

Casa-Hogar Sonshine Hacienda

MarketPlace Missions A.C.



Dear friend of Sonshine Hacienda:

Thank you for your interest in volunteering at Sonshine Hacienda! In order to protect the rights of our children (and you!), and to be in compliance with the governing organization DIF (child protective services), there are certain requirements that every person who wishes to volunteer at Sonshine Hacienda must complete for our records:

1. _____ Volunteer application form
2. _____ Skills/interests assessment
3. _____ Accedente Penal (Mexican background check)
4. _____ Health certificate (anyone wishing to work in the kitchen must submit to a more-complete certification, requiring blood draw and fecal testing)
5. _____ Non-Mexican citizens must have a criminal background check from their country of origin as soon as possible, in addition to their accedente penal.
6. _____ Full-time residency card for Mexico, temporary residency card for Mexico, OR 6-month travel visa to Mexico.
7. _____ Signed copy of the Sonshine Hacienda Code of Conduct for volunteer workers.

We appreciate your understanding that all of these requirements are not intended to make it difficult to volunteer here – we need and value your time and help! – but these are necessary in order to protect the rights of our children. We would be happy to assist you in any way possible with meeting these requirements. Please let us know if you have any questions or concerns!

In Christian love,

Your Sonshine Hacienda family

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VOLUNTEER APPLICATION FORM

NAME: _____

DATE: _____

ADDRESS: _____

SOCIAL SECURITY #: _____

DRIVER'S LICENSE #: _____

PASSPORT #: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

EMERGENCY CONTACT (name & phone #):

DO YOU SPEAK SPANISH (include level of comfortability in speaking)?

PREFERRED AGE TO WORK WITH:

- 0-2 yrs
- 3-5 yrs
- 6-12 yrs
- 13-18 yrs
- Prefer not to work directly with children (ie. organizing, inventory, etc.)

AVAILABILITY (please include preferred days and times in the space provided, how regularly you wish to volunteer ie. daily/weekly/monthly, as well as if you are a full-time or seasonal resident or visitor of San Felipe):

*Please use reverse to add additional notes or any other factors you would like us to consider!

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SKILLS/INTEREST ASSESSMENT

*Check all that apply and please add comments!

I have experience or am willing to help in these areas:

- Organizing
- Fixing fences
- Painting (walls)
- Arts & crafts
- Reading to the kids (Do you speak/read Spanish? _____)
- Tutoring (Subjects: _____)
- Scheduling
- Cooking
- Cleaning
- Inventory
- Working with animals (we currently have chickens & goats)
- Gardening
- Auto maintenance
- Decorating
- Sewing/Knitting/Quilting
- Computer (tech/repair or teaching typing, excel, etc.)
- Teaching English
- Exercise/Sports
- Music
- Dance

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SKILLS/INTEREST ASSESSMENT (cont'd)

*Check all that apply and please add comments!

I have experience or am willing to help in these areas:

- Hair/nails/makeup
- Devotions/Bible study/Religious education
- Newsletters (writing/editing/layout)
- Appliance maintenance/repair
- Electrical
- Washing/folding laundry
- Website (design/maintenance/updates)
- Construction
- Other (please specify)

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VOLUNTEER REGULATIONS AND CODE OF CONDUCT FOR VOLUNTEERS OF SONSHINE HACIENDA

The staff of Sonshine Hacienda would like to thank you for volunteering your time, talents, and energy to the children of Sonshine Hacienda. As in all organizations, we do have rules and regulations that we respectfully ask you to follow at Sonshine. The following regulations have been adopted not to make a volunteer's life difficult. While we value the work of volunteers, our primary concern is for our children. We will not allow any behavior that might jeopardize our license to operate or our relationship with DIF. A volunteer in this document refers to any non-paid person who spends time at Sonshine Hacienda helping with children or any other task.

CODE OF CONDUCT:

1. Definition of a volunteer: (a) anyone who is not an appointed or contracted staff member. (b) Anyone who gives of his or her time at Sonshine Hacienda and does so with no expectation of remuneration.
2. Volunteers must have a current Mexican accidente penal (criminal background check) on file. Volunteers who have a criminal history with any offense or conviction involving children, theft, violence, abuse or anything of a sexual nature will not be considered for any staff position. Under special circumstances, this person may be considered for some volunteer positions that do not require direct contact with children.
3. Non-resident volunteers must also have a background check in their country of origin, as well as a valid 6-month visitors' visa. Volunteers who work more than 6-months will be reevaluated at the time of their visa renewal and will be granted or denied a renewal of volunteer privileges.
4. Anyone who volunteers must have a current Mexican health certificate. Volunteers who wish to work in the kitchen must submit to more rigorous testing, including blood and fecal testing.
5. Volunteer hours are 8:00 a.m. to 5 p.m. in the winter, and 8 a.m. to 6:30 p.m in the summer.
6. Volunteers may not be housed in the dormitory area of Sonshine Hacienda. The mobile home are may be used for housing volunteers for very short periods of time under special circumstances.
7. Volunteers may not enter dorm rooms without being accompanied by a full-time staff member (no exceptions). Volunteers will never be alone with a child. Any violation of this regulation will result in a permanent suspension of volunteer privileges.
8. Volunteers must always show respect for the dorm mothers, kitchen and administrative staff at all times. Disrespect in any form: verbal, attitude, or actions, will not be tolerated.

