

# Wizards of Washington Volunteer Handbook



WIZARDS OF  
WASHINGTON

Updated September 2024

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## **What is WOW all about?**

Wizards of Washington is a nonprofit (501c3) organization focused on spreading the love of Fantasy Literary Works and building an inclusive and magical community in Washington.

## **How do we achieve our goals?**

- Library STEAM events to draw more people into libraries and celebrate fantasy literature.
- Free Magical Little Libraries with free books.
- Free booths for authors at events with vendors.
- Events that spark creativity.

## What are our core values?



### Community is Magic

Community focused. Giving to the community is important to us. We will research, work with local organizations, and find ways to meet the needs of the community. We will host free community events like our Dragon Egg Hunt, Magical Halloween events, and back to school events with activities and resources for the community we serve. Doing donation drives at all events and partnering with specific non-profits. Focusing on meeting specific community needs like donation drives for homeless communities or foster families within the state of Washington. Giving monetary donations to libraries within the area to increase wizard related literary resources and inspiration. Doing themed specific drives like magical costume closet for Halloween, scarf drive for winter, school supply drive for back to school.

### Inclusion is Magic

Inclusion – Events that work to be accessible and inclusive to ALL. Making sure that inclusion is a core value at every event and a requirement for anyone attending or volunteering at our events. Making listening to all voices a part of everything that we do. Making sure that our events are accessible to all, regardless of disability, social status, race or identity. Increasing the feeling of inclusivity by working with non-profits focused on

marginalized communities. Doing diverse book clubs to highlight marginalized authors within the fantasy community. Highlighting and donating books that focus on inclusion, diverse authors and diverse stories to increase visibility and understanding.

## **Reading is Magic**

Reading – Hosting book drives, creating "magical little libraries" within the state of Washington to increase access to literary works. Hosting book clubs and community reading events to share the love of reading with more people within the community and make reading fun, hosting weekly "read with a wizard" events to increase access to literary works and provide readings to people who can't read for themselves (for any reason). Donation to libraries to increase book purchasing/access within the community.

## **Creating is Magic**

Creating – Creative outlets with free crafting events, get-togethers of inclusive community while sharing a love of "making". Finding ways to use our creative talents to improve our community (hosting art installations and shows). Showing how arts and creativity can be a part of every aspect of life.

