



TRANSITION SUCCESS CENTER

MANUAL CONTENTS

I. Church Steps to Connect

II. Volunteer Steps to Connect

III. Policies & Procedures

IV. Donation Forms

V. Operation Tips

CHAPTER MANUAL OUTLINE

Chapter 1: Overview

- **Welcome letter:** Create an inviting environment for your volunteers & explain their critical role in the fulfillment of your mission
- **Purpose:** A brief explanation on why the manual is important and how to get the most of it (includes what is in the manual and how you expect it to be used)
- **Organizational Information:** Includes organizational history and background, Mission, Vision, and core values.
- **Steps To Connect: Church and Individual Volunteers**

Chapter 2: Understanding the World of Foster Care

- **DCS flow chart:** Provide an overview of the structure
- **Stats & Demographics:** Tailor to the specific chapter or nationally
- **Groups You will Work with:** Provide a brief overview of each group
- **Important References:** This includes glossary with definitions/overview (Terminology, Types of Placement, Types of Case Plans, and People Involved in the Children's Cases).

Chapter 3: Launching Your TSC

- **Introduction:** Brief overview
- **Function of Your TSC:** What does your TSC look like, How can volunteers get involved
- **TSC Operation Tips:** Group Home Visits, TSC Function, Big Events, Collection Drives)
- **Flow chart**
- **Steps to Connect:** Churches, Volunteers
- **Connect Points:**
- **Roles & Responsibilities:** (TSC point person, volunteers, OCJ Kids)
- **Partnering Roles:**
- **Policies & Procedures** (example: code of conduct or photography policy)
- **Reporting / Forms**



Chapter 1

Project Overview

WELCOME LETTER:

Welcome to the world of foster youth in America. Now that you have taken the challenge to reach out to these vulnerable teens through your local child welfare office, this resource packet will walk you through the steps necessary to launch and operate a strong and healthy TSC Center for your community. This collaborative effort will equip these foster youth with practical tools and resources for successful independent living and create a local support structure to meet your individual and unique needs.

But remember this ... **you** hold the key to this project's success. Your commitment and passion will determine the impact you will have on young people's lives, the child welfare office, your community, and business partners.

Each TSC Center is designed to reflect your communities needs and personality. No two centers will look alike, but function within the proven policies and procedures contained in this manual. Remember, these are only entry level ideas that will need to grow and expand as your relationship with the community strengthens and your volunteer support base grows. Let this project outreach grow organically. Do not be overwhelmed by the enormity of the need or the expanse of the services provided through this project. Start and stay within your ability to serve, being true to the DNA of your local congregation. Also remember this is a new concept in working within the foster care system, so be patient with your community partnerships as they learn how to fulfill their unique roles over time.

Connections and partnerships will be vital to your long term success. We encourage you to embrace and connect with other groups, leaders, organizations, and civic officials for much needed support, ideas, and personal contacts for your team and the collection drives. If additional resources are needed, contact the OCJ Kids office and we will work hard to provide various resource to supplement your efforts.

Finally, be patient!. Don't give up! With your determination and commitment you will see breakthrough and growth in this ministry.

OCJ Kids is committed to your project's success. Should you need answers, training, support, or advice, we would be glad to render our support on a regular basis. You can contact us at 602-439-2171, or by email at info@ocjkids.org . Thank you for making a difference.

Gary Webb

Gary Webb
President, OCJ Kids

PURPOSE:

Primary purpose and the need the TSC Center addresses

Children entering foster care generally lack the basic daily living essentials necessary to function in life. Basic essentials such as hygiene products, undergarments, diapers, jackets, shoes, and children's clothing items are not readily available to these children at the time of removal. Children are forced to do without or share with other children, hoping these needs will eventually be met by Child Welfare or outside sources. This process may take several days or weeks. Children and youth placed in "shelter status" receive no additional funds to purchase any of the necessary basic living supplies. In addition to the lack of personal living supplies, child/parent supervised visitations have been greatly reduced or completely eliminated, adding months and even years to the average time children remain in custody. In every city where Child Welfare has a branch office, there is a desperate need for a safe place to hold visitations between parents and their children who are in the foster care system. Currently, these offices are forced to host these meetings at their office complex. As you might imagine, these offices are not set up or adequately prepared to provide a warm friendly environment for families to visit with their children...some for the first time since removal by Child Welfare.

To address this growing need, OCJ Kids will form a partnership with your state's Department of Child Safety to open local community resource centers where foster children, foster families, and kinship placements can receive hygiene kits, clothing items, diapers, transitional suitcases, and a room for supervised parent/child visitations. Each center is asked to promote the mission, recruit a community network support team, engage local community leaders, secure regional product collection sites, and host collection drives to maintain a stock of resource items.

The project will be implemented in seven continuous phases.

- (1) Network with regional community leaders, pastors, businesses, and local Child Welfare supervisors
- (2) Assess individual community needs and establish strategies to meet and exceed identified needs.
- (3) Establish community collection sites and financial partners
- (4) Set up a meet and greet with all project leaders, case workers, foster parent or agency representatives, and Child Welfare Supervisors to exchange contact information and hours of operation
- (5) Enlist, train, and equip volunteers to coordinate product distribution and oversee parent/family supervised visitation dates. Volunteer workers are required to be fingerprinted and pass a background check
- (6) Create a long term network of community support to replenish hygiene Welcome Kits, Transitional Suitcases, diapers, and clothing items at the distribution centers
- (7) Offer family life skills training classes to estranged parents and family members (to increase the rate of child-parent reunification), and offer youth ages 16-18 a Transition Coach to create a life plan and exit strategy in preparation for aging out of the system

The TSC Center Model Overview

C... Collect: *Resources, Supplies, Clothes, Baby Items*

B... Build: *Welcome Kits, Kinship Kits, Go-Kits, Suitcases*

S... Store: *Collected items and resources until requested by Child Welfare*

D... Distribute: *Items as needed to the foster families or to the Child Welfare office*

H... Host: *Seasonal outreach events & activities, and supervised visitations*

The population that you plan to serve:

This project will make available necessary everyday living items, as defined by the local foster care community needs in your city and county. The child/youth population will range in age from birth to 19 years of age from all ethnic backgrounds.

Groups this project will serve include:

- Foster Children
- Foster Families
- Kinship Families
- Child Welfare Office
- Case Workers
- C.A.S.A Workers

ORGANIZATIONAL INFORMATION:

The mission of OCJ Kids (Opportunity Community and Justice) is to equip at-risk and foster youth with tools, resources and healthy relationships to succeed and excel in every area of life.

"Youth are amazing! They hope, dream, challenge, learn and lay the groundwork for their futures and ours. The education, experience and values instilled in teens mold them into who they will become and follow them for the rest of their lives. Yet, every day, youth in our society face many challenges that put them at risk of unhealthy and unstable futures."

OCJ Kids' Vision:

- **Connecting** at-risk and foster youth with caring communities for support and assistance,
- **Creating** a foundation of family for those children and youth who have none, and
- **Cultivating** at-risk and foster youth with purpose, direction, hope and a brighter future.

OCJ Kids' Core Values:

** Responsibility * Self Worth * Character * Hope * Purpose*

Our Brief History:

Founded in 1992, OCJ Kids has formed dynamic alliances and partnerships with the business and faith communities to provide services, resources and caring adults to address the needs of these most vulnerable youth in our community. In 1994, OCJ hosted its first on-campus after school program, and in 1996, opened its first of nine off-campus "Target Zone" community youth centers. One of these youth centers served as a certified Teen Court with the Arizona Juvenile Justice Department.

