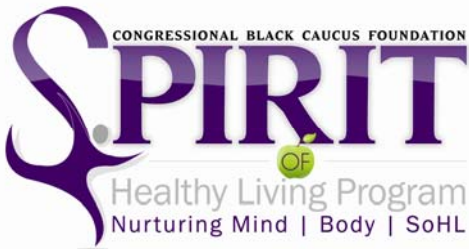




# 2011 Volunteer Manual



## Introduction

Dear Prospective Volunteer:

Thank you for considering volunteer opportunities at the Congressional Black Caucus Foundation's Spirit of Healthy Living (SoHL) Wellness and Diabetes Day event. SoHL is a diabetes awareness initiative that aims to increase knowledge of prevention, management and treatment strategies among African Americans in faith-based settings. This free program features healthy living presentations and demonstrations for adults and youth as well as free health screenings and wellness information. Throughout the day, spiritual leaders and health experts provide guidance on how to attain an improved quality of life.

We welcome inquiries from positive and dependable men, women and teens seeking to serve and strengthen their respective community. SoHL offers several opportunities for you to support the delivery of a meaningful and fun community program while bonding with your family, friends and neighbors. This manual imparts important information to assist you in determining if our volunteer experience is appropriate for you or someone you may know.

**Should you decide to donate time to an upcoming SoHL event after reviewing this guide closely, please complete the enclosed Volunteer Interest Form, and return it via fax to (202) 263-0846.** Subsequently, a team member will contact you to discuss your interests and our needs in an effort to create a worthwhile match.

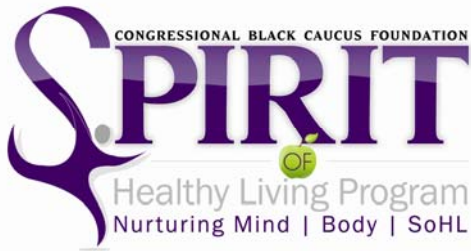
Again, thank you for your interest in the Spirit of Healthy Living. We look forward to working with you to present an educational and memorable experience that equips attendees with the resources they need to become healthier through "nurturing mind, body and SoHL."

Sincerely,

Lauren T. Thompson  
Program Coordinator, Health

La Shonya McNeil  
Consultant, Spirit of Healthy Living Program





## Frequently Asked Questions

### What is the Spirit of Healthy Living?

The Spirit of Healthy Living (SoHL) is a diabetes awareness program designed to support church-based health ministries in their efforts to improve congregants' knowledge of chronic disease, health-promoting behaviors and health care resources. The Congressional Black Caucus Foundation (CBCF) created SoHL to encourage the implementation of diabetes education programs in faith-based settings with predominately African-American memberships. In 2011, SoHL will be presented in up to three U.S. cities.

### What are the goals of the initiative?

- Educate target audiences about obesity, diabetes and the link between the conditions
- Increase awareness of the risk-reduction benefits of healthy eating and regular physical activity
- Encourage proactive use of local health care and wellness resources to prevent or manage diabetes and related conditions

### Who produces SoHL?

SoHL is a health program of the Congressional Black Caucus Foundation. CBCF is a nonprofit, nonpartisan public policy, research and educational institute that aims to help improve the socioeconomic circumstances of African Americans and other underserved communities. Founded in 1976 and based in Washington, D.C., CBCF envisions a world in which the black community is free of all disparities and able to contribute fully to advancing the common good. Its mission is to advance the global black community by developing leaders, informing policy and educating the public.



### How is the program funded?

Johnson & Johnson provides funding for Spirit of Healthy Living. In-kind support is furnished by the American Diabetes Association.

### Who does Spirit of Healthy Living reach?

The program's primary target audiences are black churches with active health ministry teams and African American adults who are interested in participating in a 12-week diabetes education program in a faith-based environment. The kick-off event is open to the public and welcomes everyone.

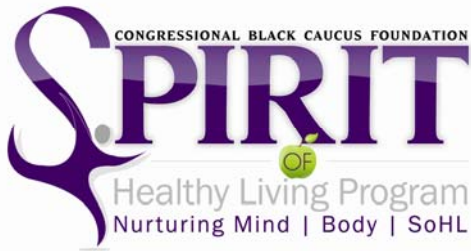
### How is the kick-off event day structured?

9 a.m.: Registration  
 10 - 11:30 a.m.: Diabetes Awareness Program  
 12 - 2 p.m.: Wellness Fair

### What type of activities take place at this event?

Spirit of Healthy Living Wellness and Diabetes Day events feature interactive presentations about nutrition, exercise, and chronic disease prevention as well as an introduction to a three-month diabetes education program. Highlights of the day include:

- An **inspirational health message** by the church's spiritual leader
- Recruitment for participation in a church-based health improvement program featuring **online health counseling** and a hands-on **diabetes education curriculum**
- **Free health screenings** (blood pressure, glucose, cholesterol and body mass index testing will be offered at most events)
- **Fitness and cooking demonstrations**
- **Exhibitors, giveaways and more!**



## General Volunteer Information

### Minimum Volunteer Qualifications

1. At least 13 years of age. Individuals under the age of 18 must have a signed parental consent form.
2. Work cooperatively with staff and fellow volunteers and interact harmoniously with participants and the general public.
3. Willingness to follow directions and ask questions of staff.
4. Display a positive, helpful demeanor throughout duration of shift and in completing tasks.
5. Attend the volunteer briefing session.

