



Universal Blessings Inc.

A Non-profit Organization

P.O. Box 409, Conroy Windermere, Windermere, FL-34786, USA

Cell: +1 (689) 276-4636,

Email: universalblessingsinc@gmail.com,

www.universalblessingsinc.org

Volunteer Handbook

Welcome Message,

Welcome to **Universal Blessings Inc.** Thank you for choosing to volunteer your time, skills, and compassion. Your service plays a vital role in uplifting individuals and communities in need. This handbook is designed to guide you through our mission, expectations, and policies to ensure a meaningful and positive volunteer experience.

Our Mission & Purpose

Universal Blessings Inc. is established to support and uplift individuals and communities in need through charitable, educational, and humanitarian activities. Our programs may include providing meals, clothing, educational materials, essential supplies, community outreach, and support services to underserved populations.

Core Values

- Compassion & Humanity
- Integrity & Transparency
- Respect & Inclusion
- Accountability & Service Excellence
- Community Empowerment

Volunteer Roles & Opportunities

Volunteers may serve in a variety of roles depending on program needs, including but not limited to: - Community outreach and support - Food, clothing, and supply distribution - Event assistance and logistics - Administrative and clerical support - Fundraising and awareness activities

Roles are assigned based on volunteer skills, interests, availability, and organizational needs.

Volunteer Eligibility & Onboarding

- Volunteers must complete a volunteer application and onboarding process.
- Orientation will be provided before assignment.
- Certain roles may require background checks, age limits, or additional training.

Training & Support

- Volunteers receive role-specific training to ensure effective and safe participation.
- Ongoing guidance and support are available from staff or volunteer coordinators.
- Volunteers are encouraged to ask questions and seek clarification when needed.

Code of Conduct

All volunteers are expected to: - Act professionally, ethically, and respectfully - Treat all individuals with dignity regardless of background - Follow organizational policies and lawful instructions - Maintain a safe, harassment-free environment - Avoid conflicts of interest

Violation of this Code may result in disciplinary action or termination of volunteer service.

Confidentiality & Privacy

- Volunteers must protect confidential and sensitive information.
- Personal data of beneficiaries, donors, and staff must not be shared or misused.
- Breach of confidentiality may result in disciplinary or legal action.

Safeguarding & Safety

- Universal Blessings Inc. is committed to safeguarding children, seniors, and vulnerable individuals.
- Volunteers must report any concerns related to abuse, neglect, or unsafe conditions immediately.
- Health and safety guidelines must be followed at all times.

Attendance, Commitment & Professionalism

- Volunteers are expected to be punctual and reliable.
- If unable to attend a scheduled activity, volunteers should provide timely notice.
- Appropriate dress and behavior are required during volunteer activities.

Use of Organizational Property

- Organizational property, supplies, and resources must be used responsibly and for authorized purposes only.
- Misuse or damage must be reported immediately.

Social Media & Public Representation

- Volunteers should represent the organization respectfully in public and online.
- Unauthorized statements on behalf of the organization are prohibited.
- Photos or media involving beneficiaries require prior approval.

Performance Review & Feedback

- Volunteer performance may be reviewed periodically.
- Constructive feedback is provided to support growth and effectiveness.
- Volunteers are encouraged to share suggestions and feedback.

Grievance & Conflict Resolution

- Volunteers should report concerns or grievances to the Volunteer Coordinator or Management.
- Issues will be handled fairly, confidentially, and promptly.

Volunteer Agreement & Acknowledgment

All volunteers must sign a Volunteer Agreement acknowledging: - Volunteer status is unpaid and non-employment - Understanding of organizational policies - Commitment to confidentiality and safeguarding standards

Termination of Volunteer Service

Universal Blessings Inc. reserves the right to suspend or terminate volunteer service due to: - Policy violations or misconduct - Safety concerns - Failure to fulfill responsibilities - Organizational or programmatic needs

Volunteers may resign at any time with reasonable notice.

Appreciation & Recognition

Universal Blessings Inc. values and appreciates the dedication of its volunteers. Recognition may include certificates, acknowledgments, or other forms of appreciation.

Contact Information

For questions, concerns, or support:

Universal Blessings Inc.

Email: universalblessingsinc@gmail.com

Website: www.universalblessingsinc.org

Thank you for being a part of Universal Blessings Inc. Together, we serve humanity with compassion and purpose.