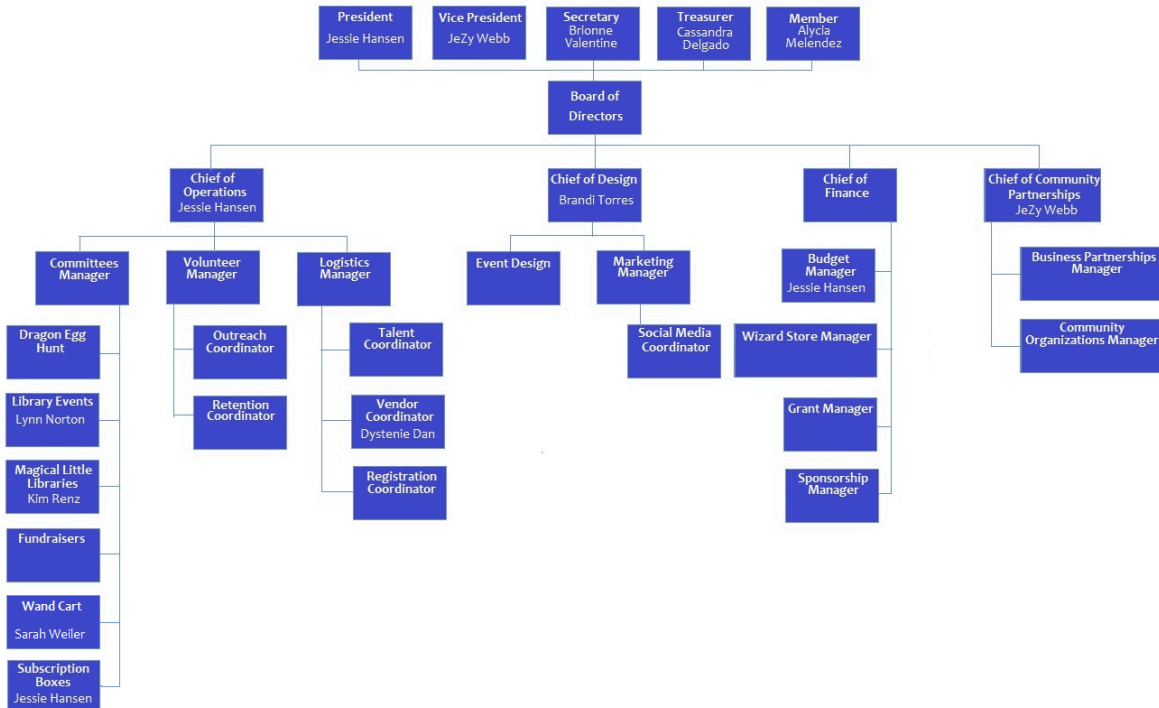
## **Learning is Magic**

Learning – Hosting skills-based classes based around magic themes (cooking like a red-headed mom, sewing, herbalism etc.) to teach things that people might not otherwise learn and increase the fun around learning new things. Creating fun, magic based classes on topics like science and math that can help bring excitement and understanding. Making lifelong learning something that doesn't have to be so serious. Inviting local authors to teach about writing to educate and encourage community members.

## **Engagement is Magic**

Engagement – Engaging with the community of Tacoma, and the "wizarding community" at large. Offering annual events like our Weekend of Wizardry event, monthly meetings, and other events where people within the community can have some positive community engagement. We've seen over the past year and a half how isolating it can be and we want to make spaces where everyone feels included and cared for. Social isolation isn't completely unique to our current pandemic, and our online events can allow everyone to feel included. Our large-scale events allow people to get together, be silly and have fun in an understanding community of like-minded people. Helping people within the community get to know one another. Providing space for local authors to share their works.

# Organization Chart



# Volunteer Guidelines

1. Prior to volunteering, volunteers must submit the volunteer application and meet criteria for background check clearance.
2. WOW volunteers and participants come from many different families, cultures, and communities. We celebrate diversity and nurture cultural and ethnic pride. Please listen and learn about the backgrounds and values of those you interact with. Do not impose your personal values and beliefs onto others.
3. Choose a commitment level you can keep. Volunteers who miss shifts or resign early cause difficulties to keep operations running. For general volunteers, WOW strongly recommends a minimum three-month commitment. Some events have one-day or project-based volunteer options for community members who prefer shorter-term engagement.
4. If a participant is being unsafe with their body, other participants or property, use verbal safety reminders, then turn to directors for help if needed. Never physically intervene or restrain a participant.

5. Do not engage in commercial, political, or religious solicitation of volunteers or participants.

## **Guidelines for volunteer hours**

- General Volunteers
  - We are flexible with hours, but please make sure you meet the number of hours as discussed with the volunteer coordinator. If you'd like more to do, just let them know too!
- Leads
  - Usually 4 hours per month, extra during months leading up to events.
- Directors/Managers
  - 5-20 hours per month depending on position.
- How to sign up for volunteer times
  - Event sign ups will be posted on our FB event pages.
- How to check in
  - Check in with the volunteer coordinator at each event to make sure you know your responsibilities for that day.
- How to communicate about absences
  - Let the volunteer coordinator and post in FB event if you can't make an event you signed up for.

## **Incentives**


- Log hours for incentives
  - At each event we will hand out volunteer recognition for your service. It will usually be items from our Wizard Store depending on the number of hours you contribute leading up to and at the event.
  - Log your hours each month here: <https://forms.gle/GEPFiB8i2vSXJTug6>

## **Have questions? Who should you ask?**

- If you're on a committee, check with your committee lead
- If you're a general volunteer, check in with the volunteer coordinator

## Have an idea for an event or project?

Submit your request to [info@wizardsowashington.com](mailto:info@wizardsowashington.com) using the committee application template here. Applications for events will be reviewed by the board at their quarterly meeting:

 [Committee Proposal Application](#)

## Volunteer Conduct and Code of Ethics

### Volunteers should be:

- Friendly and caring.
- Reliable and flexible.
- Understanding and appreciative of the work of the school staff and the volunteer program.
- Treat individuals with respect and courtesy and expect the same in return.

### Volunteers should have:

- A professional attitude and an ability to work cooperatively with school staff.
- Interest in working with young people.
- Good moral character.
- Time and willingness to serve.
- An understanding of the important role that education plays in the lives of children and our communities.

## Anti-Discrimination and Harassment Policy

WOW is committed to providing an environment free of unlawful discrimination or harassment. WOW's policy prohibits sexual harassment and discrimination or harassment because of race, religion, gender, sexual orientation, national origin, ancestry, marital status, age, or any other basis protected by federal, state or local law. WOW's anti-discrimination and harassment policy applies to all persons involved in its operations and prohibits discrimination or harassment by any of its employees, volunteers and participants.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin or age or any other protected class or that of their relatives, friends, or associates.



