



VOLUNTEER MANUAL



Dear Friends,

This morning I went on my early morning walk with Jesus. The sky was so blue, the trees were lush and the flowers were blooming. I began to sing to my Lord and as I started to thank Him for everything, I began to cry. I suddenly realized how much God loved all of us and how He has entrusted each of us with His Feed My Lambs children. What a wonderful and blessed opportunity we have to lead others to Jesus Christ. Our prayer is that each small child will grow up and be wise and powerful men and women of God; and just think you and I are blessed to be a part of their lives during their foundational years.

I am so grateful that God has given you His compassion, His loving kindness and His giving and servant hearts. Thank you for your obedience to God on behalf of Feed My Lambs.

One of my favorite poems reads, "One hundred years from now...it will not matter what my bank account was, the sort of house I lived in, or the kind of car I drove, but the world may be different because I was important in the life of a child." To me, this poem shares the truth and the heart of what you as a volunteer do.

I thank God everyday for each of you. You are such a blessing to me and the Feed My Lambs children. Thank you for your giving.

In Christ,

Elizabeth Weatherby, *Founder*



Dearest Friends,

Thank you for your interest in volunteering with Feed My Lambs. Feed My Lambs is a non-profit 501(c)3 organization that sets up tuition-free Christian preschools in impoverished areas. Over the 20 years that Feed My Lambs has existed, we have provided education to over 8,000 children all around the world. We could not have been able to help these children if it were not for the love and dedication of our volunteers.

I believe that God chose you to be a part of His ministry in reaching out to all the little children around the world with the love of God to lay the foundation of Jesus Christ in each of their lives through Feed My Lambs.

Your love, your trust, and your obedience to God are making a big difference in the lives of these children and their families. "A little child shall lead them..." Isaiah 11:6.

God gives each of us divine opportunities each day to bless Him and others, but it is our choice to respond to receive His love and direction. God chose you for such a time as this to love, give, and serve Feed My Lambs.

You are in my prayers and you are making a difference in the lives of God's little ones.

From the bottom of my heart, thank you.

Love in Christ,

Shannon Weatherby, LMSW

Director of Education

Feed My Lambs



MISSION STATEMENT

Our mission is to partner with local businesses, communities and area churches to open free Christian schools in economically impoverished areas, to help empower at-risk children spiritually, academically, physically and socially, and to improve families and communities.

OUR FUTURE

Feed My Lambs is committed to reaching every child on its surging waiting lists, and to add new schools where children need them. Its most immediate need is additional funding to meet the following priorities:

- Add five new schools in five years in metro-Atlanta; increase student population from 40-120 in Marietta and from 50-80 in Austell
- Build additional facilities on land already acquired in Mexico and Liberia to accommodate wait-listed children
- Provide all resources to meet demands of new and increased student populations: Hire more teachers; deliver school supplies, consumable curriculum and food; and cover operating expenses



THE GOALS OF THE VOLUNTEER PROGRAM

- To make a difference in the lives of the volunteer.
- To instill sense of pride and accomplishment in the volunteer.
- To improve the quality of service at Feed My Lambs.



HISTORY OF THE ORGANIZATION AND MAJOR ACHIEVEMENTS

In 1982, our Founder, Elizabeth Weatherby, first felt the call of God to “go get the little children.” Before our schools ever came into focus, Elizabeth began to find ways to make an impact in areas of need that were local to her. In the metro-Atlanta area, she worked with local grocery stores to receive donated food, and in turn, she developed a program to give that food to the poor. She preached and sang in state and local prisons and worked with inmates and their families. She developed several outreaches to help impoverished areas that included clothing drives and holiday parties. Those parties are now known as our Happy Birthday Jesus parties and, to date, *have been able to provide Christmas to more than 100,000 children.*

Our first Feed My Lambs school opened in 1990 in the Historic Techwood Homes of Atlanta, Ga., which in 1936 was the first public housing homes project established in the United States. We received our 501(c)3 nonprofit status in April 1992 and were incorporated in July 1994. Our second school opened in Johnny Walker Government Homes in Marietta and our third school opened in 1997 at Red Barn Mobile Homes in Cherokee County. And like they say, “the rest is history.”

OUR PRESENT

To date, Feed My Lambs has enrolled more than 12,000 children in 20 independent schools in metro-Atlanta, Liberia and northern Mexico. Today student enrollment exceeds 1,600 children in metro-Atlanta; Ganta, Monrovia and Paynesville, Liberia; and in Piedras Negras and Nava northern Mexico.