In 2006, OCJ launched its Fostering Connections Program to reach out with hope and compassion to the more than 19,000 youth in Arizona's foster care system. The goal of the program is to connect these precious children with the business and faith communities to help give them the support, encouragement, and tools they would need to move past their barriers and challenges and face their futures better equipped and confident. The program has a special emphasis on the youth currently living in group home facilities throughout Arizona.

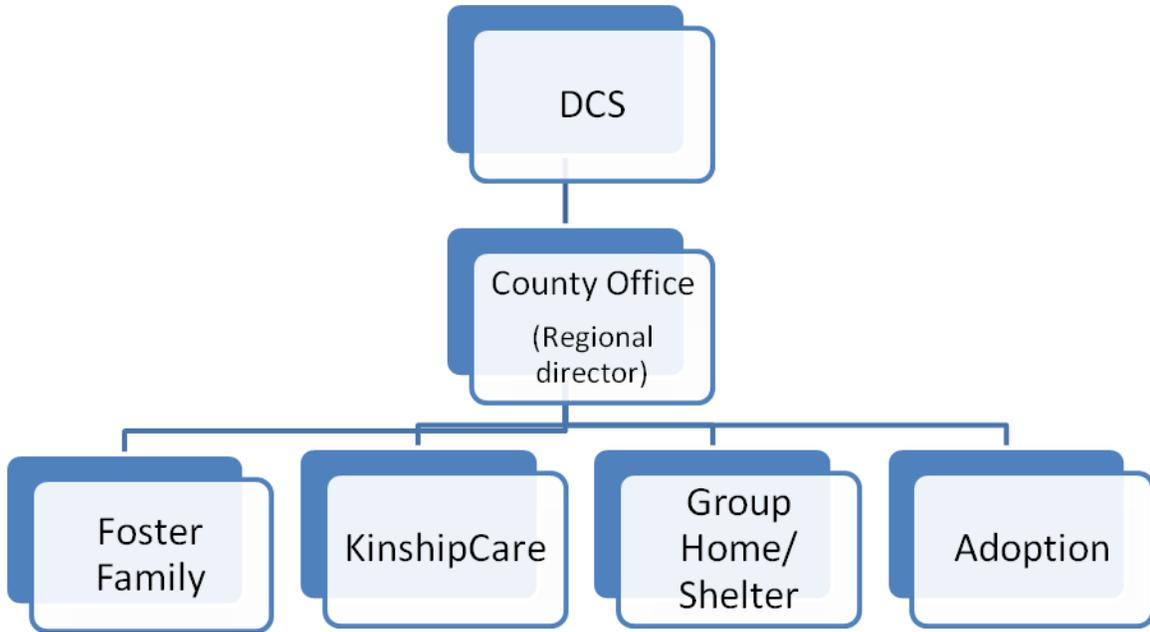
Seeing the need to provide practical living resources, mentors, and visitation rooms for foster youth and foster families statewide, OCJ Kids created the Transition Success Center project in 2012. The outreach project connects the faith and business communities with local foster youth to provide local resources centers long term community support structures. OCJ Kids currently has a TSC (Transition Success Center) in 18 cities throughout Arizona.

OCJ Kids currently partners with 126 foster group homes in Arizona, and operates TSC resource centers in Arizona, Mississippi, Louisiana, Texas, Oregon and New York, impacting tens of thousands of foster youth per year. OCJ Kids recently opened a youth camp in Northern Arizona where we host weekend learning retreats for transitioning foster youth and a summer horseback riding camp in the summer.



Chapter 2

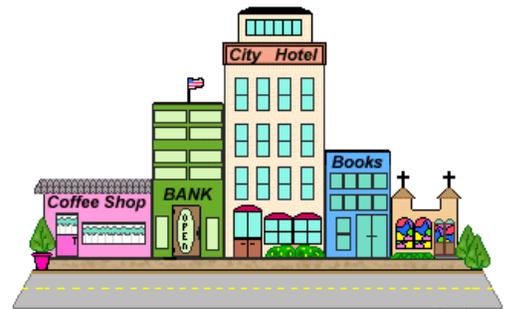
Understanding the World of Foster Care



- Visitation Rooms
- Big Events
- Parenting Classes



- Welcome Kits
- Kinship Kits
- Suitcases
- Baby items
- Overnight Kits
- PJs
- Socks & Undies



STATS AND DEMOGRAPHICS

Foster Care Assistance Per Year

- **Over 450,000.....** In foster care nationally
- Group Homes/Residential Treatment Centers in each state
- Generally only **10-15%** are available for **immediate adoption**
- During emergency removals children leave with just the clothes they are wearing
- Sometimes children are forced to spend the night at a local child services office

A quote from a case worker in 2015... "We are set up for Failure"

Foster Care Assistance Per Year

\$150 Clothing allowance

\$82.50 Education allowance (books, school supplies, trips, class fees)

\$22.50 Birthdays, holidays, special occasions

Age 18 Process

- **Within 1 Year.....**

80% become homeless or incarcerated

60% have no GED or High School diploma

1/3 without a job or schooling; **1/3** have mental illness

1/2 of the girls will become pregnant; **1/4** of teen girls have a child

No Driver's License: **No** Job Experience

No Support Structures: **No** Housing

Hundreds..... age out annually in each state

GROUPS YOU WILL WORK WITH:

Child Welfare Supervisors & Case Workers

Each Child Welfare office consists of both Area Supervisors, Regional Managers, and Case Workers. Your initial contact and monthly connections will be with the Area Supervisor to launch your TSC project. Area Supervisors will convey needs for the month and serve to approve all activities and events hosted by your TSC center.

Each child brought into the foster care system is assigned a Case Worker. These workers are responsible to assist the children on their journey with every resource they may need, and to place them in a group home or a foster family. Your connection with Case Workers will be to meet the children's need while in a local foster family, or Kinship placement.

Foster Children in Foster Homes

Children placed with foster families, ages birth - 17, are generally in need of hygiene products, PJ's, basic clothing items or baby items to meet immediate needs before state stipend payments arrive. These children may also be in need of a kinship kit upon removal or suitcase during transition. During seasonal times of the year, children may also be in need of school supplies/back packs or toys for Christmas.

Foster Children in Transition

These are children who are being removed from an unsafe house or environment by case workers. These children are processed at a local Child Welfare office before being placed with a foster family or placed in a group home. Children may also be in transition from one home to another, or into a Kinship placement. When the children turn 18, they are on their own as they transition into independent living. These children are in need of suitcases, resources, and life Coaches to help them transition successfully.

Foster Families

Qualified families who are licensed to care for foster children. They may have one child or multiple children in their home at any given time. Basic supplies and furniture are often needed to meet individual needs.

Kinship Families

A relative or close family friend who will care for the children to prevent them from being placed in the system with a foster family upon removal. In many cases, Kinship placements receive little or no money from the state to care for the children.

Native American Tribes

Local Native Tribes care for their children on the reservation or in a Tribal group home. Opportunities are available to connect with Tribal leaders to include the children in your resource distributions and outreach events.

Young Adult Program (ILP/YAP)

This is a state run program designed to provide resources, tools and guidance as they transition into independent living. In many states, the youth need to be registered with this group to qualify for financial assistance, housing, and health insurance.

C.A.S.A. Workers

Court Appointed Special Advocates are assigned to foster youth to assist them on their foster care journey and advocate for them regarding life coaches and court issues as they arise. Services and resources are often welcomed by these volunteers to benefit the youth assigned to them.

Foster/ Adopt Agencies

These agencies are licensed by the state to place the children into a foster or adoptive family. They provide the potential candidates training and assistance after the children are placed. We encourage TSC workers to refer families interested in becoming a foster parent to the local agencies to begin the process.

