

SHINE Policies for Volunteers

Updated May 2024

1. Attend at least one “major” training or two “mini” trainings per year.
2. As closely as possible, adhere to the buddy/friend ratio of 2/3 (many times this will translate to 1/2).
3. Never be completely alone with a child. Stand at the door or in the hallway if a child is in the room alone. If for some reason you are with a child alone during the small group time, please leave the door open so that someone can walk by and see you and your friend. For example, if someone must go the restroom, you may be alone for a few minutes.
4. Inform the SHINE director anytime you will be out on your assigned Sunday. If possible, find another buddy to switch with or find a sub. If you need assistance, please let the director know. Also, check in weekly through Planning Center.
5. During the hour you are serving, be an example to your friend. Pay attention to the lesson, sing songs, be active with your friend by encouraging them to also participate and helping them do so when needed.
6. If your friend needs to go to the restroom, walk them to the restroom and stand outside in the hallway. If they need more assistance, please let the director know and they will assist you.
7. If you need assistance with behaviors, please alert another buddy or the director to help.
8. Read the weekly update so that you know what lessons we will cover and other announcements.