All Feed My Lambs schools are in high risk, economically impoverished areas and have love waiting lists of children. Eighty-five staff members support Feed My Lambs’ 1,600 plus student population, including six staff members in its Cobb County, Ga. headquarters, who manage fundraising and administration. Additionally, Feed My Lambs has a nine-member volunteer board from Atlanta’s business, education and religious communities, and enjoys the day-to-day involvement of our Founder, Elizabeth Weatherby.



GENERAL INFORMATION AND CONTACT INFORMATION

Operating Hours:

FML office:

Hours: Monday- Friday 9am-5pm

Location: 560 North Fairground Street
Marietta, GA 30060

Phone: 770-795-9348

Contact List:

*Shannon Weatherby, Director of Education
office: 770-795-9348 fax: 770-795-9367
email: shannon@feedmylambs.net

Alesia Hendon, Bookkeeper/ Office Manager
email: alesia@feedmylambs.net

James Thomas, Executive Business Administrator/HR
email: james@feedmylambs.net

Maggie Bridges, Administrative Assistant
Email: maggie@feedmylambs.net

Kells Weatherby, President
email: office@feedmylambs.net

Elizabeth Weatherby, Founder
email: elizabeth@feedmylambs.net



BRIEF DESCRIPTION OF SERVICES

Schools

- Feed My Lambs provides tuition free Christian education to the students
- Feed My Lambs provides free breakfast and lunch each day to the students
- Each school follows the WeeLearn Curriculum that focuses on home living, reading, blocks, puzzles, and arts and crafts and helps build the students' academic knowledge, social and developmental skills, and lays a foundation for them spiritually.
- There are currently 4 schools in the metro-Atlanta area:
 - Canton
 - Marietta
 - Austell
 - Atlanta (located inside City of Refuge, a homeless shelter for women and children)

Community Events

- Happy Birthday Jesus Parties (HBJ)

Feed My Lambs would like to invite you to participate in a very special time of year for us. During the Christmas season, we plan Happy Birthday Jesus parties for families around the metro Atlanta area. During these parties, we help families in need and each child receives a special gift, enjoys birthday cake and a program that includes singing, dancing, puppets, etc. We need volunteers to help set up and prepare for the party, to help pass out gifts, balloons and other activities during the party and also to clean up afterwards. It's never too early to sign up for these special parties, so contact us anytime. For dates and more info, go to our website www.feedmylambs.net or email Alesia at fmlalesia@bellsouth.net.

- Christmas in July
 - churches, businesses, and individuals collect toys throughout the month of July to help with the HBJ Christmas season



Our Mission is to partner with local businesses, communities and area churches to open Tuition Free Christian Schools in economically impoverished areas to help empower at-risk children spiritually, academically, physically and socially; to impact families and communities.

VOLUNTEER OPPORTUNITIES

Substitute Teaching

You can help during the week at our schools. Tell us where you'd like to serve. You can choose a county or specific school in which you work: Cherokee, Fulton, or Cobb. A formal education degree is not required.

Must have a heart for missions.

You must have a criminal background check.

Class Enrichment

If you have a special gift (art, telling stories, crafts, or helping out); you can come once during the school year or several times to share your gifts with our students. Again, if you have a specific school or county in which you would prefer to work, we can accommodate that desire.

Advertising

We need help handing out flyers in communities and during specific events to let the community know about the ministry. Extra hands are always helpful in this way and it takes just an hour or two to make a great impact for the kingdom!

Networking

Help us spread the word about what God is doing through his Feed My Lambs ministry. People always receive the vision with great favor. However, there are so many people that have not heard about Feed My Lambs. We can provide public relation resources. Do you have an industry specific group that meets regularly? Could you book Ms. Elizabeth to present the vision? Call Chad Turner for details.

Operations

At times we need carpentry skills, electricians, lawn maintenance, and warehouse help, hanging curtains, computer assistance, etc. It would be great to have a pool of individuals that we could call occasionally for assistance. If you have a small business that offers these trades, or just want to volunteer your own time, we could provide a tax-deductible receipt for your in-kind donation of skilled labor.

Outreach

In the spring and fall, Feed My Lambs plans a focused day of ministry and outreach within a community in which we operate a school. The staff and volunteers provide lunch, the presentation of the gospel, Bibles, clothing, toys, furniture and love to the people. The time commitment is one - five hours on a Saturday.