Harassing conduct includes, but is not limited to epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts; written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls, bulletin boards or elsewhere on WOW's premises or circulated among the volunteers.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that occurs because of an volunteer's sex or gender and has the purpose or effect of unreasonably interfering with an individual's work or creating an intimidating, hostile or offensive environment.

## **Complaint Procedure**

If a volunteer believes they have been subjected to discrimination or harassment, they should immediately report the matter to their supervisor or in their absence, the Volunteer Coordinator. If the Volunteer Coordinator is unavailable or if the volunteer believes it would be inappropriate to contact their supervisor, the volunteer should contact the department director, President or other appropriate management personnel. WOW will investigate all complaints of discrimination or harassment. To aid in the investigation, volunteers are strongly encouraged to include in the complaint the details of the incident or incidents, the names of the individuals involved and the names of any witnesses. If WOW determines that unlawful discrimination or harassment has occurred, effective remedial action will be taken commensurate with the severity of the offense. It is every volunteer's responsibility to read and support the harassment policy. All volunteers must pledge to promptly report violations if they witness or are a victim of such misconduct.

## **Drug-Free Policy**

WOW provides a drug-free environment in compliance with federal, state and local laws. The purpose of this policy is to reinforce the commitment of WOW to provide a safe and healthy environment for all. The use, possession, manufacture, and distribution, dispensation or sale of illegal drugs, alcohol, or any controlled substance on WOW event sites during volunteer hours, is strictly prohibited. Similarly, it is prohibited for any volunteer to be under the influence of illegal drugs, alcohol, or any controlled substance on WOW event sites during event and meeting hours. For purposes of this policy, the following terms have the following definitions: 1. "Under the Influence" means that the volunteer is affected by an illegal drug or alcohol or the combination of a legal drug and an illegal drug and/or alcohol in any detectable manner. 2. "Legal Drug" means any prescribed or over-the-counter drug which has been legally obtained and is being used for the purpose for which it was prescribed or manufactured. a. Marijuana –

including “medical marijuana” – is illegal under federal law and may not be used in the workplace. All volunteers are prohibited from being under the influence of marijuana while at work. 3. “Illegal Drug” means any drug which is not legally obtainable or which is legally obtainable but has not been legally obtained including, but not limited to, marijuana, any prescription drug, substance or chemical not legally obtained, and any prescription drug, substance or chemical not being used for prescribed purposes. Violation of this policy may be cause for immediate termination of volunteer duties.

## **Volunteer Dress Code**

Because each volunteer is a representative of WOW in the eyes of the public, it is important that each volunteer dress neatly and in the manner consistent with the nature of their volunteer duties. Supervisors will inform the volunteer of additional requirements.

## **Volunteer Rights**

Volunteers have the right to:

1. Know as much about the organization as possible, including its policies, its people and its programs.
2. Sound guidance and direction by someone who is experienced, informed, patient, thoughtful and has the time to invest in giving guidance.
3. A suitable assignment with consideration for personal preference, temperament, life experience, education and employment background.
4. A variety of experiences, through transfer of one activity to another, and through special project assignments.
5. Be heard, have a part in planning, feel free to make suggestions, and have respect shown for an honest opinion or different perspective.
6. Recognition through day-by-day expression of appreciation, or some tangible evidence by being treated as a valuable member of the organization.

## **Volunteer waiver**

 2024 Volunteer Waiver DRAFT.docx

## **Personal and Emergency Contact Information**

It is the responsibility of each volunteer to regularly update their personal contact information and emergency contact information with the Volunteer manager.

## **Confirmation of Understanding**

This is to acknowledge that I have received a copy of and have reviewed the WOW Volunteer Handbook and understand that it sets forth the obligations of my volunteer service with WOW. I understand WOW maintains the most current version of the Volunteer Handbook on the [www.wizardsofwashington.com](http://www.wizardsofwashington.com) website. I understand and agree that it is my responsibility to read and familiarize myself with the rules, policies and standards set forth in the Volunteer Handbook and I agree to comply with all policies and procedures. I understand I should consult my supervisor or the Volunteer Coordinator regarding any questions not answered in the Volunteer Handbook.

Volunteer (signature) \_\_\_\_\_ Date \_\_\_\_\_

Volunteer (name printed) \_\_\_\_\_