

JUNIOR RED CROSS HANDBOOK

Salem County Chapter
American Red Cross



**American
Red Cross**

Salem County Chapter

YOUth can make a difference!

Welcome to the Salem County Chapter Junior Red Cross!

Dear Junior Red Cross Member,

We are so excited that you are joining the Junior Red Cross! This mini handbook is written to help acquaint you with the Salem County Chapter Junior Red Cross and its future programs, activities, events and procedures.

The Junior Red Cross was introduced to Salem County on February 21, 2009 at an event, "Walk a Day in Someone Else's Shoes," held at Salem Community College where 130 individuals explored how the Red Cross supports the diverse population of our community. We now invite you to help make a difference in your community by joining the Salem County Chapter Junior Red Cross!

We truly hope your experience with us will encourage and empower you to be an active member in your community so that as a volunteer, you can further the mission and fundamental principles of the Red Cross and touch more lives in your community, nationwide and around the world.

Please take the time to read through this handbook. You will also need to submit the following completed forms before you can begin participating in activities:

1. Junior Red Cross Volunteer Registration and Parental Consent Form
2. Emergency Contact Card
3. Confidential Information & Intellectual Property Agreement
4. American Red Cross Code of Business Ethics & Conduct

Please keep the folder and bring it with you to meetings. We also invite you to check our website for upcoming Junior Red Cross events (<http://arc-salem.org/Our-Services/YouthServices.asp>).

If you have any questions or concerns, please do not hesitate to contact Laura Makransky.

Laura Makransky
Volunteer Director
258 Johnson Street
Carneys Point, NJ 08069
Phone: (856) 299-1027
Email: youth@arc-salem.org

Required Forms

The first step in getting started with the Junior Red Cross is turning in your completed forms. The forms can be given to any Youth Committee member or can be mailed to the Chapter office.

1. Junior Red Cross Volunteer Registration and Parental Consent Form

The American Red Cross requires all volunteers have a completed volunteer application on file. All Junior Red Cross members **MUST HAVE** the Volunteer Registration and Parental Consent Form completed, signed and turned into the Chapter **BEFORE** you can attend a Junior Red Cross function. Unless your application is not on file, you will not be allowed to participate in any functions.

*** PLEASE NOTE *:** All members are required to complete a new form each year in **September**. This is to ensure that we have the most up-to-date information on our members. If we have an old registration form on file, you will not be allowed to participate in any functions until we receive a new form from you. Additionally, if there are any interim changes to your information, it is your responsibility to promptly notify Chapter staff.

2. Emergency Contact Card

As with the Volunteer Registration and Parental Consent Form, all Junior Red Cross members are required to submit a completed Emergency Contact Card. The card is carried with Chapter staff to all events so that your parents/guardians can be notified in case of an emergency. If there are any changes to your emergency contact information, please notify Chapter staff immediately. You will be required to submit an updated card.

3. Confidential Information & Intellectual Property Agreement

Please read through with your parents help. Both you and your parents/guardians are required to submit a signed copy.

4. American Red Cross Code of Business Ethics & Conduct

Please read through with your parents help. Both you and your parents/guardians are required to submit a signed copy.

Programs & Events

Junior Red Cross Monthly Meetings

Our Junior Red Cross meeting is a general monthly meeting in which members will discuss new ideas and current projects. Meetings are typically held on the first Monday of each month from 6:00 pm - 7:30 pm at Friends Village Community Center, 1 Friends Drive, Woodstown, NJ during the school year. A schedule of upcoming meetings will be listed on our website. You should check this frequently as meeting times and locations are subject to change.

Other Events

Event details will be announced during monthly meetings. You should also check the website and your email for event details.

Rules & Regulations

The Junior Red Cross has set the following rules and regulations.

Attendance

In order to receive credit for your volunteer hours, attendance at the scheduled event is required. We ask that you promptly notify us if you are unable to attend an event that you signed up for.

Volunteer Hours - Junior Red Cross members are required to keep track of their own volunteer hours for the year. A volunteer time sheet will be provided. When you complete a sheet, please let us know so that we can provide you with another. You may want to track hours for college applications, National Honor Society, community services and awards. All hours recorded must be signed by a supervisor for the activity.

