

# What Makes You Feel Beautiful (WMYFB) Core Volunteer Handbook

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## Welcome to the Core Volunteer Team

Thank you for your interest in becoming a Core Volunteer with **What Makes You Feel Beautiful (WMYFB)**. This role is essential to the success of our programs and directly impacts the lives of women and girls in our community. Core Volunteers are leaders, advocates, and changemakers, helping us fulfill our mission of promoting self-love, healing, and growth.

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## 1. Role Overview

Core Volunteers provide support and leadership across WMYFB programs, including the MAUI GEMS and FLY SEL initiatives, as well as community outreach efforts.

### Primary Responsibilities Depending on Your Role Include:

- Facilitating workshops and events for youth and women.
  - Assisting with event planning, logistics, and participant engagement.
  - Supporting Social and Emotional Learning (SEL) activities, such as communication and boundary-setting exercises, for the FLY SEL Program.
  - Acting as ambassadors for WMYFB by representing the organization at community outreach events and fostering relationships with local businesses.
  - Providing mentorship and support to program participants as needed.
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## 2. Training and Certification Requirements

Core Volunteers are required to complete the following certifications to prepare for their role:

- **Mental Health First Aid Certification**
- **Youth Bullying and Suicide Prevention Training**
- Additional WMYFB-specific workshops (as determined by program needs).

Training ensures that Core Volunteers can respond appropriately to sensitive situations and foster safe, inclusive spaces for participants.

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### **3. Time Commitment**

Core Volunteers are expected to:

- Dedicate a consistent number of hours to supporting programs and events.
  - Communicate their availability and provide advance notice if unable to attend scheduled activities.
  - Participate in periodic training sessions and meetings to stay aligned with WMYFB's mission and goals.
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### **4. Confidentiality**

During your tenure as a Core Volunteer, you may encounter sensitive information about What Makes You Feel Beautiful. It is essential to maintain strict confidentiality and not disclose any information to third parties without prior written consent.

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### **5. Recognition and Benefits**

We value the contributions of Core Volunteers and offer the following benefits:

- Opportunities to enhance leadership, communication, and event management skills.
  - Access to ongoing training and certifications.
  - Public acknowledgment at events and in communications materials.
  - Letters of recommendation for personal or professional use.
  - The satisfaction of making a profound difference in the lives of women and girls in Maui.
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## 6. Communication Expectations

### Clear Communication:

Open and clear communication is key to effective collaboration. To ensure smooth operations:

- Respond to emails or texts within 24 to 48 hours whenever possible.
- If you cannot provide a full response immediately, send a brief acknowledgment to show you've received the message and will reply in detail later.

This practice reflects professionalism and commitment, even in a volunteer role.

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## 7. Core Volunteer Agreement

Dear **Volunteer Name**,

Welcome to the What Makes You Feel Beautiful CORE team! We are thrilled to have you as a volunteer and appreciate your dedication to empowering girls and women. Your efforts will significantly impact our mission to promote self-care, self-love, and overall well-being.

This letter serves as our **Volunteer Agreement**, outlining the terms and expectations of your role as a Core Volunteer. Please review the agreement carefully and indicate your acceptance by signing and returning a copy to us. If you have any questions or need clarification, do not hesitate to reach out.

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### Scope of Volunteer Work

As a Core Volunteer, your responsibilities may include:

- Performing tasks such as literature reviews, data collection and analysis, preparing research reports, conducting surveys, and assisting with project management.
  - Facilitating intakes and helping manage our CRM system.
  - Researching and identifying connections with schools, community centers, churches, and other organizations for outreach purposes.
  - Entering contact information into a spreadsheet to aid in networking and organizational growth.
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## **Time Commitment**

This agreement is effective from **Date** and will remain valid for one year or until mutually decided otherwise. We request your availability for events, workshops, and training sessions as agreed upon in advance. A schedule will be established to accommodate your other commitments.

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## **Confidentiality**

During your tenure as a Core Volunteer, you may encounter sensitive information about What Makes You Feel Beautiful. We request that you maintain strict confidentiality and not disclose any information to third parties without prior written consent.

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## **Mutual Agreement**

This agreement is based on a mutual understanding of the outlined roles and responsibilities. We value open communication and welcome your input, suggestions, and feedback to enhance our initiatives.

We are excited to have you join our team and are confident that your passion, enthusiasm, and expertise will greatly benefit the girls and women we serve.

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**Warm regards,**  
Monica Marrow  
Founder/Executive Director  
What Makes You Feel Beautiful  
Monica@wmyfb.org  
808-442-2627

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## Acceptance of Terms

Please sign and return this agreement by **date** to confirm your acceptance of the terms.

## Volunteer Acknowledgment

I, **Volunteer Name**, have read and understood the terms and responsibilities outlined in this agreement. I agree to fulfill my role as a Core Volunteer to the best of my abilities and adhere to the policies of What Makes You Feel Beautiful.

**Volunteer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_