been informed and understand that copies of these policies are posted throughout the Village and are available upon request.

Furthermore, I defend, indemnify and hold harmless Father Joe's Villages and its partner agencies from all liability, personal injury, loss or damage whatsoever from any cause which may arise from activities in and about the facilities of Father Joe's Villages and its partner agencies and/or on behalf of Father Joe's Villages and its partner agencies.

Group name \_\_\_\_\_ Employer Name \_\_\_\_\_

Due to some volunteer opportunities with strict age requirements, please provide your date of birth:   /  /    
(MM/YY)

Adult (18 years +)

Please check one of the following:

Minor (Under 18 years)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Scheduled Volunteer Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

Please don't contact me via email \_\_\_\_\_

Photos of me may \_\_\_\_\_ may not \_\_\_\_\_ be used by Father Joe's Villages to publicize this Agency.

**THIS FORM MUST BE SIGNED AND RETURNED TO THE VILLAGE.**

For further information about volunteering on a regular, on-going basis with Father Joe's Villages, please call (619) 645-6411 or visit us on the Web at [www.my.neighbor.org](http://www.my.neighbor.org).

**Thank you for volunteering with Father Joe's Villages**