Happy Birthday Jesus Parties

During the Christmas season, we plan Happy Birthday Jesus parties for families around the metro Atlanta area. During these parties, we help families in need and each child receives a special gift, enjoys birthday cake and a program that includes singing, dancing, puppets, etc. We need volunteers to help set up and prepare for the party, to help pass out gifts, balloons and other activities during the party and also to clean up afterwards.

It's never too early to sign up for these special parties, so contact us anytime.



HOURS OF OPERATION AND LOCATIONS FOR THE SCHOOLS

Corporate Office

560 N. Fairground St. NE
Marietta, Ga. 30060
770-795-9349

Atlanta

1300 Joseph E. Boone Blvd
Atlanta, GA 30314

Director: Ann Marie Mitchell
Phone number: 678-908-9834

Hours of operation: Monday-Friday year round, 8:30-4:30

Marietta

63 Maple Ave
Marietta, GA 30064

Director: Theresa Rhinehart
Phone number: 678-908-9839

Hours of operation: Monday-Friday, follows the Marietta City School calendar, 9:00-1:00pm

Austell

5705 Mulberry Street
Austell, GA 30106

Director: Norma Rodriguez
Phone number: 678-687-7282

Hours of operation: Monday-Friday, follows the Cobb County School calendar, 9:00-1:00pm

Canton

1 Shipp Street
Canton, GA 30114

Director: Bobby Mitchell
Phone number: 770-906-8710

Hours of operation: Monday-Friday, follows the Cherokee County School calendar, 9:00-1:00pm



IMPORTANT POLICIES OF THE ORGANIZATION

PLACEMENT/TERMINATION PROCEDURES

Feed My Lambs does not discriminate in its placement procedures of volunteers; so all people are welcome to volunteer. Each person is responsible to fulfill his/her duties and responsibilities. Termination may result if the volunteer does not behave professionally and/or comply with the rules and regulations of the agency.

ATTIRE

All volunteers are asked to dress in casual business attire with comfortable shoes. No hoodies, sweats, jeans with holes, cutoff jeans/shirts, and shirts or pants with messaging. Please dress appropriately for your position and job duties, and make sure that you are neat and clean at all times.

If you have any questions about the proper attire for your position, please contact your direct supervisor, department head, or the executive business administrator.

Note: Tattoos and body piercings are contrary to the image of this organization. Volunteers must cover their tattoos and remove body piercings while on the worksite or while conducting organizational business. Volunteers who have religious reasons for their tattoos or piercings should consult with the volunteer coordinator for guidance about following this policy.

SMOKING

Smoking is not allowed on company property. All Feed My Lambs events or facilities are tobacco-free zones. No use of tobacco products is permitted.

FACILITY USAGE

FML schools are housed in buildings owned by churches, a shelter, or the housing authority, therefore, it is imperative that the properties are not abused, misused, or worn out prematurely. We ask that all volunteers help to take care of these properties. No volunteer is allowed in the residents' living quarters of the Atlanta City of Refuge; no volunteer should wander unsupervised around the buildings of any of the schools. The director at the school will show you which restroom to use and allow you the use of the computer upon request. However, the

computers are not for private use as everything you access or write is recorded by Feed My Lambs.

COMPENSATION POLICIES

There is no compensation for volunteering.

EQUAL EMPLOYMENT OPPORTUNITY

Feed My Lambs, Inc. is strongly committed to providing equal employment opportunity and does not discriminate on the basis of color, race, religion, sex, or national origin. For us, this is the only acceptable way to do business.

HARASSMENT AND SEXUAL HARASSMENT

It is our policy and our responsibility to provide our volunteers with a work place free from harassment. Harassment on the basis of race, color, religion, sex, or national origin, undermines our workplace morale and our commitment to other with dignity and respect. Accordingly, harassment will not be tolerated at our company.

Harassment can take many forms, including but not limited to touching or other unwanted physical contact, posting offensive cartoons or pictures, using slurs or other derogatory terms, telling offensive or lewd jokes and stories, and sending e-mail messages with offensive content. Unwanted sexual advances, requests for sexual favors and sexually suggestive jokes, gestures, propositions, e-mail messages, or other communications all constitute harassment.