Group Homes/Residential Treatment Centers

Independent agencies, who are licensed and monitored through the state's Child Services Department, to care for foster children who are not placed with a foster family, or have special needs that need to be addressed and cared for. Group homes are generally divided into three group groups; Elementary, Teen, and Shelters. Elementary homes consist of children ages birth to 12 and have a mix of boy and girls. The Teen homes consist of youth ages 13-17 and are either all boy or girl. The size of each group home will depend upon the number of beds they are licensed by the state to provide at any given time. Opportunities to connect MAY include: mentoring, tutoring, playing indoor or outdoor games, providing craft projects, creating family memories, and serving as a Life Coach for youth transitioning into independent living. All volunteers must complete volunteer application packet, receive a level 1 fingerprint card, and have expressed permission from House Manager at the group home agency. Other points of contact include hosting collection drives to provide hygiene products, suitcases, clothes, and other resources as requested by the staff or house manager.

IMPORTANT REFERENCES:

Terminology:

CFT

Child and Family Teams {CFTs} provide a framework for facilitating the reunification of children in out-of-home placement with their caregivers. CFT participants include the Family Reunification Specialist, extended family, family friends, the child welfare case manager, and other significant people. These teams work together to support the family in the assessment, planning, intervention, and aftercare phases of the intervention. CFT members work with the family's child welfare case manager to complete a Strengths and Risk Assessment and develop a safety and family plan. The CFT identifies the core strengths and needs of the family and works with it to create an action plan for obtaining needed resources and overcoming barriers to the child's reunification. The CFT meets as frequently as needed and monitors the family's progress towards maintaining a stable and safe living environment after a child's reunification and during an aftercare phase lasting up to six months.

ETV

The Education and Training Voucher program provides funding to current and former foster youth for expenses related to post-secondary education and training programs. Applicants must have been in foster care at the age of 16 or 17 and must enroll in a post-secondary program recognized by the Department of Education. Young adults may receive financial assistance until they reach the age of 21. However, if a voucher recipient is making satisfactory progress at the time of the 21st birthday, he/she may continue to receive ETV until they reach the age of 23. Financial assistance (ETV) is based on need. The application process considers all school/training expenses (including living expenses) and income and financial resources. There must be financial need in order to issue ETV.

IDA

Individual Development Account (IDA) -is a matched-savings program that helps youth from ages of 14- 21 in the foster care system to save money to pay for college courses, make a deposit on an apartment or a house, buy a car, or start a business.

IEP

Individualized Education Plan- A plan intended to improve success for an individual student, which may include additional assistance, learning aids, tutoring, within revised or classroom settings. Produced by a team of people, including teachers, school administrators, counselors, parents or foster parents and sometimes the youth themselves.

ILP/YAP

Independent living Program or Young Adult Program- A federally funded program providing services to foster youth age 14 or 16 and over to prepare for adulthood. This program provides classes in life skills, vocational training, and equipment needed for job training. Also provides funds for college scholarships, skills training and rent assistance.

ISP

Individualized Service Plans- A written document describing long range goals and in short range objectives for the provisions of service for a foster youth.

Subsidy

The Department provides a monthly stipend to eligible youth to participate in the Independent Living Subsidy Program. Young adults must be in the custody of the Department and in out-of-home care. Youth must demonstrate readiness and meet other criteria including identifying a community advisor, enrollment in education and/or employment etc. Under this program, teens 17 and older receive a monthly stipend to help pay for their living expenses while residing on their own in their community. The Independent Living Subsidy replaces any other foster care maintenance payment and is to be made payable directly to the teen/young adult. The subsidy is available up to their 21st birthday, as long as the person is working toward their goals.

Voluntary

Youth who reach the age of 18 while in the Arizona foster care may sign an agreement to continue the foster care placement (including the IL Subsidy) and other services; up to their 21st birthday. The agreement must complement their own efforts to achieve self-sufficiency and assure acceptance of personal responsibility for preparing for and transitioning from adolescence to adulthood. This means that the agreement must reflect the youth's goals, and what actions he/she will take to meet his/her goals. For example, if the youth has a goal of completing high school, he/she will be responsible for attending classes and completing homework, participating in tutoring or other services/support necessary to graduate.

All youth in the custody of the ADES in an approved out-of-home placement (i.e., ILSP, group care, foster home, relative placement, unlicensed relative or non-relative placement) when they turn 18 are eligible to remain in continued out-of-home care under the supervision of the department.

AWOL

Youth who choose to leave a foster placement without approval or permission. These youth are on their own and risk being picked up by a local law enforcement officer.

TSC

Transition Success Center. The local OCJ Kids foster care resource center designed to meet the immediate needs of foster children and families in a local community.

Point Person

The lead volunteer managing the local TSC Center. They are the primary contact for OCJ Kids regarding program volunteers, progress, resources needed, and monthly reports.

Shelter

A group home setting which is available for a child in need of immediate placement.

Foster Care

Alternative care for children in non-parent relative placements, family foster homes, group homes or child welfare agencies. See also Out-Of-Home Placement.

Out-of-Home Placement

The placement of a child with an individual or agency other than the child's parent or legal guardian.

Relative

For purposes of placement, a great grandparent, grandparent, brother or sister, whole or half blood, aunt or cousin.

Residential Therapeutic Facilities

The therapeutic group home (TGH) provides a structured residential treatment setting with 24 hour a day supervision and counseling or other therapeutic activities for children.

Residential Treatment Center

The residential treatment center (RTC) provides a structured treatment setting with daily 24 hour supervision and an intensive treatment program. Onsite schooling is typically provided within this setting.

Detention

The temporary confinement of a juvenile who requires secure care in a physically restricting facility for the protection of the juvenile or the community pending court disposition or as a condition of probation.

Guardianship of the Person

When an adult is granted Legal and Physical Guardianship for a youth.

Independent Living Services Program

An array of services that prepare young adults for attaining independence and self-sufficiency in the community.

Termination of Parental Rights (Severance)

If family reunification has been ruled out and adoption is a possibility for the child, the Department may petition (request) for termination of parent's rights to the child. If the court terminates parental rights it means the child is free for adoption. It also means that the biological parents have no legal rights pertaining to the child anymore. (They don't have access to the information about the child, don't work with the caseworker anymore etc.)

Long Term Foster Care

This term has been used to refer to the retention of a child in foster care for an extended period of time. In cases of children who were considered to have barriers to adoption (child may not want to, abuse is severe, disruptive behaviors), this could have been the only long-term plan for the child.

Adoption

A permanent, legally binding arrangement whereby persons other than the birthparents parent the child.

Family Reunification

When a family is brought back together after working on and resolving the problems that caused the separation of the youth from the family.



Chapter 3

Launching Your TSC

Brief Overview

Outreach opportunities for the Faith Community are available to impact foster children in your state right now! With a collaborative effort by local churches, local Child Protective Services and OCJ Kids, resources and supplies can be available to foster children in every city that has a satellite office. Involvement in the categories listed below will be tailor made for each participating community of faith, depending upon facilities, availability, volunteer base, and current calendar activities. Transition Success Centers will be asked to participate in one or all of the following foster care services.

Function of Your TSC Center

What does YOUR foster care Transition Success Center look like?

- * Serving as a resource collection and distribution center for the local Child Welfare office
- * Items you will be collecting and distributing:
 - + **Hygiene Welcome Kits**
 - + **Kinship Kits** (Transportation care package)
 - + **Go-Kit** (Case Worker removals, grab & go kit)
 - + **Transitional Suitcases**
 - + **Emergency Overnight Sleep Kit** (For Child Welfare Office)
 - + **Socks and Underwear**
- * Potentially hosting supervised visitations
- * Potentially hosting foster families seasonal events. (Back to School, Thanksgiving, Christmas)
- * Potentially hosting foster "Parents Night Out" activities.
- * Activates for youth who have aged out (game nights and skills training)
- * Over Night Sleep Rooms (class room or nursery room)
- * Shower for the children to clean up
- * Someone to wash the clothes of the children who enter with dirty clothes
- * Involving community business and social clubs to replenish resources as you distribute them via "Community Collection Drives"
- * Donate gently used children's clothes and baby items for infants

How can volunteers get Involved?

