

San Damiano Foundation Inc.

No. 87094 7165 RR0001
Charitable Registration

FoUNdATiOnS

of friendship and faith

JUDE 1:17-25

Dedicated to providing safe places for youth

St. Francis House

RR4 Madoc

Ontario Canada,

K0K 2K0

613-473-1763

VOLUNTEER HANDBOOK

San Damiano Foundation Inc.

No. 87094 7165 RR0001
Charitable Registration

FOUNDATIONS

of friendship and faith **JUDE 1:17-25**

Dedicated to providing safe places for youth

St. Francis House

RR4 Madoc
Ontario Canada,
K0K 2K0
613-473-1763

Dear Volunteer,

I would like to say thank you right now before you read any more of this hand book ☺

Thank you for coming and wanting to offer your time and your gifts to help people and especially our youth.

I have asked the Sisters of the Franciscan Missionaries of Mary, the Priests of the Missionary Society of our Lady of the Blessed Sacrament to remember this FoundaTion and all the Associates, Benefactors and Patrons during their times of Prayer and Adoration.

We also have a Perpetual Mass Remembrance with Franciscan of the First Order.

You are in my heart and my prayers – I cannot thank you enough, however the good Lord can! Helping at FoundaTions will give you an opportunity to really “live” the Prayer of St. Francis! When we truly can live it we are truly blessed! May St. Francis pray for us!

May God bless you and your family, through Christ our Lord now and forever AMEN!

Colleen MacAlister ofs fmma

The Prayer of St. Francis

Lord make me an instrument of Your PEACE.

Where there is hatred let me bring your LOVE.

Where there is injury your PARDON!

Where there is doubt FAITH!

Where there is despair HOPE!

Where there is darkness LIGHT!

And where there is sadness please help me bring JOY!

Master grant that I may not so much seek to be consoled as to console

To be understood as to understand

To be loved as to Love!

For it is in giving that we receive

In pardoning that we are pardoned

And in dying that we are born to eternal life

WHAT IS A VOLUNTEER?

A volunteer is an individual:

- who chooses to undertake a service or activity,
- someone who is not coerced or compelled to do this activity
- Who does this activity in service to an individual or an organization, or to assist the community at large
- Who does not receive a salary or wage for this service or activity

WHAT IS DUTY OF CARE?

'Duty of Care' is a legal principle that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect their participants. The actual definition of 'Duty of Care' is:

The moral, legal, ethical and spiritual obligation that one owes the other, especially the obligations to take reasonable measures to care for and protect the interests of the other. This obligation includes protection from harm such as exploitation, assault and sexual harassment.

The Catholic faith community and Catholic groups need to understand that Canadian courts will uphold their responsibilities with regard to screening in the context of their 'Duty of Care'.

Therefore, as the San Damiano FoundaTion has a focus on Youth, we will utilize the same procedures as are used by the Roman Catholic Archdiocese of Kingston, for "High Risk" volunteers.

All **Volunteer Applications** will be received by the Local Foundation Director.

The Local Director will conduct a preliminary interview with the volunteer applicant and if the Director believes this to be a valid application, they will then supply the volunteer with the application for the CPIC or proof of CPIC and follow up with the calls to check References.

The Local Director will then send copy of the application with Reference check comments and CPIC to the President of the SDF. These Volunteer Records will be kept at the SDF Head Office.

The President of the San Damiano FoundaTion, or delegate will also meet with our volunteer associates on an annual basis, ensuring that our code of conduct, ethics and mission, policies and procedures are clearly understood and to personally thank the associates for their help in this much needed work. This visit could be at Foundations "places" or at an Associate and Benefactor Retreat, where everyone comes together at the same time.

San Damiano Foundation Inc.

No. 87094 7165 RR0001
Charitable Registration

FoUNdATiOnS

of friendship and faith **JUDE 1:17-25**

Dedicated to providing safe places for youth

St. Francis House

RR4 Madoc
Ontario Canada,
KOK 2K0
613-473-1763

This is the Diocesan Definition of “High Risk” from the Web Site 11/16/04

“High Risk”

Volunteers who participate in ministries that involve an on-going, intensive or one-on-one interaction with vulnerable people, such as children and seniors as well as *volunteers who are in a position to exert influence over youth*. This includes volunteers who have access to confidential records, money and the physical premises.

The most rigorous screening is reserved for positions deemed HIGH RISK and this includes an interview, reference checks and a police records check as well as reading the position description and volunteer guidelines and filling out a volunteer information sheet. Two examples of High Risk ministries are Youth ministers and Extraordinary Ministers of the Eucharist.

NOTE : “ *volunteers who are in a position to exert influence over youth*”

This is why we have chosen to follow this procedure as most volunteers at one time or another will visit a location and have the opportunity to interact with youth.