### Volunteer Briefing

A mandatory volunteer briefing is held typically at 6 p.m. the day before the event. Volunteers join SoHL staff, health ministry team members and representatives of the local congressional office for introductions, an overview of the event and a tour of the venue.

### Apparel

We prefer volunteers to dress in black pants (black jeans are acceptable), white tops (sweaters, shirts, etc.) and COMFORTABLE dark shoes. Regardless of your assigned position, you will be moving around and we need you to be comfortable when doing so.

### Check-in Procedure

All volunteers are required to check in at the general registration desk, located near the main entrance to the event. There will be a designated volunteer check-in area where you will receive a name badge and volunteer assignment; please look for the sign. We do not recommend you bring any valuables, but there will be a place for coats and bags. **Please arrive 15 minutes before your scheduled shift.**

### Food and Beverage

Continental breakfast and afternoon refreshments will be available during the day. Volunteers can partake in the selections that are available during his/her shift.

### Check-out Procedure

It is imperative that volunteers remain at their posts until being formally relieved by another volunteer or coordinator. Volunteers at the same station may rotate to take a break. We ask that at least one person is working the designated area at all times. If necessary, you or your partner may also locate relief to depart as scheduled.

**Additional assignments may be available. Inquire at (888) 353-2437 or (202) 263-2827.**

### Contact Information

SoHL staff and on-site volunteer coordinators can be reached by visiting the registration desk. Prior to the event day, please contact us at one of the above numbers.



## General Volunteer Roles

**Greeter:** Welcome every person who walks through the door with a smile and a friendly hello and direct all attendees to the appropriate registration area.

**General Registration:** Although there will be some people who are pre-registered, there will be a significant amount that will need to register on site. Volunteers assist attendees with the checking in process, which includes completing a registration form and health questionnaire; receiving an arm band, program and evaluation forms; and being directed to the continental breakfast area (or forum if the program has already commenced).

**VIP and Speaker Registration:** Guests designated as VIPs and speakers will check-in near general registration. Speakers must be signed in, provided with a program and directed to the Healthy Living Forum area. VIPs may be directed to a VIP holding area or to reserved seating. An accurate attendance record must be kept at all times to keep staff abreast of arrivals in this category.

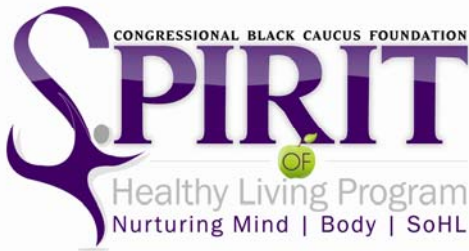
**Exhibitor Registration:** Exhibitor registration is located in the same area as the health fair. Volunteers provide registration packets to confirmed exhibitors and direct them to the location of their designated booth space for immediate set up. A floor plan of the expo will be furnished as a reference.

**Program Assistant:** PAs support the implementation of the morning Healthy Living Forum, which entails gathering speakers, assisting with giveaways, helping to prepare for demonstrations, serving as a time monitor and more. In most cities, adults and youth attend separate workshops during the forum.

**Floater:** Floaters will wear many hats throughout the day. You could be runners for coordinators that need something done fast or you could be emergency relief for volunteers at other areas. In short, you will be everywhere (and appreciated for it)!

**CBCF Booth:** Booth volunteers are responsible for the set up and staffing of this important information booth. You will receive an information sheet to help address frequently asked questions. SoHL staff are also a resource for this area.





## Volunteer Interest Form

### Return via fax to (202) 263-0846

**PLEASE COMPLETE ALL FIELDS ON THIS FORM. QUESTIONS CAN BE DIRECTED TO (888) 353-2437.**

\_\_\_\_\_  
 Contact Name Title (if applicable)

\_\_\_\_\_  
 Company/Organization/School (if applicable)

\_\_\_\_\_  
 Phone Fax Email

\_\_\_\_\_  
 Address City State Zip

**I would like to volunteer at SoHL in the following city:**

Greenville, North Carolina (August 6, 2011)     Jackson, Mississippi (November 12, 2011)

**I am available at the following times (please check all that apply):**

7 - 11 a.m.                       8 a.m. - 12 p.m.                       11 a.m. - 3 p.m.

All day                               Other \_\_\_\_\_

**Signature:** I understand that the nature of volunteer activities that I may perform in my capacity as a volunteer may involve physical activity, contact with unidentified and/or unfamiliar persons, or other potential risk of bodily injury or damage to property. Knowing this and in consideration of being allowed to volunteer, I hereby assume full and complete responsibility for any personal injury and/or property damage that I sustain or cause during my participation as a volunteer. In addition, I hereby release, hold harmless and covenant not to file suit against CBCF and any of its employees, volunteers, partners, agents, sponsors, board members and successors from any and all loss, liability or claims I may have arising out of my service as a volunteer for a SoHL event.

Printed name of Volunteer: \_\_\_\_\_

Signature of Volunteer: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

*(Required for **all** volunteers under age 18)*