- * Serve as a **monthly call person**... contacting Child Services office to identify unmet needs
- * **Set up collection boxes** in church and local businesses
- * Help **sort** collected hygiene items and **build** all **Kits**
- * Volunteer at **Seasonal events**
- * Volunteer to open the church and **assist with parent/child supervised visitations** at church and/or the Child Services office
- * **Wash clothes** for children coming into foster care
- * Help collect items for Welcome Kits, Kinship Kits, Go-Kits, and Suitcases
- * Donate gently used children's clothes and baby items for infants
- * Collect and donate new or GENTLY used suitcases
- * Be available to help the Point Person with misc needs or errands
- * Pray

TSC CENTER OPERATION TIPS:

Group Home Visitation

* **Try new things**

- A new activity, event, craft project, etc, can attract new volunteers with specific interest and skill sets.
- Try events both on and off campus
- Get tickets donated from the local sports teams

* **Stay in Touch With the Staff....** (at least once a month)

- Ask for specific needs
- How can the church connect with you in a more helpful way
- Invite them to your seasonal/Holiday productions or big events

* **Bless the Group Home Staff**

- Take the time to acknowledge the staff and their hard work
- Special thank you cards, bake cookies, gift cards for movies or coffee shops
- Host a special dinner or event to bless the staff and house managers

* **Contact Your Local Child Services Office**

- Get to know the area APM or Area Supervisor
- Ask if they have any needs you might be able to meet
- Special thank you cards, bake cookies, gift cards for movies or coffee shops
- Host a special dinner or event to bless the staff and house managers
- Invite them to your seasonal/Holiday productions or big events

* **Collect supply items**

- Always a need for hygiene products, socks & underwear, suitcases, back packs

* **Kinship Placement Assistance:**

- Host Foster/Adoption training classes for the community
- Provide items for Kinship families to help them pass home inspections..... Handyman repairs at the house, fire extinguishers, and other items for the home

* **Meet Monthly With Program Volunteers:**

- Brainstorm creative ideas for outreaches, activities, events
- Promote calendar activities/ outreaches with your church to recruit more volunteers

Transition Success Centers

*** Contact your local Child Services office**

- Get to know the area APM (County Child Services supervisor)
- Ask if they have any needs you might be able to meet
- Follow Up calls for supplies..... Once or Twice a Month

*** Kinship Placement Assistance:**

- Host Foster/Adoption training classes for the community
- Provide items for Kinship families to help them pass home inspections..... Handyman repairs at the house, fire extinguishers, and other items for the home

*** Community Collection Drives**

- Always a need for hygiene products, socks & underwear, suitcases, back packs
- Based upon needs of the targeted community
- Try and engage local strip mall business & Social Service Clubs

*** Bless the Child Services staff**

- Special thank you cards, bake cookies, gift cards for movies or coffee shops
- Host a special dinner or event to bless the staff and house managers
- Invite them to your seasonal/Holiday productions or big events

*** Volunteer at the Child Services office**

- Sometimes there is a need to help sort and organize storage
- Help supervise parent/child visits
- Decorate parent meeting rooms

*** Meet Monthly With Program Volunteers:**

- Brainstorm creative ideas for outreaches, activities, events
- Promote calendar activities/ outreaches with your church to recruit more volunteers

Hosting a Big Event

*** Connect with your local Child Services office**

- Identify programs they currently host each year
- Explore programs they would like to launch
- Offer use of your facilities (Point out special services your facilities offers, like showers)

*** Calendar Your Event**

- Get input from Child Services and the foster youth concerning "winner" events
- Pick a date months in advance
- Check dates with Child Services and the church

*** Choose a Project Leader**

- Select one person to oversee the planning and volunteer activities
- Assign volunteer leadership positions to assist the Project Leader

*** Promote Your Event**

- Provide flyers to Child Services to approve for distribution
- Advertize in your church bulletin and social media outlets
- Send a personal invitation to the target group

*** Day of Event**

- Be in place and ready when they show up
- Greet them at the door and make them feel welcome
- Don't make it a church service
- Give them permission to NOT participate
- If what you are doing is not working, change it up!
- Offer food or snacks
- Give special attention to the staff
- Call before event..... (1 month, 1 week, 2 days, and the day of)

Collection Drives

*** Create a List of Local Businesses**

- Businesses you frequent often
- Corporations/ Big Industry employee rooms
- Think outside the box

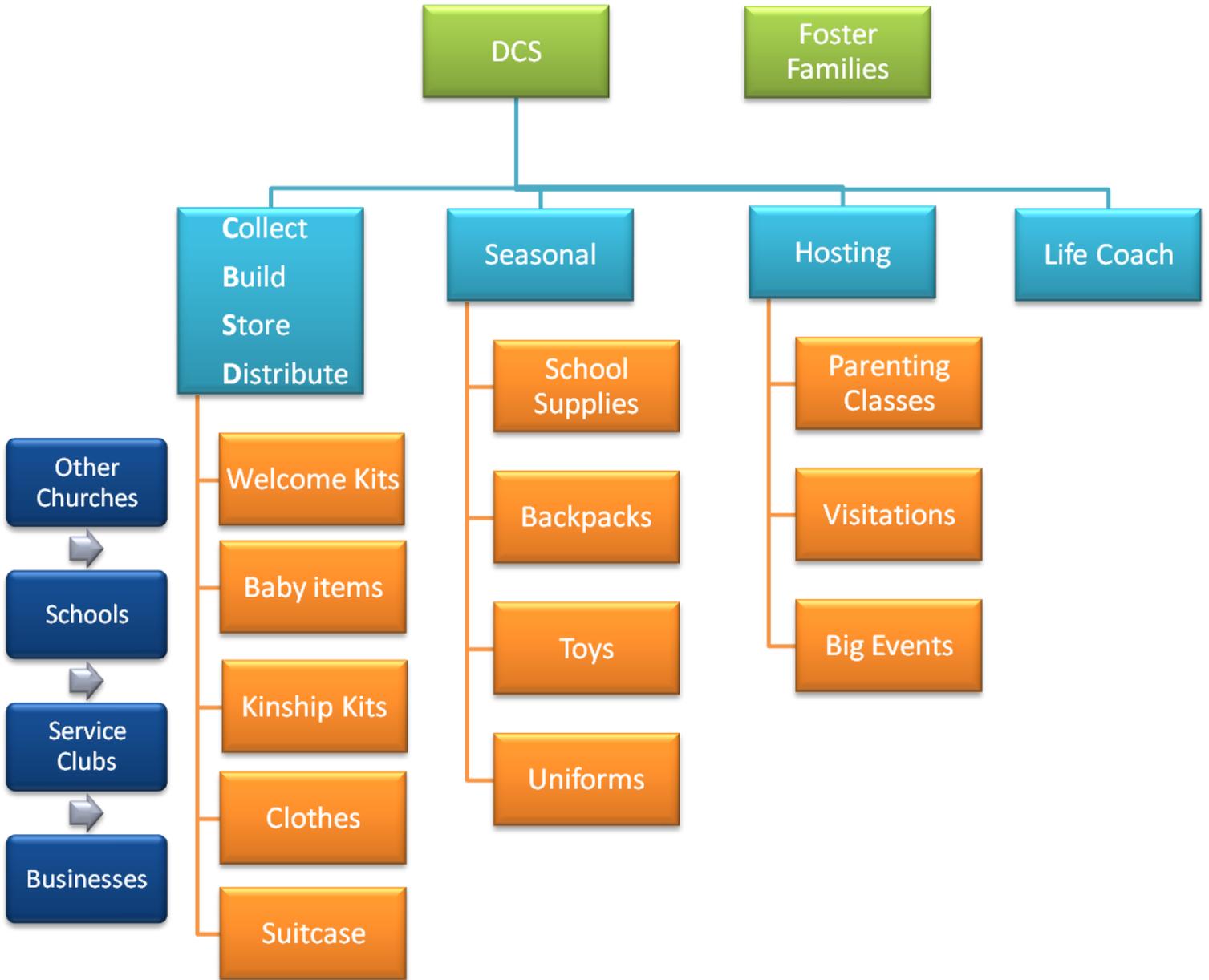
*** Create a Nice Collection Box**

- Wrapping paper on an electric company sized box works well
- Tape the bottom to hold heavy items
- Staple a 11x17 size paper on the front to hold collection items flyers