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VOLUNTEER REGULATIONS AND CODE OF CONDUCT FOR VOLUNTEERS OF SONSHINE HACIENDA (cont'd)

9. Cultural differences and considerations: In the Latin American culture, tone and voice inflection are a very important part of the language, so it is important to watch the tone of voice that you use, volume, and inflection that might be misinterpreted.
10. Questioning or putting down procedures initiated or carried out by a staff member will not be tolerated and could result in the suspension of volunteer privileges. Any questions, comments, or criticism of any kind shall be directed to Gary or Karen Lewis only (no exceptions). Gossiping or complaining to staff members will not be tolerated.
11. All volunteers are under the direct supervision of staff members or administrative staff at all times.
12. Volunteers shall not pass time in the kitchen. Volunteers may be in the kitchen to help the cook or wash dishes when assigned by staff or by permission of administrative staff if they have submitted to a kitchen-safe health certificate.
13. Volunteers will never reprimand, shout, intimidate or put down a child under any circumstances. The violation of this rule will result in their volunteer privileges automatically being suspended.
14. Volunteers will never reprimand, shout, intimidate or put down a child under any circumstances. Violation of this rule will result in their volunteer privileges automatically being suspended.
15. Volunteers will never use course, vulgar, suggestive or inappropriate language or jokes in conversation or otherwise toward anyone, adult or child. Violation of this regulation will result in a suspension of volunteer privileges.
16. Volunteer privileges may be terminated at any time without cause.

VOLUNTEER REGULATIONS:

- All volunteers should have a responsible and caring attitude.
- Volunteers must have and submit to a background check in Mexico AND in their country of origin.
- All volunteers must complete a volunteer application form and be approved as a Sonshine Hacienda volunteer.
- All volunteers will work at assigned duties and times as assigned by the Volunteer Coordinator.
- Under no circumstances is a volunteer to be alone with a child at any time.
- Volunteers are not allowed in the dorm rooms or bathrooms without a Sonshine Hacienda staff member.
- No taking of photographs is permitted.

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I have read the Sonshine Hacienda Code of Conduct and Volunteer Regulations and agree to abide by them completely when serving as a volunteer or representative of Sonshine Hacienda, and understand that my rights to volunteer at Sonshine Hacienda will be revoked if I am not able to comply.

Signature: _____

Date: _____

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SAMPLE SCHEDULE

Our weekends are busy with downtime, chores, church, parental visits, international visitors, etc., so we are looking for people who are able to volunteer during the week, Monday thru Friday.

School Schedule:

7 a.m. – 2 p.m. — Secondary & Cobash (junior high and high school)

9 a.m. – 12 p.m. — Kindergarten

1 p.m. – 5 p.m. — Primary (1-6 grades)

Daily Schedule:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 a.m.	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9 a.m.	Primaries do homework	Primaries do homework	Primaries do homework	Primaries do homework	Primaries do homework
10 a.m.	Primaries continue homework or have playtime	Primaries continue homework or have playtime	Primaries continue homework or have playtime	Primaries continue homework or have playtime	Primaries continue homework or have playtime
11 a.m.	Primaries get ready for school	Primaries get ready for school	Primaries get ready for school	Primaries get ready for school	Primaries get ready for school
Noon	Lunch for primaries	Lunch for primaries	Lunch for primaries	Lunch for primaries	Lunch for primaries
1 p.m.	Kinders have playtime/activities	Kinders have playtime/activities	Kinders have playtime/activities	Kinders have playtime/activities	Kinders have playtime/activities
2 p.m.	Lunch/Relax	Lunch/Relax	Lunch/Relax	Lunch/Relax	Lunch/Relax
3 p.m.	Homework for older kids & kinders	Homework for older kids & kinders	Homework for older kids & kinders	Homework for older kids & kinders	Homework for older kids & kinders
4 p.m.	Older kids do homework/Kinders play	Older kids do homework/Kinders play	Older kids do homework/Kinders play	Older kids do homework/Kinders play	Older kids do homework/Kinders play
5 p.m.	Showers & pjs	Showers & pjs	Showers & pjs	Showers & pjs	Showers & pjs
6 p.m.	Dinner	Dinner	Dinner	Dinner	Dinner