If you experience or witness any form of harassment in the workplace, please immediately notify the company by following the steps outlined in our compliant policy. We encourage you to come forward with complaints. The sooner we learn about the problem, the sooner we can take steps to resolve it. The company will not retaliate, or allow retaliation, against anyone who complains of harassment, assists in a harassment investigation, or files and administrative charge or lawsuit alleging harassment. All managers are required to immediately report any incidents of harassment, as set forth in our complaint policy.

Complaints will be investigated within 2 business days. Those who are found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination.

HOW TO HANDLE WORK PLACE GRIEVANCES

Our company is committed to providing a safe and productive work environment, free of threats to the health, safety, and well-being of our workers. These threats include, but are not limited to harassment, discrimination, violation of health and safety rules, and violence.

Any volunteer who witnesses or is subject to inappropriate conduct in the workplace may initiate a complaint to his/her direct supervisor, department head, or to any corporate staff, team member, or officer, etc. Any direct supervisor, department head, or any corporate staff, team member or officer who receives a complaint about, hears of, or witnesses any inappropriate conduct is required to take immediate appropriate action. Inappropriate conduct includes any

conduct prohibited by our policies about harassment, discrimination, discipline, workplace violence, health and safety, wages and hours, drug and alcohol use.

We want to maintain a positive and pleasant work environment for all of our volunteers. To help us meet this goal, our company has an open-door policy, by which all are encouraged to report work-related concerns.

If something about your job is bothering you, or if you have a question, concern, idea, or problem related to your work, please discuss it with your immediate direct supervisor as soon as possible. If for any reason you don't feel comfortable bringing the issue to your direct supervisor, feel free to raise the issue with any employee.

We encourage you to come forward and make your concerns known to the company. **We can't solve the problem if we don't know about it.**

WORKING WITH CHILDREN

Volunteers will adhere to the following regarding physical contact with children:

- 2-Deep rule: at all times, volunteers will maintain a minimum of 2 adults when alone with a child other than their own.
- Restrict physical contact: physical contact should be limited to shaking hands, giving a soft pat on the back or sharing a side hug in full view of other adults.

Discipline should be left to the parents when they are present. In the absence of the parent, the following guidelines will apply:

- Mild warning first
- If a mild warning does not resolve the issue, remove the child from the situation in a time-out chair, in full view of other adults.
- If removing the child from the situation does not resolve the issue, bring the child to a Feed My Lambs staff person.

Abuse of any type will not be tolerated. This includes:

- Physical abuse (striking, spanking, or slapping).
- Verbal or mental abuse (humiliation, degrading, threatening)
- Sexual abuse (inappropriate touching or exposure)

INTERACTION WITH THE PUBLIC

Volunteers are allowed to interact with parents and children. However, there are some things that you must heed at an event. These include:

- Do not leave an event site without the consent of your supervisor.
- Do not give or accept rides from anyone.

- Carry only small amounts of cash.
- Do not display your cash or give it to anyone.
- Only Part Goers are eligible for gifts or prizes. Do not give extra gifts to anyone.

CONFIDENTIALITY

All student records must be kept confidential. The full name of a child along with identifying information must **NEVER** be disclosed. All volunteers are asked to sign a confidentiality agreement (See Appendix # 12-2).

POLICIES PERTAINING TO EMERGENCIES AND/OR INJURY

To address the notion of risk to the organization, in 1997, President Clinton signed into law the Volunteer Protection Act. The act provides immunity for volunteers serving nonprofit organizations or governmental entities for harm caused by their acts or omissions if:

- (a) the volunteer was acting within the scope of his or her responsibilities at the time of the alleged act or omission, (b) appropriate or required, the volunteer was appropriately licensed, certified, or authorized to act, (c) the harm caused was not willful, criminal, or reckless misconduct, gross negligence, or a conscious flagrant indifference to the rights or safety of individuals, (d) the harm was not caused by the volunteer operating a motor vehicle, vessel, or aircraft where the State requires an operator's license and insurance (www.nonprofitrisk.org, 2001)

INSURANCE

The volunteer is covered by the liability insurance to protect clients in case of injury or an emergency.

EVALUATION

All volunteers will be evaluated by the agency (See Appendix # 10-1) and complete the agency evaluation (See Appendix # 10-3).

BACKGROUND CHECK

All volunteers must complete a background check in order to be approved.