*** Drop Off and Collect**

- Set specific begin and end dates
- Explain the cause and local impact, with no obligation to the owner
- Promote the business as a local collection site in social media and website

TSC Flow Chart



STEPS TO CONNECT

CHURCHES

1. Have OCJ Kids share the vision with community leaders or leadership team
2. Have OCJ Kids share the vision with potential participants to recruit volunteers
3. Establish a strategy for your project
4. Host a volunteer training workshop (4 hours)
5. Identify a program Point Person
6. Schedule volunteer meetings to set a monthly calendar of activities and outreaches
7. Begin collecting items for your TSC
8. Build relationships with foster care agency staff and foster care case workers
9. Process, store and distribute resources as needed
10. Connect with Child Protective Services monthly

VOLUNTEERS

1. Attend a volunteer Orientation Training
2. Turn in All Required Forms & Documents
3. Wait Patiently for your Fingerprint Clearance Card, send a copy to OCJ Kids office (Optional)
4. Meet with Point Person to Set a Strategy & Calendar of Events
5. Meet with Child Protective Services staff
 - Determine greatest needs
 - Establish volunteer protocol
 - Exchange contact info
 - Establish primary contact person
6. Set "Kit" building days
7. Help recruit local businesses as collection sites
8. Host supervised visitations
9. Volunteer at season outreach events
10. Have fun!

CONNECTION POINTS

Hygiene Welcome Kits

In many cases, children and youth entering into a foster home or a group home are in need of basic toiletry items. Welcome Kits will contain basic toiletry and personal hygiene items in a plastic shoe box. The goal of each Transition Success Center will be to maintain a supply of 8 – 10 kits. Distribution of Welcome Kits will be arranged between the local Child Services office and the participating church to establish a convenient date and time for both church staff and the foster child. Other local faith communities will be asked and encouraged to assist in the collection of toiletry and personal hygiene items to be placed in the shoe box.

Kinship Kits

The Kinship Kit collection program is an ongoing, yearly drive to meet the needs of ALL foster youth placed into temporary Child Services custody with a relative, providing comfort items to each child during the removal and transition process. Kinship Kits will be stored and distributed at local church distribution centers throughout the state. The goal of each Distribution Center will be to maintain a supply of 8 – 10 kits. Distribution of the Kinship Kits will be arranged between the local Child Services office and the participating church to establish a convenient date and time for both church staff and the foster child. Gift cards may also be included to allow the Case Worker to purchase food or other clothing items needed after removal.

Go-Kits

The Go-Kits is designed to provide Case Workers with a gallon sized zip lock bag with necessary items during an emergency removal. The gallon bag will be stored in a container at the Child Services office and contain pajamas, a diaper, baby wipes, and a pair of underwear. Collect and replace as needed by Child Services.

Emergency Overnight Sleep Kits

The EOS Kits will provide local Child Services offices an emergency sleep kit in the event of a child needing to sleep at a Child Services office overnight. The kit contains a twin sized air mattress, flat sheet, fitted sheet, blanket, pillow, and an air pump. These kits will be built at the TSC center and stored at the Child Services office for emergency use. Each office should be stocked with 3-4 EOS Kits.

Transitional Suitcases

Church participation is needed in collecting new or gently used suitcases, practical living supplies and toiletries items to be placed inside the suitcases. Distribution of transitional suitcases will be arranged between the local Child Services office and the participating church to establish a convenient date and time for both church staff and the foster child. Our goal is to have each participating church maintain a supply of 8-10 suitcases at all times. Other local faith communities will be asked and encouraged to assist in the collection of suitcases and items to be placed in the suitcase to replenish supplies as needed.

Visitation Rooms

Child Services county offices in cities located across the state are in immediate need of foster children visitation rooms. Churches can either adopt a room at the Child Services office, decorate it and fill it with supplies, or they can open up a room for Child Services supervised visitations in a comfortable, inviting environment. Visitations with parents or family members will be arranged between the local Child Services office and the participating church to establish a convenient date and time for the church staff, family members, and Case Workers. Churches will also be encouraged to make their services available to offer any support structures needed to assist in the speedy reunification between parent and child. Case workers will provide transportation for the children and parents. Church volunteers will open the facility, turn on lights and any A/C or heat as needed. Visitations generally last between 60 - 90 minutes. Rooms with toys or activities for children are preferred, but any available room will work.

Hosting Outreach/Seasonal Events

Churches are encouraged to connect with Case Workers or foster care agencies in your area to host activities or events for foster children and/or foster families. Outreach Activities may include: Parent's Night Out, Game Nights, Church Picnics, Church Productions, Team Building Games, or instructional/teaching activities. Seasonal Events may include: Easter Egg Hunts, Summer Day Camps, Back To School, Harvest Festivals, Thanksgiving Dinners, & Christmas. The church will be required to provide volunteers to set up and coordinate the event, as well as serve as security. Security should be stationed at each exit, and at each restroom. Church Point Persons will communicate with Child Services to determine what items they will be providing and what items the church may be able to provide. Communication should remain open with participating groups and agencies one month before the event/activity, one week before, two days before, the day before, and the day of the event/activity. Involvement level of the church and its volunteers are contingent upon approval by the pastor and the availability of the church calendar.

Overnight Stays

Case Workers are in need of emergency removal overnight sleeping rooms. Currently, foster children are forced to sleep on the floor at a local Child Services office. Case Workers are open to partnering with the local church to provide a safe place for children to spend the night prior to transporting the child to their new location. Church volunteers will open the facility, turn on lights and any A/C or heat as needed, and prepare the air mattresses or hide-a-bed for the child and the case worker. OCJ Kids will provide the church with an Emergency Overnight Sleep Kit. Child Services will contact the church to schedule an overnight stay, establishing a workable time of arrival. The Case Worker will stay with the child at all times and the church volunteer is not required to spend the night at the facilities. The children will generally spend one night at the church, but extenuating circumstances may require an extra night, depending on the approval of the pastor. Liability will be covered by Child Services, the participating church, and OCJ Kids insurance policies. Extra items, such as food or beverages are optional, but greatly appreciated. Church volunteers will turn off all lights, pick up any trash, and lock the doors after departure.

