

Welcome

Dear Volunteer,

We are honored that you have chosen to dedicate your time and talents to NewView's mission. We know you have many options when it comes to volunteering, and we are thrilled to have you join us. Volunteers are an essential part of our mission of empowering and inspiring independence in Oklahomans who are blind or have low vision. I hope that you find the duties and opportunities of your particular volunteer opportunity to be rewarding, fulfilling, and inspiring. The following handbook includes more information about our organization and the responsibilities and opportunities of our volunteers. If you have any questions, feel free to contact our Community Engagement team at marketing@newviewoklahoma.org.

Thank you, and welcome!

Sincerely,

Lauren Branch
President and CEO



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About NewView

Since 1949, NewView Oklahoma has empowered individuals who are blind or have low vision, maximizing their opportunities for independence through all stages of life.

NewView is the only organization in the state of Oklahoma that provides comprehensive services to Oklahomans who are living with blindness or low vision, starting with teaching them to navigate the world around them, live safely in their homes, and utilize technology to become social, employable, and skilled citizens.

Within our holistic approach, we combine clinical services and employment opportunities to empower individuals to live life to their maximum potential. NewView treats a wide range of patients, from aging seniors to infants and everyone in between. Some of our programs include pediatric camps, Veterans events, community groups, and other awareness events. All of these are opportunities for community members like you to get involved.

Programs at NewView

- **Pediatric Camps** – NewView hosts 3 annual summer camps for children and young adults. We strive to provide a summer camp experience where these pediatric patients have the opportunity to feel “normal,” be in community with people like them, and experience activities and opportunities they never thought possible.
 - **OWL Camp**, or Oklahomans Without Limits, is split up into two sessions by age. The younger campers spend a week in the Oklahoma City area doing activities like indoor rock climbing, archery, swimming, ziplining, and much more. These activities inspire independence and confidence. Our second OWL Camp is hosted at Lake Tenkiller, where preteen and teenage campers participate in water sports like adaptive skiing, knee boarding, kayaking and paddleboarding, fishing, and more. Not many campers arrive with the confidence or belief that they will be able to water ski, but thanks to adaptive equipment and skilled staff, campers go home with the experience of a lifetime.
 - **Keys to Work** is our summer camp for teens and young adults. It is intended to be immersive, teaching participants how to budget, live independently, apply for jobs, shop for groceries, and more. This camp is two weeks long, and pushes these young adults to believe in themselves, step out of their comfort zones, and dream bigger than before.
- **Events** – NewView hosts a variety of events with different goals in mind. From awareness to a simple “thank you,” we love the opportunity to gather in community with one another.
 - **Envision the Future Luncheon** is an annual event that alternates between the Oklahoma City and Tulsa areas. NewView utilizes this event to raise funds to bridge the multimillion-dollar gap between insurance coverage and the cost of specialty services we provide, as well as a way to gain awareness in the community. We often refer to this as a “friend-raiser” as well as a fundraiser.
 - **Blackout Banquet** is an annual experiential event where attendees are blindfolded as they eat a gourmet dinner. This event exists to inspire empathy and communicate the dire need for the services we provide.

- **Veterans Event** is hosted the week of Veterans Day each year as a simple “thank you.” We invite Veterans and their families from across the Oklahoma City area to join us for a hot meal, and a good conversation, to thank them for their service. Many of our clients are seniors and veterans.
- **Community Groups** are our favorite way to build friendships and create social opportunities for a population that finds themselves notoriously isolated. Our programs manager hosts regularly scheduled community groups.
- **Eyes Just Talking** is for any resident of Oklahoma City or the surrounding areas who lives with low vision or blindness. Members gather and discuss tips and tricks to make life easier without vision, enjoy accessible crafting, and enjoy gathering in community with one another.
- **VITAL** is another veteran-focused program where former military members and their families gather to share a meal, conversation, and an activity.

Emergency Procedures

Emergency procedures are outlined in our safety brochure. Unless specifically instructed to do so as part of your volunteer role, volunteers will not be required to administer any first aid. For weather, fire, or other natural emergencies, please follow the directions posted in the building you are in.

In the event of an emergency, dial 911.

Volunteer-Staff Connections

Volunteer-staff connections will be based on the nature of the volunteer’s role. Whether the opportunity is in administration or pediatric camps, you will be introduced to the appropriate members of our staff for instruction and training. Some opportunities may require you to work with multiple members of our team.