Therefore our VOLUNTEER REQUIREMENTS are as FOLLOWS

1. Application with References
2. Interview
3. Reading Volunteer Guidelines (note see Guidelines check list)
4. Filling out Information Sheet
5. Reading Volunteer Description
6. Signing Confidentiality Sheets
7. Providing CPIC or proof of CPIC (SDF forms available)
8. Attending Training Sessions as available and local meetings

San Damiano Foundation Inc.



St. Francis House

RR4 Madoc
Ontario Canada,
K0K 2K0
613-473-1763

Dear Friends,

In closing, I would like to say that tonight while I was creating this "Volunteer Handbook", I came across the following poem – written by a dear friend-several years ago. It brought tears to my eyes as I remembered our simple beginnings.

The first FoundaTion opened in Dec. 1996. We began by asking people if they would help us with a donation of money to help us pay the rent at a storefront we had found. We told them that we wanted to make a place for the youth. The Landlord reduced the rent and gave us a stove and fridge to use and in two days we had the first and last months rent! We were not a charity yet and could not give tax receipts even! We didn't have a phone or a television. We had old religious magazines, some pictures and even an old set of the Stations of the Cross! We had maybe 10 soup bowls, an old couch and chair, a kitchen table with 4 chairs, a pitcher, juice and coffee. We took turns making a soup, from our stuff at home and donated a large pot everyday! There were five of us. We did not have bread very often. When the kids asked for it, we explained that we didn't have any and that we were trusting in Divine Providence to provide for our needs and encouraged them to pray that He would send us some. And they would and He did! <lol> Then some one must have prayed for peanut butter, jam and cookies because eventually we had them too! Troy Thompson was there to love and mentor the youth, serving soup whenever they came in and sleeping on a small bed in the back at night!

The first day 10 kids came. The next day there were 20 and the next day more! They listened to Christian music – "punk and metal" style! Yet some of the kids loved the Gregorian Chant cd's we had! They stopped hanging around at the arcade and began to come into the FoundaTions! There were many hearts healed and bad habits changed by the youth that came to FoundaTions. Youth went back to school, got away from drugs and some entered church for the first time in their lives! One young man publicly shared that he had given up stealing!

These were the kids that no one wanted hanging around their stores or on their streets. These were the kids whose parents worked out of town all week.

These parents thanked us! One boy used sit home alone and do drugs and now he was coming to Foundations! There was a "place" for him.

As a volunteer in this mission, we must always trust God.

Let me assure you that, we can count on the intercession of our Lady!

Our Father in heaven wants His children to have a "place" that will expose them to His unconditional love. A "place" where the goodness inside is acknowledged and encouraged! A "place" that is simple, where the Lord's Prayer is manifested, by our living the Prayer of St. Francis!

It isn't things, it is Love!

It is hard to paint you a picture with words. A supportive friend, Pat captured it in a Poem, which she shared with us.

May God bless you with His peace and goodness always,

Colleen

San Damiano Foundation Inc.

FOUNDATIONS
of friendship and faith
Dedicated to providing safe places for youth

No. 87094 7165 RR0001
Charitable Registration

JUDE 1:17-25

St. Francis House

RR4 Madoc
Ontario Canada,
K0K 2K0
613-473-1763

Foundations – An Inn

By: Pat L

December 5, 1996

Dedicated to Troy Thompson & Colleen MacAlister

Today I saw my Savior
In the eyes of some young people,
In a humble Center, with only basic needs.
His face shone through each of them
They have just begun a walk to Bethlehem,
To open an Inn for the Christ Child
Who is coming in need of a friend, warmth and love.

Today I saw my Jesus in the young,
On fire with Love for Him wanting others to know
Just what they have found, His Love,
His Mercy, His Acceptance of
Who they are and want to be...
In His Image, they will go forth
Open arms and open door
For other young people who have yet to find;
What they don't realize they are looking for.
Their Center is for the young, who are broken and alone,
Their Center is the beginning of Christian Love,
A Bethlehem to allow Jesus to be born
In all they meet and greet.
Their center is Jesus and
He dwells in the center of their hearts.
What better way can you find...
To meet the broken Christ then in
An Inn from the Heart.
There is room, no one will be turned away,
A listening ear, warmth, joy, love and acceptance
These will dwell
Where I saw my Savior today
In the young Christian drop in Center
In the Center of their Hearts.

San Damiano Foundation Inc.

No. 87094 7165 RR0001
Charitable Registration

FOUNDATIONS

of friendship and faith **JUDE 1:17-25**

Dedicated to providing safe places for youth

St. Francis House

RR4 Madoc

Ontario Canada,

K0K 2K0

613-473-1763

The San Damiano Foundation inc. believes that to Evangelize is to spread the Good News of the Gospel, in the way of St. Francis of Assisi!