ROLES & RESPONSIBILITIES

TSC Point Person

- Establish the TSC's focus/vision and priority resources/outreaches for the community within two months of the initial launch, with annual renewal
- Commit to dedicating a minimum of two hours per week to maintain and grow your individual TSC center. Actual time demands will vary each moth/week depending upon activity engaged each month
- Gather and maintain contact information for each volunteer
- Actively recruit volunteer for leadership positions and outreach events/activities, volunteer applications, Code of Conduct forms and oversight
- Promote and advertise opportunities to serve and seasonal collection drives
- Set up monthly/quarterly volunteer planning and scheduling meetings
- Have volunteers fill out any required applications, forms, or clearance cards
- Connect with Child Services to schedule product pick-ups or supervised visitation dates
- Connect, via phone call or in person, with Child Services monthly/bi-monthly to check for current services or immediate supplies needed
- Coordinate delivery of requested supplies as needed
- Track distribution of supplies and replenish supplies, kits, and suitcases as needed
- Complete distribution and donation forms for each transaction and monthly visitation. Send data to OCJ Kids monthly by phone or e-mail to an OCJ Kids TSC staff person
- Contact OCJ Kids TSC staff monthly to report:
 - * *Number of items distributed* * *Resource/physical donations* * *Financial donations*
 - * *Number of Child Welfare supervised visitations* * *Resources needed for your center*
 - * *Testimonies from your activity/outreaches*
- Connect with partnering churches, businesses, and social service clubs in the community to host collection boxes for product drives, volunteers, and financial donations
- Create appropriate collection boxes for seasonal drives
- Coordinate collection box drop-offs and pick-ups at each participating location
- Sort donated/collected items and store until building day

- Build the Welcome Kits, Kinship Kits, Go-kits and suitcases and store items until requested by the local Child Welfare office/Case Worker
- Work with Child Services Supervisors to host seasonal outreach events (As needed)
- Host a brief volunteer orientation before outreach events with Code of Conduct forms
- Communicate progress, updates, testimonials, questions, concerns, and observations regularly with OCJ Kids
- Notify OCJ Kids by phone and e-mail within 24 hours of an incident or accident during or associated with any TSC activity, event or visitation.
- Maintain compliance with OCJ Kids policies & procedures, and Code of Conduct
- Attend an annual OCJ Kids TSC training and networking conference, provided by OCJ Kids in Arizona at a location to be determined each year

* *Visit our TSC Tool Box @ www.ocjkids.org/toolbox for more info and resources*

Leadership Team

- Attend the 101 Orientation Training
- Complete all required forms, documents, and applications in the volunteer packet
 - *Sign off on a volunteer Code of Conduct*
 - *Complete fingerprint clearance card (If required)*
 - *Understand how to report violations/behavior/abuse and deal with special needs and youth at risk & Understand terminology (verbiage from training manual)*
- Meet monthly with TSC Point Person to set strategy & calendar of events
- Identify role you are willing to supervise:
 - *Phone Committee: Monthly contacts with Child Services office*
 - *Collections Captain: Connect with community partners for collection drives*
 - *Storeroom Supervisor: Check inventory, build kits, store items, rotate stock*
 - *Visitation Captain: Set up and oversee Child Services supervised parent/child visits*
 - *Outreach Captain: Plan, organize, and oversee outreach events/activities*
 - *Kit Building: Recruit volunteers & organize kit building days*
 - *Administrative: Fill out forms and track data for monthly reports & inventory*
 - *Transporter: Deliver supplies to the Child Services office as requested*

- *Promo Captain:* *Create flyers and promote activities and outreach events*
 - *Laundry Supervisor:* *Wash clothes and bedding for Child Services as needed*
 - *Rover:* *Be available to fill in wherever needed*
 - *Designated Shopper:* *Shop for items needed to complete kits of specialized requested items for Child Services or Kinship families, and supplies for outreach events*
- Be available to volunteer at building days, outreach events/activities, supervised visitations, and planning sessions
 - Spread the word in the community about the need and program through your TSC
 - Represent your church and OCJ Kids with honor and godly attitudes
 - Be available to assist with set-up and clean-up
- * Visit our TSC Tool Box @ www.ocjkids.org/toolbox for more info and resources**

General/Event Volunteers

- **Attend** 101 Orientation Training (Optional)
- **Register** with the Point Person prior to the event or activity you wish to participate with your name, phone number, and e-mail (if available)
- Sign the OCJ Kids **Code of Conduct** agreement
- Perform the task assigned by the event leader and/or Point Person
- **Assist** with the collection, building, shopping and distributing of the resource items
- **Be available** to volunteer at building days, seasonal events, supervised visitations, and planning sessions by getting involved in one of the following:
 - Secure drop site for one of the drives
 - Outreach event set up & Clean up
 - Outreach Volunteer
 - Collect in-kind and/or monetary donations
 - Suitcase drives
 - Distribution of collected supplies or kits
 - Kit building
 - Oversight of visitation rooms and visits

- Complete assigned task before leaving your assigned area of service
- Represent your church and OCJ Kids with honor and godly attitudes
- Be available to assist with set-up and clean-up

** Visit our TSC Tool Box @ www.ocjkids.org/toolbox for more info and resources*

Best Practice Tips

- Review list of volunteer tasks to familiarize yourself.
- Be on time. Keep your TSC Point Person's phone number in case you need to cancel or reach them.
- Have fun!

OCJ Kids

- Provide a Liability Insurance Certificate to the TSC leadership annually or upon renewal
- Volunteer training and application packet and fingerprinting (If needed)
- Provide a Policy and Procedure manual
- Organizational website maintenance and TSC "Tool Box" access
- Create a Facebook page for each location
- AZ sites: Oversight and bi-annual TSC site visits with follow-up performance reviews
- Outside AZ: Oversight and TSC visit via Skype or phone conference
- Grant requests to foundations to fund your local project
- Provide donation request letters on organizational letterhead, upon request
- Contact the local Child Welfare office and set up an initial meet and greet with an OCJ Kids staff and the TSC Point Person and/or Pastor
- Provide a Point Person with volunteer leader's job description, and estimated work hours based upon foster children quarterly volumes
- Provide a Volunteer Code of Conduct agreement
- On-call staff for resources, advice, and assistance with daily/weekly operations
- Respond to incident reports with direction to Point Person within 48 hours with guidance and next steps, if necessary
- Provide invitatory forms for supplies and kits
- Monthly reporting and compilation of data from all TSC centers for grants and IRS reports
- Provide an annual TSC Point Person training and network conference
- Update TSC operations manual as needed and communicate to the Point Person
- Provide volunteer trainings for new recruits... as needed
- Provide the "TSC Tool Box" resources on our website www.ocjkids.org/toolbox
- Primary contact info:

Main office # 602-439-2171

Linda OnderLinde (TSC Administrator) 602-439-2171 linda@ocjkids.org

Gary Webb (Program Manager) 623-210-6274 gary@ocjkids.org

Eva Rasmussen (Book Keeper) 602-439-2171 eva@ocjkids.org

PARTNERING ROLES

Child Welfare Services Role

OCJ Kids will assist in making the initial contact with the county Child Services office to partner them with the local Distribution Centers and the designated Point Person. Child Services will provide promotion necessary to connect the foster children and youth in need of resources with the Point Person. County officials will in turn pass on resource availability information to the case workers connected with the individual children in care. Child Services offices will connect with church point persons to establish distribution dates and times as well as visitation details and requirements for a supervised family visit.

OCJ Kids Role

OCJ Kids will serve as the Program connectors and consultants. OCJ Kids will make contact with the local pastors, share the vision of the program, and provide all volunteer training, and establish a trained point person(s). OCJ Kids will also aid in the collection of the suitcases and supplies inside and items for the Kinship, Welcome and Go Kits. We will stay connected with each Transition Success Center, providing assistance, guidance, trouble shooting, and program consulting. Quarterly reports of the program and measurable outcomes will be available upon request. OCJ Kids staff may be available to attend your volunteer brainstorming sessions and help you plan your calendar events. Any other program maintenance will be made available. In conjunction with the church's insurance policy, OCJ Kids also provides additional liability insurance to cover incidents or accidents during an OCJ Kids related activity or outreach.

Community Partners

Community partners are a vital link to the long term sustainability of the TSC program. OCJ Kids encourages each center to reach out to potential churches, social service clubs, and local businesses to join in this collaborative effort. Community partners can provide volunteers for events, activities, building days, and collection drives through the year. Provide opportunities for community partners to financially invest to your TSC through OCJ Kids 501(c)3 designation. Opportunities also exist for Point Persons to join the local Chamber of Commerce.