Please feel free to email or call with any questions or concerns that you may have during your tenure as a prospective, active, or inactive volunteer:

Community Engagement

Email: marketing@newviewoklahoma.org

Phone: (405) 604-3408

Volunteer Program’s Mission Within NewView

- **Purpose** – NewView is very intentional about pairing volunteers with opportunities based on their interests, talents, and experience. Volunteers allow us to provide the best programs and services to the communities we serve, and you are an integral part of our mission. We depend on volunteers as much as we depend on our staff to keep NewView’s mission at heart and pursue empowerment and excellence in all that we do.
 - **Overview of Positions/Opportunities** – Each department within NewView has opportunities for volunteers. Whether you are best served by working with our camps, or are fulfilled by scanning and documenting historic photos, we will do our best to place you in the best role for you.

- If your role requires one-on-one work with individuals who are blind or have low vision, Blindness Sensitivity and Sighted Guide training will be required. If you are interested in completing the training whether required or not, we would be happy to support you in this!
 - **Logging Volunteer Hours** - Professional experience is just one of the benefits of volunteering, and we understand documentation of volunteering may be necessary for a number of reasons. We are happy to meet this need and provide any documentation needed. If there is anything we can do to make your tenure as a NewView volunteer more productive and mutually beneficial, please let us know.

Volunteer Policies

- **Experience and Education Requirements** – some volunteer opportunities may require specific experience and education. For example, each of our camps requires a Registered Nurse to administer medications to campers. Others will require none, like volunteering for our events. All volunteers will be placed in roles based on their experience and education.
- **Ratio Policy** – NewView has a strict 2-to-1 ratio requirement for all volunteers interacting with pediatric patients. At no point should an adult volunteer or staff member be alone with any NewView camper or volunteer under the age of 18. This policy is in place for the protection of our pediatric clients as well as our staff and volunteers.
- **Background Checks** – all volunteers will be required to complete a volunteer application that includes approval for NewView to conduct a background check- this is to ensure the safety of NewView clients, employees, and other community volunteers.
- **Scheduling and Commitment** – we greatly value your time. To show the utmost respect for you and your schedule, we will do our best to communicate efficiently and effectively throughout your time as a volunteer. We ask that if your plans change or you are unable to fulfill your volunteer role as planned, please let us know as soon as possible.
- **Inclement Weather** – If a volunteer opportunity is cancelled due to inclement weather, the Community Engagement team will communicate with volunteers as quickly as possible. Please contact NewView with any questions or concerns regarding weather cancellations. The Community Engagement team can be reached at marketing@newviewoklahoma.org
- **Confidentiality and External Communication** – NewView is careful to adhere to confidentiality requirements. Through your volunteer application, you have agreed to comply with this confidentiality agreement. Names, files, personal information, and case records of NewView employees, the people we serve and anyone engaging in NewView sanctioned events, are confidential. No reference to NewView employees or the people we serve, except in pursuit of care through NewView programs, shall be made without written consent from both NewView and the individual being served or their parent or legal guardian. This policy applies to both paid employees and volunteers, or their parent or legal guardian. This policy applies to both paid employees and volunteers.

- NewView Oklahoma is fully compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and related regulations and follows HIPAA-approved practices with regard to the confidentiality and release of information.
- **Guidelines for Online Posting** – NewView has guidelines in place to acquire photo releases and respect any privacy requested by our employees, the people we serve and their guardians. We would love for you to interact with us on social media, including saving and reposting photos from our social media, but we ask that you refrain from capturing and sharing any photos of your own. When resharing NewView’s content to your own social media, we invite you to interact with NewView by tagging our company social accounts.
- When sharing NewView’s content to your own social media accounts, company policies apply to anything written, posted or uploaded to the internet. You may not use personal postings to harass or threaten other volunteers or staff or reveal any confidential information. Embarrassing or unkind comments about NewView or other NewView volunteers, staff, clients, employees, or competitors are also inappropriate.
- Any content shared to personal social platforms in which you indicate your affiliation with NewView must clearly indicated, whether explicitly or by implication, that the views expressed in the post, blog, or website are your own and do not reflect the views of NewView.
- You may not use NewView trademarks, logos, or other images, or make false, misleading, or derogatory statements about NewView’s philosophy, products, services, opinions, or affiliations with other companies.

Dress Code

The appropriate dress for volunteering will differ greatly depending on the role. We will include appropriate dress in communications leading up to the date for volunteering.

Resignation/Leaving the Volunteer Program

If at any point volunteering for NewView no longer aligns with your goals, availability, or heart for giving, please let us know. We are so grateful for any time you are willing to share with us. We may reach out following your resignation to collect a survey regarding your time as a NewView Volunteer. Any surveys are optional and confidential and will not affect your ability to volunteer for NewView or any other organization in the future. Thank you again for choosing to volunteer with NewView Oklahoma!

I have read and understand the policies and procedures outlined in the Volunteer Handbook, and agree to adhere to them in their entirety.

First Name:

Last Name:

Volunteer Signature: