

Insert Logo here	Subject: Youth Volunteers	No. Effective Date:	Pages: 2 Revision Date:
	Issued by:	Approved by:	

Purpose:

This policy provides clarity around the organization’s use and management of youth volunteers

Scope:

This policy applies to any Insert Organization’s Name volunteer under the age of 18.

Policy/Procedure:

Part 1: Applies to Meals for Minds and CSFP Box Packing

- Groups of youth volunteers ages **15 through 17** (grades 10th - 12th) must be accompanied by adults age 21 or older in a minimum ratio of 1 adult to 4 youth. Youth groups cannot exceed 20 (15 youth and 5 chaperones)
- Youth ages 13-14 need to be accompanied by their parent/guardian at all times, and parents will be expected to work side-by-side with them to assure their safety.
- Because of the nature of our work and work environment, children **under the age of 13** are not able to volunteer with the Meals for Minds program

Part 2: Applies to all other volunteer opportunities

- Groups of youth volunteers ages **15 through 17** (grades 10th - 12th) must be accompanied by adults age 21 or older in a minimum ratio of 1 adult to 6 youth.
- Individual teens ages **15 through 17** can volunteer unaccompanied by an adult if they:
 - Get approval from SHH prior to volunteering AND
 - Provide a signed parental waiver
- Groups of youth volunteers ages **10 through 14** (grades 4th - 9th) must be accompanied by adults ages 21 or older in a minimum ratio of 1 adult to 4 youth.
- Families can include individual youth ages **8 and 9** who volunteer in the presence of a parent/guardian in a ratio of 1 adult to 3 youth.
- Because of the nature of our work and work environment, children **under the age of 8** are not able to volunteer with Insert Organization’s Name

All youth volunteers will be asked to present a signed parental waiver prior to starting their volunteer shift. Youth without a signed waiver will not be permitted to volunteer. Chaperone(s) can NOT sign and complete the parental waiver in lieu of a child’s legal parent/guardian.

Insert Organization’s Name requires that anyone working in Insert Organization’s Name facilities must wear closed-toed shoes. Volunteers under the age of 18 will not be allowed to do tasks in the warehouse involving machinery, including forklifts, pallet jacks (hand or electric), compactors, box or

any other equipment. They will not be allowed free movement within these areas unless supervised at all times.

Decisions around exceptions involving age limits and chaperone ratios can be made by any staff in the Volunteer Services Department. In the absence of said staff, the **Insert Organization's Name** staff overseeing the particular volunteer work has the authority to make decisions around exceptions using child safety as the primary objective.

THIS POLICY SUPERSEDES ALL PREVIOUS RELATED POLICIES.