Behavior

When volunteering as a Junior Red Cross member, you represent the American Red Cross organization. We ask that you act accordingly at all times. At no time will we tolerate horseplay, disruptive behavior, fighting, etc. Violators will be given a verbal request to stop for the 1st offense, a written request to stop for the 2nd offense and removal from the Junior Red Cross for the 3rd offense.

Housekeeping - Junior Red Cross members are required to clean up after themselves at all functions, events and activities prior to departing.

Commitments

We understand that volunteers are very busy people. We ask that you commit to the entire meeting, activity or event. If a full commitment cannot be made, please notify the Chapter in advance so arrangements can be made to ensure that activities and events have enough coverage.

Dress Code

The Junior Red Cross members voted at the May 2010 meeting to have a dress code, which must be worn at all Red Cross functions. The dress code is as follows: red shirt and khaki bottoms. If provide with a Junior Red Cross shirt in the future, this shirt would replace the "red shirt" requirement.

Emails

The majority of our communication is done via emails. You should check your email frequently in case of emergency cancellations and for spontaneous volunteer opportunities. We ask that you reply to emails promptly!

RSVP - Junior Red Cross Members are asked to respond to emails, invitations and requests whether they plan to attend or not. This is necessary to ensure we can plan appropriately.

Identification Cards

Each year, the Junior Red Cross members who have submitted their updated paperwork will receive a photo identification card. Members **MUST** have this card with them at all times.

Recommendation Letters

The Salem County Chapter supports you with your community commitments. We will provide recommendation letters as long as you are a member in good standing. A member in good standing is someone who has attended functions, meetings, events and programs for the Junior Red Cross.

Any request for a letter of recommendation must be made in writing within 7 business days of the deadline to submit the letter. All requests must include who the letter should be addressed to and the address for where it is to be sent (ie. colleges, businesses, organizations, etc.). The requests should also include any forms that must accompany the letter of recommendation.

Permission Slips

Permission slips **MUST** be completed for EACH function. If you do not have a permission slip, you will not be allowed to participate in the function and will be sent home immediately. Permissions slips are made available at each function. In addition, they are available to download and print from our website.

Information for Parents

We welcome parents to join the Youth Committee. The Youth Committee meets once a month during the day at the Chapter to plan the focus and direction of the Junior Red Cross. If you are interested in becoming a committee member, please contact youth@arc-salem.org.

Parents who are interested in assisting at meetings and other functions are also welcome. Please notify the Chapter in advance so that we may plan accordingly.

"The American Red Cross is a humanitarian organization, led by volunteers ... including America's youth ..."

American Red Cross Mission Statement

The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disaster and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its congressional charter and the fundamental principles of the International Red Cross and Red Crescent Movement.

Junior Red Cross Vision Statement

The Salem County Chapter of the American Red Cross educates, encourages, and empowers youth to be active members in their communities so that as current and future volunteers, they can further the mission and fundamental principles of the Red Cross and touch more lives in their community, nationwide and around the world. To accomplish this vision, the Salem County Chapter will provide its youth with flexible volunteer opportunities throughout the county that will allow young people to learn about the Red Cross and its role in aiding those in need. These activities will provide an opportunity for youth to take ownership of improving the quality of life for their neighbors.

Junior Red Cross Officers 2010-2011

- President** - Laura Goodenough
- Vice-President** - Brian Skradzinski
- Assistant Vice-President** - Meghan Wiggins
- Secretary** - Jessica Spink
- Treasurer** - *To be elected**
- Community Outreach Officer** - Logan Amico
- School Representatives** - *To be elected**

* Elections are held at the May meeting, and if necessary, due to open positions at the beginning of the school year, at the October meeting. All interested candidates should email information to youth@arc-salem.org. Candidates MUST be present for the meetings when elections are held.

Youth Committee

- Tracy Wiggins, Youth Chair, Board of Directors
- Carol Coneeny, Board of Directors
- Laura Makransky, Youth Programs Coordinator, Volunteer Director
- Joyce Skradzinski, Executive Director
- Donna Powell, Health & Safety Director
- Stephanie McGarvey, Financial Development Director