



# VOLUNTEER GUIDELINES

## BUDDY SYSTEM MIAMI

While you're waiting for a buddy placement, here's what you can do today:

- Post our flyer around your neighborhood
- Reach out to your neighbors to see if they need assistance
- Post our flyer on social media
- Reach out to us if you have any strong graphic design or administrative skills
- Reach out to [The Lotus House](#) or other established non-profits in the area. They need volunteers desperately today!

## Thank you for volunteering!

We're thrilled to have you aboard our volunteer database! We hope the Buddy System will be an empowering, fulfilling way to serve while creating long lasting, equal relationships in our community. Our one requirement is that volunteers do **not exhibit any symptoms of illness and do not come into close contact with anyone who is sick**. If at any point you do, please let us know so we can mark you as inactive. Two weeks after your symptoms cease or your close contact with someone who is sick ends, please reach back out to be reinstated as an active volunteer.

We are pairing buddies and volunteers based on location. You will receive an email or text from us when we have a potential buddy match in your area. When you are matched with a buddy, we ask you to **contact them to introduce yourself and get to know them**. Then please identify their needs and discuss the best way to proceed. Some things to discuss include address, budget, preference of financial reimbursement, supermarket/pharmacy of choice, preference of delivery protocols. Keep your buddy updated on your progress and reach out to them with any questions. **Take a photo of the receipt for your own records and inform your buddy of the exact total**. Notify your buddy when you are heading to their home.

Ideally volunteers will be reimbursed via money apps but if cash is going to be exchanged, please **limit exposure as much as possible**. Perhaps arrange for money to be left outside immediately prior to delivery. Once the volunteer is reimbursed, please leave the delivery at the front door so as not come into close contact with your buddy.

Make sure no single bag is overly heavy; some of our buddies are unable to lift heavy items. Please wait in your car or down the street until you see your buddy has brought the delivery into the home and check in with them via phone to make sure all is well. Continue to check in with your buddy regularly and provide assistance when necessary.

We hope these relationships will last much longer than the COVID-19 isolation! Touch base with us if you encounter any questions or concerns.

**Wash your hands, wear gloves, take care of yourselves and your neighbors!**

**Sincerely,**

**Kristin and Jess**