

INTER-ACTING Volunteer Policy/Handbook

Inter-Acting values the contributions made by volunteers who dedicate their time and expertise to help us achieve our mission. This policy/handbook outlines our expectations for volunteers and the guidelines that they need to follow while volunteering with our organization.

To be eligible to volunteer with Inter-Acting, you must meet the following requirements:

1. **Age:** You must be at least 18 years old to volunteer independently.
2. **Background check:** Some volunteer positions may require a background check before you can start volunteering.
3. **Training and Orientation:** You will need to attend a training and orientation session before you can start volunteering. This session will provide you with the information you need to perform your volunteer duties safely and effectively.

As a volunteer with Inter-Acting, you are expected to:

4. **Be reliable and punctual:** We depend on you to show up on time and commit to your volunteer schedule.
5. **Follow instructions:** You will be given clear instructions for your volunteer role. Please follow them carefully.
6. **Respect confidentiality:** You may be given access to confidential information. You are expected to keep this information confidential and not share it with anyone outside of the organization.
7. **Respect diversity:** We welcome volunteers of all backgrounds and expect everyone to treat each other with respect and kindness.
8. **Notify us if you cannot volunteer:** If you cannot make your scheduled volunteer time, please let us know as soon as possible.
9. **Comply with policies and procedures:** You are expected to comply with all Inter-Acting policies and procedures while volunteering with us.

As a volunteer with Inter-Acting, you will receive the following benefits:

10. **Training and development:** You will receive training and development opportunities that will help you develop new skills and enhance your existing ones.
11. **Letter of reference:** We are happy to provide letters of reference to volunteers who have completed at least 20 hours of volunteer work.
12. **Recognition:** We recognize the contributions made by our volunteers and may recognize you in various ways such as featuring your work on our social media or website.
13. **Support:** You will have access to support and guidance from our staff throughout your volunteer experience.

Mission Statement

Inter-Acting aims to provide high-quality theatrical productions and educational opportunities for the local community. We strive to create an inclusive and welcoming environment for all participants and audience members.