

Halli guidelines for what we expect of you as a volunteer

- **Learn and understand** what Halli Trust is about (website, booklet and quarterly reports)
- Look after your Halli Trust **clothes** make sure that they're clean and wear them at all public events, please return the clothing when you finished your volunteer hours
- **Pants or skirts** must not be shorter than knee length
- Children are not allowed to play with your **hair, phones or any personal belongings**
- Children or adults are not allowed to come near your **vehicle or get into your vehicle** without permission
- Nobody may ask you for **money, food or any other donations**
- If you want to **donate or help someone, please bring the items to the office** and we will give it to the person
- If any adult or child **intimidates** you, please report it to the office

- Make sure you are a **good example** for others
- Be **on time**
- Notify us **24 hours before an event** if you are not available
- Give **your best** and **build relationships** with other people
- Have a **caring heart and respect for our community and for animals**
- Be committed with us to **make a difference** in the community
- Have a **teachable spirit**
- Give your **utmost best** all the time
- **We expect total honesty, humbleness and transparency** at all times
- No **job must be too big or too small** for you
- **Communication** is of critical importance! Please always communicate with us
- Talk to us if you feel you need to **debrief a situation**
- Let us know if you **do not want to be a Halli Trust volunteer** anymore
- As a Halli Trust volunteer, be aware of what you post on **social media/ status** etc
- **No selfies** shall be taken while volunteering at Halli Trust

- **A consent form** needs to be given to parents before children are counselled
- We have worked hard to have **systems and structures** in place at Halli Trust. This is due to what we have learnt over the years. We want to ask that you will respect certain processes and ways of doing things
- You should not **expect or gain any rewards** from us or anyone else but be part of Halli Trust to make a difference. In other words, check the motive of your heart
- We do not **help financially**
- We do not have a **contract** with any volunteer, we only compensate where necessary for transport costs
- We expect you **not to use or sell any alcohol or drugs**
- We expect you to be a **good example**
- When a **child reports anything to you** as a volunteer, it needs to be brought to our attention. You cannot deal with it or sort it out yourself
- If you **suspect any neglect or abuse**, please report to the office. A form 22 or report needs to be sent to DSD and the relevant NPO
- You will see and experience things out of your **comfort zone, please talk to us!**

- If you are found **guilty of any form of child abuse** (verbal, sexual or physical) Halli Trust will ensure that appropriate action will be followed according to the Law of South Africa
- We will not let you go into the community when it is **unsafe or when any strikes** are at play
- **Protect the name** of Halli Trust and **correct people** if you hear of any false statements or beliefs about Halli Trust

YES/NO - I understand the above and accept what is expected of me as a volunteer

YES/NO - Name Clearance Certificate/Criminal Record Check (18 years and older) and Copy of my ID is attached to the document (Costs will be paid by the volunteer)

YES/NO - Volunteer's performance will be assessed/observed regularly and feedback given when necessary

YES/NO - I understand that Halli Trust has the right to remove you as a volunteer with immediate effect, should the requirements not be fulfilled

YES/NO - I will not take my role as a volunteer lightly but give you my 100% commitment

YES/NO - I understand that I volunteer in the Community at my OWN RISK and Halli Trust will not be held responsible for any possible incidents

Volunteer Name: _____

ID number: _____

Contact Number: _____

Email Address: _____

Volunteer Signature: _____

Physical Address: _____

Halli Trust Trustee or CEO: _____

Date: _____