You are Loved by God!

"To evangelize a person, understand, is to say to him, "You also are loved by the Lord." And not only to say it to him but to truly think it. And not only to think it but to behave with this person in such a manner that he feels and discovers that there is in him something saved, something greater and nobler than he had thought! And so he awakens to a new awareness of himself. That is what it means to announce the Good News."

St. Francis of Assisi

The Name Foundations comes from Jude 1 17-25

Dear friends, remember what the apostles of our Lord Jesus Christ told you, that in the last times there would come mockers whose whole purpose in life is to enjoy themselves in every evil way imaginable. They stir up arguments; they love the evil things of this world; they do not have the Holy Spirit living in them, -But you, dear friends, must build up your lives ever more strongly upon the foundation of our holy faith, learning to pray in the power and strength of the Holy Spirit. >

Stay always within the boundaries where God's love can reach and bless you. Wait patiently for the eternal life that our Lord Jesus Christ in His mercy is going to give you. Try to help those who argue against you. Be merciful to those who doubt. Save some by snatching them as from the very flames of hell itself. And as for others, help them to find the Lord by being kind to them, but be careful that you yourself aren't pulled along into their sins. Hate every trace of their sin while being merciful to them as sinners. And now-all glory to Him who alone is God, who saves us through Jesus Christ our Lord; yes, splendor and majesty, all power and authority are His from the beginning; His they are and His they ever more shall be. And He is able to keep you from slipping and falling away, and to bring you, sinless and perfect, into His glorious presence with mighty shouts of everlasting joy. Amen.

San Damiano Foundation Inc.

No. 87094 7165 RR0001
Charitable Registration

FOUNDATIONS

of friendship and faith **JUDE 1:17-25**

Dedicated to providing safe places for youth

St. Francis House

RR4 Madoc

Ontario Canada,

KOK 2K0

613-473-1763

“Purposes” of the San Damiano Foundation Inc.

The San Damiano Foundation Inc. as a registered Charity will benefit the local community by offering relief of poverty, advancement of education and/or religion, and prevention of juvenile delinquency and crime.

We will do this by providing safe places for young people to go. These will be “Drop-Ins, Shelters and Retreat Places”. All Foundations will have a Christian atmosphere that will welcome everyone and respect and promote the culture of “life”.

The Foundations will provide a place where prayer, love, kindness, and virtuous behavior are acceptable norms. Places that offer a “safe” environment for honesty which will lead to positive and responsible moral development and growth. This will then be reflected in relationships and social behavior. Foundations, by being a ‘place’ where all young people will feel welcome, offers consistent and valid points of reference in an ever changing society.

The San Damiano Foundation Inc. will own or rent storefronts, houses, cabins, buildings and/or property for the purpose of establishing and maintaining these “drop ins, shelters and retreat places” for youth in need. The Foundation will also make sure there are sufficient volunteers and staff in these places. We are a ‘Catholic’ Foundation open for every one and our Code of Ethics will be the Peace Prayer of St. Francis of Assisi.

In every foundation there will be ‘food’ for the hungry. The food will be simple. *There will always be a bowl of soup and a cup of tea or coffee in all of our places for any one who comes in.*

We will promote faith in God and the living out of one’s religious beliefs, in particular the Christian faith. *We will do this not by preaching but by example and love. We will use artwork, literature and music, which promotes positive life values creating a nurturing atmosphere where the young person can be themselves and know they are accepted as they are and for who they are.*

Christian education will be encouraged and supported. *The youth are encouraged to do their homework and work together. Depending on the needs in the community educational support is offered via videos, drama or one to one mentoring.*

There will be benefit to the community by the development of the ‘young person’s character’ in acceptable, moral behavior. Our ‘places’ will provide an alternative to young people being on the street and in so doing help prevent crime. We will network with the local community based on the needs of the young person involved at the time.

There will be NO DRUGS - NO ALCOHOL-NO SMOKING, no Violence in action or word and NO SWEARING in any foundation. There will be an atmosphere that says “Respect yourself, Respect others and Respect the place.”

All of the foundations that we open, be it drop ins, shelters or retreat places will be financially sustained through donations, fund raising and available grants. Locations will be staffed by the San Damiano Foundation Inc. trained volunteer Associates to ensure that our ‘charitable status’ is maintained and our ‘purpose and activities’ are carried out according to our Code of Conduct and managed by local procedures, in collaboration with the Corporate Objectives of the San Damiano Foundation.

San Damiano Foundation Inc.