Host Facilities

Each host facility will agree to support the vision of this ministry through promotion and leadership efforts as a part of the vision of the house. TSC center hosts will provide a room or space in a room to store the items collected for future distribution. Rooms will also be available, in alignment with the host's facilities calendar, to provide for volunteer building days, outreach events/activities, Child Services supervised parental visitations and volunteer trainings. Hosts facilities are encouraged to actively recruit volunteers for center operations, building days, and outreach events/activities. Provide insurance coverage in addition to OCJ Kids liability coverage and insurance provided by Child Services to cover children/youth in foster care as an approved activity or approved event.

POLICIES & PROCEDURES

Creating a Safe Environment

Creating Great Events

- * Get input from Child Services and the foster youth FIRST
- * Be in place and ready when they arrive
- * Greet them at the door and make them feel welcome
- * Don't make it a church service
- * Give them permission to NOT participate
- * If what you are doing is not working, change it up!
- * Offer food or snacks
- * Give special attention to the Staff
- * **Call before event... (1 month, 1 week, 2 days, Day before, day of)**
- * Provide security at each of the exits and restrooms

Reporting Violations/Behavior/Abuse

- * *Rule: Never be in a home without an agency staff being present*
1. Report to Child Services Area Program Manager (APM) within 24 hours of incident
 2. Report to OCJ Kids by e-mail or fax with dates, times, location, and a detailed explanation within 24 hours of the incident
 3. OCJ Staff will evaluate the report and give direction how to proceed.
 4. You may be asked to contact the Child Services hotline and make an official report, if incident requires such action.
 5. All reports will be forwarded to the Child Services APM.

Dealing with Special Needs or At Risk Youth

- * Stay calm and relaxed
- * Down play the incident to avoid attention from other participants
- * Evaluate the problem and intervene with caution
- * Do not restrain the foster youth in any way
- * Notify a Child Services official or case worker ASAP
- * Try and re-engage the youth in another activities to refocus their thoughts
- * Assign an individual volunteer to each special needs youth
- * Call 911 if anyone suffers an injury requiring medical attention and make a written report
- * Continue on with the activity as soon as possible

Security at Events

- * Please stay at post at all times
- * If you need a break, please have someone fill in for you
- * Provide everyone an arm band, if possible, to identify staff and foster kids
- * No one leaves the building without the proper band color or accompanied by a guardian or case worker, or Child Services official
- * Keep kids from congregating by bathrooms
- * If there is an emergency or incident, let the Point Person and or Pastor know ASAP
- * If a physical altercation happens, call for back up, and notify the Child Services officials
- * Please stay until dismissed by Lead Security Person

Event Protocols

What to Expect from Child Services

- Case Workers Case Loads
- Lack of return calls/ E-Mails
- Be persistence with GRACE
- Be Flexible with appointments and schedules

What to Expect ILP Youth

- Independent mentality
- Very dependant
- Need for "Family"
- Cancelations, not showing up... not a matter of "IF" but "WHEN"
- need for persistence and consistency

What NOT To Do

- Make Promises...Never, never, never, ever...
- Post pictures of the kids on the internet, text, or share with friends
- Invade or violate their individual bubble.... give space
- Never be alone or out of visible sight
- Give out personal contact info
- Get discouraged

What To Do

- Understand THEIR life world view
- Display only proper healthy touches
- Communicate often with Child Services leadership
- Stay in touch with the Point Person
- Remember to set boundaries for you, your family, and the ILP Youth
- Share the vision with friends and local business owners
- Be patient and flexible
- Meet monthly with program volunteers
- Communicate with OCJ staff with ANY problem or issues

Volunteer Conduct Standards

Each year OCJ Kids staff shall convey these **standards in writing to all volunteers** prior to their volunteer **participation with OCJ Kids**. Staff shall **review these standards verbally**, as well, with volunteers participating for the first time.

OCJ Kids serves youth. **OCJ volunteers** teach valuable lessons in their program delivery and especially in their **conduct with children**. Adult **misconduct** with or in the presence of youth carries serious consequences. Because OCJ Kids cares that its volunteers have **healthy, appropriate relationships** with youth they serve, it has established the **following standards**.

1. Young people look to adults for **examples of appropriate behavior**. OCJ Kids volunteers must use appropriate language and model honorable behavior, such as respect, integrity, honesty, and excellence. Profanity or sexualized language or jokes are inappropriate when working with children, regardless whether it occurs face-to-face, over the internet, or by any other means. OCJ Kids strictly forbids violating any state law regarding interactions with youth; for example, providing them alcohol or legal or illegal drugs, or coaxing them into illicit relationships over the internet or otherwise.
2. Volunteers must take particular care when **touching youth**. Most adults understand the difference between appropriate physical contact such as handshake or pat on the back, and contact that is sexual or disrespectful. Volunteers also must be cognizant of how any physical contact may be perceived.
3. **Interactions with children** must both be appropriate and appear appropriate. It is expected that volunteers' interactions with children are at all times appropriate and professional, and are strictly related to the role of business mentor.
4. Volunteers are **responsible** for quality of interactions. Children often find it difficult to state discomfort or objections. Volunteers must be especially sensitive to physical and verbal cues that youth provide.

The aforementioned standards do not represent a comprehensive list. Other actions not included could result in suspension or dismissal as a volunteer. OCJ Kids volunteers also must **read and comply** with OCJ Kids **Social Media Policy**.

OCJ Kids takes all **complaints of misconduct seriously**. Credible allegations of misconduct will be promptly reported to the appropriate authorities. During any such investigation, the OCJ Kids volunteer will not perform services as an OCJ Kids volunteer. If an investigation determines misconduct occurred, it will result in the immediate and permanent dismissal as an OCJ Kids volunteer.

Any OCJ Kids staff member or volunteer who reasonably **suspects misconduct** must **report** these suspicions **immediately** to the appropriate OCJ Kids staff person.

Sign name

Print name

Date

REPORTING FORMS

For Monetary Donations:

- **On Line/Direct Giving:** www.ocjkids.org ...the website link is <https://simplecheckout.authorize.net/payment/CatalogPayment.aspx>
 - * (mark it OCJ Kids TSC)
- **For Cash Donations:** Use the money to purchase the items and send us the following info:
 - * Donor's Name
 - * Donation Amount
 - * Intended Use of the Funds
 - * Copies of the receipt
- **For OCJ Kids Check Donations:**
 - * Make checks payable to OCJ Kids
 - * Mail the checks to our office
 - OCJ Kids*
 - 524 W. Westcott Dr.*
 - Phoenix, AZ 85027*
 - * OCJ Kids will send a giving receipt to the donor
- **For Check Donations Made out to the Church:**
 - * Make a copy of the check
 - * Cash the check through the church
 - * Keep receipts of all purchases
 - * Send OCJ Kids a copy of the check and the receipts
 - * OCJ Kids will send a giving report to the church

For Material/Product Donations:

- * Complete the Donation Form with all requested info
- * Make a copy for your records
- * Scan and e-mail the completed form to info@ocjkids.org
- * OCJ Kids will send a giving receipt



OPPORTUNITY, COMMUNITY & JUSTICE FOR KIDS

Suitcase & Misc Distribution Receipt

Organization: _____ House: _____
Contact name: _____ Contact # : _____
Pick up Date: _____ Pick up Time: _____

Welcome Kits: _____

New Filled Suitcases: _____

New Empty Suitcase: _____

Used Filled Suitcases: _____

Used Empty Suitcases: _____

Misc. Items: _____

Received By: _____



OPPORTUNITY, COMMUNITY & JUSTICE FOR KIDS

Tax ID Number 86-1040833

DONATION RECEIPT

The following items were donated to OCJ Kids for use in the organization's outreach to at risk children and youth through teen center and foster home outreach projects.