MANDATED REPORTING

The Georgia state legislature has taken a very bold and significant step in the battle to end the sexual abuse of children. On July 1, 2012, HB 1176 will change the laws in Georgia regarding THE WHO and THE HOW for handling reports of suspected child abuse. It is absolutely imperative that volunteers understand this.

The bill was signed into law on May 2, 2012 by Governor Deal and takes effect on July 1, 2012. After July 1, 2012 volunteers could face a 1-year prison sentence if they do not make a proper report of suspected abuse, or report an accusation of abuse. Volunteers have previously not been considered “mandated reporters.” Now they will be.

STEPS TO REPORTING:

1. Immediately report the known abuse or suspected abuse to the director of the school
2. Fill out the Child Abuse Report
3. Contact the local DFCS office with director present

You may contact Maria Abercrombie at MAbercrombie@GeorgiaPreschool.org if you need training on how to recognize and report abuse. This 2 hour course is state approved. If training is needed, it is up to the volunteer to pay for it.

* All volunteers are required to complete the mandated reporter agreement form (see Appendix 12-5).



MANDATED REPORTING

In accordance with the provisions of HB 1176, I _____ understand that I am required by law to report any suspected child abuse. I have read and understand that I am to report the suspected or known child abuse immediately to the director of the school so the necessary steps can be taken.

Volunteer Signature

Date



ELIGIBILITY REQUIREMENTS, RIGHTS, AND RESPONSIBILITIES

Eligibility Requirements

As a volunteer, you will need to meet the following requirements:

1. Must be at least 16 years of age.
2. Must provide proper identification upon admission into the program.
3. Must not be injurious to self or others.
4. Must agree to follow rules and regulations as required.

Volunteer rights, responsibilities, and privileges

Rights

Every volunteer has the right to:

1. Humane treatment.
2. Physical safety and health.
3. Engage in activities and social interactions with the community.
4. Be free from discrimination.
5. Feel valued.
6. Negotiate your volunteer role.
7. Leave.

Responsibilities

1. Fill out a registration form or sign in with an employee before assuming duty.
2. Wear a name badge while on duty as a volunteer.
3. Attend a mandatory volunteer orientation meeting.
4. Portray a positive role model for the youth by maintaining an attitude of:
 - respect
 - loyalty
 - patience
 - courtesy
 - tact
 - humility
5. Pay for and complete a background check before starting the program (\$15)
6. Inform your supervisor if you cannot make your appointed time or if you will be late
7. Be informed about the holidays observed at Feed My Lambs
8. All volunteers are required to complete the volunteer agreement form and the volunteer release form (see Appendix 12-1)

Privileges

1. To work in a warm and caring environment
2. Volunteering offers networking opportunities
3. Allows the volunteer to work in their field of interest
4. Your supervisor can become a mentor



JOB DESCRIPTION FOR TEACHER ASSISTANT

Title: Feed My Lambs Volunteer Assistant

Reports to: School Director

Purpose: To assist the teacher in the classroom and interact with the children

Responsibilities

- Teach a lesson or share a talent
- Read to the class
- Assist the teacher in the lesson, activity, etc
- Do an art activity (either from the curriculum's unit of the week or a holiday)
- Help with or host a seasonal party such as Christmas, Valentine's Day, Easter
- Take part in mystery guest Friday
- Take part in Career Day at the school
- Be part of school spirit week
- Participate in praise and worship with the students
- Bleach toys in the classroom
- Help organize and participate in Field Day

Qualifications

- Be at least 18 years or older
- Must complete background check
- Knowledge of safety procedures
- Requires excellent oral communication
- Complete the volunteer survey on [surveymonkey.com](https://www.surveymonkey.com)



JOB DESCRIPTION FOR HBJ VOLUNTEER

Title: Happy Birthday Jesus Volunteer

Reports to: Alesia Hendon

Purpose: To spread the true meaning of Christmas to children and their families

Responsibilities

- Host a toy drive
- Come to warehouse and help stuff presents
- Label the green and red bags according to age and gender
- Help load and unload the truck with boxes of gifts and sweat shirts
- Help work at the HBJ Party
- Help pass out cupcakes, drinks, sweat shirts and/or gifts
- Help clean up, load the truck
- Help work the arts and crafts table
- Help work the main table at the entrance
- Help blow up balloons

Qualifications

- Children under the age of 15 must be supervised during the HBJ party
- Coordinate with Alesia the HBJ event/day you would like to volunteer



