Training Volunteers

Volunteer Orientation

All volunteers, no matter what capacity, must complete the Volunteer Orientation. This one-hour training provides vital information on the background of why children come into care, the heavy load on foster families, the importance of confidentiality and practical tips on dealing with foster children and families. The training is comprised of an intro video and three video links, which should be shown with short breaks for questions. The videos links are found on the portal and are intended for a live audience and are not to be shared individually or beyond the Care Team.

Good things to know

* Never show the FFM Volunteer Orientation videos without being present at the meeting. One-on-one viewing, Church Champion and volunteer, is fine.
* Volunteers engaged at every level need to attend the FFM Volunteer Orientation.
* For a household to be certified, both husband and wife need to attend the FFM Volunteer Orientation.
* Emphasize that the role of Team Leader is key to the success of a Care Team.
* Only begin vetting volunteers for the role of Child Mentor once they have been assigned to a Care Team.

Preparation:

* Prepare a sign-in sheet asking for contact information of attendees: Name, Phone number, Email , Address, Home Church.
* Provide name tags
* Avoid glitches by downloading the training videos prior to the meeting. (Do not depend on unreliable wireless networks to stream videos.)
* Be sure to have a copy of the latest version of the FFM Volunteer Orientation Videos Addendum found in the FFM Champions Portal. This document prepares you to discuss recent updates and changes in foster care protocol.
* Provide enough FFM Volunteer Applications for each attendee (Do not hand out any applications or forms until after the videos have been shown.)
* If doing a combination FFM Volunteer Orientation and Launch, also gather and copy all necessary additional agency specific volunteer applications.. Hand these out after the FFM Volunteer Orientation along with the FFM Volunteer Application. We need both! (Hand out applications ONLY at the end of the meeting once volunteers have completed the FFM Volunteer Orientation.)

Showing the Fostering Family Volunteer Orientation Videos:

* Open the FFM Volunteer Orientation with prayer.
* Show FFM Volunteer Orientation videos.
* Take a few minutes for Q & A in between the videos If someone asks a question about something that will be answered in the next sections, ask them to please wait until the next video has been shown.
* Before the second part of the video, ask volunteers to be thinking about which role(s) they’d like to fill.
* Before the third part of the video, have volunteers consider preconceived ideas about foster children they may be holding.
* After the third video review the FFM Volunteer Orientation Videos Addendum which highlights recent changes.
* This document is frequently updated and found in the FFM Portal
* Finish the Volunteer Orientation with a time of Q & A.
* NOW, ask volunteers to fill out both the FFM Volunteer Application and the application for the specific assigned agency (if necessary). (Do your best to collect the completed forms at the close of the meeting. They are quite difficult to track down later!

Follow-Up:

* Scan or take photos of the FFM Volunteer Applications and send to your FFM Regional Coordinator immediately after the FFM Volunteer Orientation.
* Within three days, submit all volunteer applications to both the respective agency and to your FFM Regional Coordinator.
* Also within three days of the FFM Volunteer Orientation, send a follow-up email to attendees using one of the email templates found in Communication – Email Examples. Choose according to if they will have an immediate assignment or will be waiting for a role on a Care Team.
* If needed, spend time on Mapquest or Geomaps to “match” volunteers to area foster families.