

Volunteer Starter Guide

A warm, clear introduction to serving with excellence, respecting privacy, and showing up in a way that truly helps.

A gentle reminder

You do not have to do everything at once. Start with what matters most, use what you have, and take the next right step.

A practical resource from The Daily Bread Project

Welcome - we are glad you are here

Volunteering is more than completing a task. It is representing the heart, values, and integrity of The Daily Bread Project in every interaction.

Our service values

- ☐ Dignity: We never treat people like projects.
- ☐ Compassion: We listen before assuming.
- ☐ Integrity: We are honest about what we can and cannot do.
- ☐ Stewardship: We protect time, resources, and donations.
- ☐ Privacy: We do not share personal stories or information without permission.
- ☐ Teamwork: We communicate, follow instructions, and ask questions early.

Ways volunteers may serve

- ☐ Outreach and event support
- ☐ Packing or distributing approved supplies
- ☐ Administrative and data-entry support
- ☐ Fundraising and donor outreach
- ☐ Church and community partnership outreach
- ☐ Media, photography, and storytelling
- ☐ Professional skills and technical support
- ☐ Remote research and communications
- ☐ Prayer and encouragement support

Before your first assignment

- ☐ Complete the volunteer application.
- ☐ Attend any required orientation or training.
- ☐ Review the role description.
- ☐ Confirm date, time, location, and supervisor.
- ☐ Ask about dress, transportation, meals, and supplies.
- ☐ Understand privacy and safeguarding expectations.

Volunteer conduct

- ☐ Be on time and communicate quickly if plans change.
- ☐ Follow the team lead's instructions.
- ☐ Do not promise money, services, jobs, or future assistance.
- ☐ Do not collect personal information unless assigned and trained.
- ☐ Do not post photos, names, or locations without approval.
- ☐ Do not exchange private contact information with children or vulnerable participants.
- ☐ Do not accept or distribute cash outside the authorized process.
- ☐ Report safety, privacy, or conduct concerns immediately.

When in doubt

Pause and ask the team lead. It is always better to ask one more question than to create confusion or risk someone's privacy.

Assignment notes

Volunteer role

Date, time, and location

Team lead and contact

What I am responsible for

Supplies or preparation needed

After the assignment

- ☐ Return supplies and documents.
- ☐ Report incidents or concerns.
- ☐ Share helpful feedback privately.
- ☐ Do not post participant information.
- ☐ Complete any requested hours or activity report.
- ☐ Celebrate the impact without centering yourself.

My volunteer commitment

I understand that volunteering requires respect, reliability, confidentiality, and clear boundaries. I will follow approved instructions, protect private information, and represent The Daily Bread Project with integrity.

Volunteer name

Signature

Date

Thank you

Your time matters. Your skills matter. And the way you treat people matters most of all. Thank you for helping us serve with dignity.

This guide is an orientation resource and does not replace a role-specific agreement, background check, safeguarding training, or local legal requirements when those are needed.