Name of Individual / Business

Address:

Donation Date:

Items Donated:

Value of donation as determined by the donor

Tammie Webb

Tammie Webb

Director of Operations

Clothing Drive Donations

Name: _____

Address: _____

Date: _____

Woman's Clothing	Item Count	Men's Clothing	Item Count	Children's Clothing	Item Count
Bathing Suit		Hat/gloves/Ties/Wallet/Ski Mask/belt		Bathing Suit/Suit Cover	
Bathrobe		Jacket/Vest/New Polo Shirts		PJ's/Robe	
Blouse/tops		Overcoat		Baby Blankets/receiving/quilts	
Boots		Pajamas		Blouse	
Bra		Raincoat		Boots	
Coat		Shirt/Top		Coat	
Dress		Shoes/boots/slipper		Dress	
Evening Dress		Shorts		Jacket/Rain Coat	
Foundation Garment		Socks-packages		Jeans	
Fur/Leather Coat		Socks-single pair		Pants/Shorts/slacks	
Handbag/purse/Wallet/Make-up bag		Slacks/Jeans		Purse/Hat/visor/cap/belts/backpack	
Hat/gloves/Scarves/Belts/Costume Jewelry/knitted caps		Suit		Onsies/BodySuits/PJ's	
Jacket		Sweater/sweat shirts		Shirt/Top	
Nightgown/PJ's		Swim Trunks		Shoes	
Pant Suits/Jacket		Tuxedo		Skirt	
Sandles/Flipflops/slippers		Undershirt/T shirt		Snowsuit/Outfits/suits	
Shoes		Undershirt		Socks-Pkgs/Mittens/gloves	
Skirt/Vest				Socks-Pairs/Bibs/hangers/misc	
Slacks/pants/Jean /shorts				Sweater/sweat shirts/Karate suit	
Slip/Apron/slippers				Under garments/tights/booties	
Underwear/Nylons/Tight					
Socks-pairs /Misc.					
Suit/Costume					
Sweater/sweat shirts					
Misc. Clothing		Misc. Clothing		Misc. Clothing	
Total		Total		Total	



OPPORTUNITY, COMMUNITY & JUSTICE FOR KIDS

Building Use Waiver and Release

1. Waiver and release of all claims (including negligence)

In consideration for use of the facility, I waive and release _____ Church and OCJ Kids, its agents, servants, employees, insurers, successors and assigns from all claims, demands, causes of action, damages or suits at law and equity of whatsoever kind, including but not limited to claims for personal injury, property damage, medical expenses, loss of services, on account of or in any way related to or growing out of my presence at the facility or use of the facility and/or equipment. **This waiver and release is intended to and does release _____ Church/OCJ Kids from any and all liability for damages or injuries on account of or in any way related to or growing out of my negligence, the negligence of third parties and _____ Church/OCJ Kids, including but not limited to negligence in the construction, maintenance and upkeep of the facility and its equipment, negligence in training or negligence in supervision. This is not intended to release _____/OCJ Kids from any liability resulting from their intentional conduct.**

I further covenant and agree not to institute any claims or legal action against _____/OCJ Kids for any claim released by this Agreement. I further agree that should any claim be made against _____ Church/OCJ Kids in contravention of this Agreement, including but not limited to derivative claims, I will protect, defend and completely indemnify (reimburse) _____ Church/OCJ Kids for any such claim and expenses including attorney’s fees and costs incurred by _____/OCJ Kids in defending themselves or security indemnity hereunder. I recognize the facility is not supervised, and I use the facility (including premises and equipment) entirely at my own risk.

2. I understand that _____/OCJ Kids is not responsible for any lost or stolen valuables or property from within the facility.

3. While at the facility, I agree to conduct myself in a responsible manner and will refrain from engaging in inappropriate conduct, including the use of loud, foul, slanderous language or any intimidating or offensive conduct that would interfere with the peaceful use and enjoyment of the facility by other users.

4. I acknowledge that I have received and read a copy of the current rules and regulations governing the use of the facility. I agree that I will fully comply with all rules and regulations and with any amendments. I have read the Agreement and understand that by signing the Agreement I have consented to be bound by its terms, including the waiver/release of any legal right I may have to sue _____ church/OCJ Kids for any costs they incur because a claim or legal action is brought in violation of this Agreement. I agree any violation of the Agreement and its terms and conditions, as determined by _____ church /OCJ Kids, will void and terminate this Agreement and may result in loss of the ability to use the facility.

Name of Organization (if applicable) _____

Name (please print) _____

Signature _____ Date _____

The TSC Chapter agreement is the foundation of the working relationship between OCJ Kids and its Chapter affiliates. This agreement clarifies the expectations of both parties in relation to the function of a TSC center, roles and responsibilities, facilities usage, length of time commitment, confidentiality, liability, and adherence to OCJ Kids policies and procedures as described in the TSC Chapter Manual. This written agreement is a partnership agreement between **OCJ Kids** and _____ as one of the OCJ Kids affiliated TSC Chapters.

The TSC program is designed to provide a resource center, based out of a local church, for foster children and foster families in your local community/county area, in association with the local Child Services office. Resources provided by each center will be determined by the unique needs of the local community, based upon the needs conveyed by Child Services. Detailed information on the policies and procedures, job descriptions, and functionality of this TSC Chapter are contained in the TSC Chapter manual.

OCJ Kids' and _____ agree to operate the center in agreement with OCJ Kids and _____'s By-Laws, and with the approval of the pastor and/or church leadership/board members.

In this agreement, OCJ Kids agrees to:

- Teach a volunteer training workshop prior to launch
- Provide all volunteer training materials, paperwork, and applications
- Train and equip a Point Person
- Provide a complete TSC Chapter manual to keep on the property
- Provide supplemental resources and supplies as requested by the Point Person
- Maintain a relationship with the local Child Services office staff and managers
- Maintain a secure file on each active volunteer
- Provide fingerprinting (if necessary)
- Provide a supplemental liability insurance to cover approved operations and activities
- Monthly contact with the Point Person
- All available resources for program support
- An annual continuing education/networking conference
- Troubleshooting issues or incidences if/when they occur
- Travel to the center once a year to maintain relationships and for quality control

In this agreement, _____ agrees to:

- Commit to support and promote this ministry for a minimum of one year
- Allow OCJ Kids staff to share the vision with the congregation
- Host volunteer trainings as needed
- Help to identify a qualified Point Person
- Provide a room(s) for ministry activities and events (in alignment with the church calendar) as an approved church activity
- Provide a room or space in a room to store collected items and built kits
- Allow the Point Person to meet with the pastor monthly for updates and progress reports
- Insure all volunteers sign a Code of Conduct agreement before volunteering
- Financially support OCJ Kids on a monthly basis or annually. Amount is negotiable
- Provide lodging for staff when performing a training or vision sharing (Optional)
- Have a Point Person to track inventory, donations, and distribution of resources, and send report to OCJ Kids office monthly
- Communicate with OCJ Kids with any problems, accidents, incidences or issues that may arise as a result of TSC ministry activity
- Communicate with the local Child Services office regularly (Point Person or Volunteer)

This volunteer agreement is binding in honor only, and is not intended to be a legally binding contract between OCJ Kids and TSC Chapter affiliates. We agree to work together in a godly manner and uphold the values and beliefs of each partnering organization. This agreement may be cancelled at any time after the one year agreement, at the discretion of either party. A 60 day notice of termination is required to allow appropriate actions to maintain the integrity of this project.

Agreed to by:

Organization's Signature _____ Date _____

Pastor Signature _____ Date _____