JOB DESCRIPTION FOR SERVICE DAY OPPORTUNITY

Title: Service Day

Reports to: Shannon Weatherby, Director of Education

Purpose: To maintain the physical environment of Feed My Lambs and to impact the lives of the students

Responsibilities: To be determined by the school location and the Director of Education

Qualifications:

- Attention to detail
- Able to follow instructions
- Ability to interact with a diverse group

Age:

- Age to be determined by the service group

Parent Volunteer and children:

- Your child must be at least 5 years or older to volunteer with you in the school(s).
- Your volunteer work with your child(ren) will be identified as a service day.
- Activities you and child(ren) can do:
 - do an art activity with the students
 - read a story with the students
 - help prepare lesson plans
- Your child(ren) must be supervised at all times



VERIFICATION OF HOURS AND EVALUATION EXPERIENCE

Verification of hours

Record all volunteer hours at the school on the volunteer log provided. If you are a college student volunteering for your class, please fill out your volunteer timesheet/log and have the school director sign.

Evaluation experience

To better improve the quality and experience of volunteers, Feed My Lambs asks that you please complete the volunteer survey at www.surveymonkey.com. If you do not have access to a computer, you can fill out a hard copy (see school director).



COMMONLY ASKED QUESTIONS

1. Where will I be volunteering?

Volunteer possibilities are available at the Feed My Lambs main office and at the four schools in the metro-Atlanta area.

2. Does the organization pay for the background check?

No. Unfortunately, we cannot afford to pay for your background check at this time. You will need to go to the police department and have a background check completed for \$15.

3. What are some of the holidays observed by Feed My Lambs?

All of the holidays observed by the local school district.

4. In the event of an emergency I cannot reach my site, what is the proper procedure?

Please call the school director immediately and inform him/her of your inability to attend.

5. Am I allowed to wear shorts?

All volunteers are asked to dress in casual business attire with comfortable shoes. If you have to wear shorts, they need to be at the knee or below.



Volunteer Release Form

Dear Sirs/Madams:

I _____ want to VOLUNTEER and I agree to participate in the program specified below without compensation and hereby authorize Feed My Lambs, Incorporated to use my name, photograph and likeness, voice, performance at the event/program for the purpose of publicizing the event/program, and for any future promotion of other events/programs, advertisement, or other use you may choose.

I agree, if by any reason of my statements, actions, or should any type or kind of injury occur during the event/program, or on or by any materials furnished by me or Feed My Lambs, Incorporated for the event/program, there in any claim or litigation involving any charges by third persons of violation or infringement of their rights, or any injury caused by me, to hold Feed My Lambs, Incorporated or an employee thereof, harmless from liability, loss, or expense arising from such claim or litigation.

PRINTED NAME: _____

Volunteer Signature: _____ Date: _____

Volunteer at: (Check one) FML Office/warehouse FML School FML Event/Program

EVENT/PROGRAM TITLE: _____

DATE: _____

ORGANIZATION (If Applicable): _____

Personal Information

ADDRESS: _____

STATE: _____ ZIP CODE: _____ EMAIL: _____

PHONE: _____ CELL PHONE: _____



Confidentiality Form

I, _____ agree to keep all students' records private and confidential.

Volunteer Signature: _____ Date: _____

Volunteer at: (Check one) ___ FML office/warehouse ___ FML school ___ FML event/program

Organization/School/Workplace you are affiliated with: _____



Volunteer Agreement Form

I, _____ have read the volunteer manual and agree to abide by all the rules and regulations. I understand that not adhering to the rules and regulations is grounds for termination.

Volunteer Signature: _____ Date: _____



**Drug Free Work Place Policy
EMPLOYEE ACKNOWLEDGEMENT**

In accordance with the provisions of the Federal Public Law 100-690, Title V., Subtitle D., the *Drug-Free Workplace of 1988*, you are hereby notified that:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace (at Feed My Lambs office, schools, or event locations).
2. Persons found in violation of these provisions will be subject to disciplinary action or immediate termination of duties
3. Additionally, information regarding violation may be turned over to the appropriate law enforcement agency for further action
4. Any volunteer is required to notify the Director of Education within five days of any conviction for a violation of a criminal drug statute (law).

I acknowledge that I have been advised of the provisions of the Drug Free Workplace Act of 1988, and that I have read and understood the agency's Drug Free Workplace Policy, and I agree to comply with the provisions and terms of that law and the agency's policy.

Signature

Date