No. 87094 7165 RR0001
Charitable Registration



of friendship and faith **JUDE 1:17-25**

Dedicated to providing safe places for youth

St. Francis House

RR4 Madoc
Ontario Canada,
K0K 2K0
613-473-1763

VOLUNTEER APPLICATION

PERSONAL INFORMATION:

SURNAME		GIVEN NAME	
DATE OF BIRTH		SEX	M F
ADDRESS		CITY	
PROVINCE	POSTAL CODE	HOME PHONE	

**WHAT IS YOUR PREFERRED AREA OF ACTIVITY?
INDICATE THE ORDER OF YOUR PREFERENCE YOU BY 1, 2, 3 ETC.**

<i>LUNCHEONS</i>	HOUSKEEPING	YOUTH ACTIVITIES	FUNDRAISING, FINANCE	INVENTORY, PURCHASING	<i>OTHER</i>

REFERENCES:

1. NAME:
ADDRESS:
PHONE:

2. NAME:
ADDRESS:
PHONE:

PASTORAL REFERENCE:

NAME:
ADDRESS:
PHONE:

San Damiano Foundation Inc.

No. 87094 7165 RR0001
Charitable Registration

FoUNdATiOnS

of friendship and faith

JUDE 1:17-25

Dedicated to providing safe places for youth

St. Francis House

RR4 Madoc

Ontario Canada,

K0K 2K0

613-473-1763

To Whom It May Concern:

We request that volunteers who assist with any of the projects of the San Damiano FoundaTion inc., get a CPIC from the local Police in the area in which they reside in.

As _____ would like to be a volunteer, at our

location on _____, in _____,

would you please assist him in getting the necessary information.

Thank you

Colleen MacAlister ofs fmma
President San Damiano FoundaTion inc.

San Damiano Foundation Inc.

No. 87094 7165 RR0001
Charitable Registration

FOUNDATIONS

of friendship and faith **JUDE 1:17-25**

Dedicated to providing safe places for youth

St. Francis House

RR4 Madoc
Ontario Canada,
K0K 2K0
613-473-1763

To Whom It May Concern:

We request that volunteers who assist with any of the projects of the San Damiano FoundaTion inc., get a CPIC from the local Police in the area in which they reside.

If in fact this volunteer is currently working in a similar "role" with "youth" for a Church or School, rather than increase the work load of our local Police Officers, we are satisfied with a letter of reference stating that the CPIC has been done and that this volunteer is in good standing as a volunteer with your organization.

_____ would like to be a volunteer, at our

location on _____, in _____,

YES the above mentioned person is currently working with YOUTH at _____ (name of Church or School) and has completed the "hi risk" CPIC which we have on File.

Signed at _____ on _____

By _____

Position _____ at _____

Contact Info and Comments Below



of friendship and faith JUDE 1:17-25

Dedicated to providing safe places for youth

Volunteer Guidelines Checklist and Confidentiality Statement

I _____(name) have read and understand:

That any information or activities related to the Foundations, are to be held in confidence to the local Director and SDF Board of Directors.

If I have any reason for concern in any way about any issue I will immediately report this to the Director or if that is not possible I will report immediately to the President of the SDF.

Any suspicion of “youth at risk” i.e. abuse of any form must be reported immediately.

All local emergencies are to be treated as such and appropriate action will be taken by the supervising volunteer. I. E. Fire or any Physical Risk CALL 911.

I have filled out the necessary Application and have read and understand:

-
- The Volunteer Handbook
- The Purposes of the San Damiano FoundaTion Inc.
- The mission of the local FoundaTion
- The Prayer of St. Francis as the Code of Ethics
- The definition of Evangelization according to St. Francis

Signature of Volunteer _____

Date this _____ of _____ at _____

Witness by _____

Foundation Address and Role _____

Interview Conducted by _____ on _____

WHAT ARE WE? WE ARE....

**A PLACE THAT IS SAFE, WARM, COMFORTABLE AND CARING,
OVERFLOWING WITH ENCOURGEMENT!**

- **A PLACE FREE FROM PROFANITY**

A PLACE FREE FROM THREATS AND INTIMIDATION

A PLACE FULL OF GOOD MUSIC AND GOOD FOOD!

**A PLACE THAT RESPECTS THE SANCTITY OF LIFE, BORN, UNBORN
AND ELDERLY WHERE THE GOOD GIFTS IN EVERYONE ARE
ACCEPTED AND ENCOURAGED!**

**A PLACE WHERE YOU WILL NOT BE JUDGED BUT GUIDED IN GOOD
JUDGEMENT**

A PLACE OF DIGNITY, MODESTY

**A PLACE OF RESPECT-FOR YOUSELF, FOR OTHERS AND FOR THIS
PLACE**

A PLACE WHERE YOU CAN BE YOURSELF-