



CLC Volunteer Overview

CIRCLES® USA is driven by a relationship-based model, comprised of several areas of support and volunteerism. Below is a brief description of each volunteer position, an overview of requirements and expectations, and a step-by-step guide to becoming a Volunteer.

Potential Volunteers meet with CIRCLES® Lexington County Staff to go over all requirements, expectations, and benefits in more detail prior to joining a Cohort, a group of Circle Leaders and Volunteers that begin their participation at the same time.

Ally

- Individuals who choose to be in a supportive, intentional, befriending relationship with an individual or family enrolled in the program
- Attends the Week 1 Matched Circle Meeting (first Tuesday of each month) and at least one other Tuesday meeting (at the discretion of the Ally)
- Time commitment – 6-10 hours per month for a minimum of 18 months

Community Team Member

- Helps plan, organize and arrange meeting spaces and furnishings; secure, organize and provide meals; organize and apply children’s programming and child care; assist facilitating Circle meetings and designated Circles staff and/or volunteer facilitators; and attends to the “community building” aspect of weekly meetings
- Time commitment – 2-8 hours per month

Recruitment Team Member

- Helps recruit Circle Leader candidates, Allies and other Resource Team volunteers through networking and community presentations. Team members work alongside the Circles Coach and Coordinator to screen, orient, train and enroll Circle Leaders and Circle Allies into Circles
- Time commitment – 8-12 hours per month

Jobs & Education Team Member

- Helps research and establish business and educational contacts and soft-skill and hard-skills training resources to support Circle Leader Life Plans. The team assists Circle Leaders in utilizing the job networks of the broader Circles community (Allies, volunteers, and community partners). The team also informs, assesses, and supports Circle Leaders and Allies with employment, career issues, and educational pursuits. The team will provide support specifically to the educational and employment goals of Circles Leaders using job readiness materials and preparation tools.
- Time commitment – 2-8 hours per month

Services Team Member

- Helps identify and orient references at community service organizations that provide housing, transportation, childcare, healthcare, financial assistance, utility assistance, and mental health and recovery resources. Assist Circles to access these services through establishing key relationships.
- Time commitment – 2-10 hours per month

Big View Team Member

- Help research, educate, inspire and engage Circle Leaders, Allies, community members, civic leaders and organizations to address systemic barriers that prevent individuals from moving out of poverty, e.g. improving access to affordable housing, jobs, transportation and healthcare. Members serve as a liaison to state and national Big View efforts to mitigate the Cliff Effect. Members coordinate research, progress reports, and communication to stakeholders
- Time commitment – 2-8 hours per month

REQUIREMENTS

Primary criteria for becoming a Volunteer:

- Live at or above 200% of the Federal Poverty Guidelines or financially stable if retired
- At least 18 years old
- Speak and read English
- Able to faithfully attend weekly meetings, attending at least 75% of all required weeks
- Motivated and interested in learning and applying new ideas
- If history of alcohol or other addiction, has been in recovery for at least the past 6 months
- Relatively stable

EXPECTATIONS

Commitment made by Volunteers:

- Attend a Volunteer Orientation
- Complete the online Basic Training or Ally Training modules through YouSchool (self-paced)
- Complete the additional 6-week training provided through the local chapter
- Participating in your area of service for up to 18 months (length dependent on role)
- Attend regularly scheduled meetings set forth by the area of service (see description above) in which meals and children's programming are provided

Additional commitments made by ALL Circle Leaders and Volunteers:

- Willingness to learn and apply new ideas
- Build intentional relationships across class and cultural lines
- Create and make progress towards personal goals utilizing the S.M.A.R.T. Goal method
- Support and encourage Circle Leaders

- Sign and adhere to a Confidentiality Agreement and Code of Conduct set forth by CIRCLES® Lexington County

Steps to Becoming a Volunteer

Use this guide to help stay on track towards becoming a Volunteer. All documents that require you to review and sign are *italicized* below and can be found by contacting CIRCLES® Lexington County staff at circleslexingtoncounty@mthorebumc.com.

STEP ONE

- Review the CIRCLES® brochure and this Volunteer Overview
- Submit a *Volunteer Application*

STEP TWO

- Meet with CIRCLES® Lexington County staff

A staff member from CLC will contact you to set up a time to discuss program requirements, expectations, and benefits of participation in greater detail than what is listed here.

STEP THREE

- Attend Volunteer Orientation
Once your application has been reviewed and a staff member has asked you to join a Cohort, you will receive information on your Volunteer Orientation date.
- Submit the following documents:
 - ✓ *Agreements and Permissions Form*
 - ✓ *Family Information Card*
 - ✓ *Volunteer Training Course Graduation Requirements, if applicable to your area of service.*

STEP FOUR (For Allies Only)

- Complete the 6-week Ally Training Course
All work associated with each module must be completed.
No more than 2 absences are permitted during Ally Training and all work from any missed meetings will have to be completed outside of normal meeting times with the CIRCLES® Lexington County staff.

At this same time, potential Circle Leaders are going through a similar process of application, orientation, and training course.

The process of Matched Circles begins after Graduation, where Allies are matched with Circle Leaders.

Federal Poverty Level (FPL)

A measure of income issued every year by the Department of Health and Human Services (HHS). Federal poverty levels are used to determine your eligibility for certain programs and benefits, including savings on Marketplace health insurance, and Medicaid and CHIP coverage.

The 2020 federal poverty level (FPL) income numbers below are used to calculate eligibility for Medicaid and the Children's Health Insurance Program (CHIP). 2019 numbers are slightly lower and are used to calculate savings on Marketplace insurance plans for 2020.

- \$12,760 for individuals
- \$17,240 for a family of 2
- \$21,720 for a family of 3
- \$26,200 for a family of 4
- \$30,680 for a family of 5
- \$35,160 for a family of 6
- \$39,640 for a family of 7
- \$44,120 for a family of 8

CIRCLES® Lexington County
1205 Old Cherokee Rd.
Lexington, SC 29072

circleslexingtoncounty@mthorebumc.com



CLC Volunteer Application

Contact Information	
Name and Age	
Address	
Cell Phone	
Home Phone	
Place of Employment	
Work Phone	
E-Mail Address	
Preferred Method of Contact/ Best Time	

Person to Notify in Case of Emergency	
Name	
Address	
Home Phone	
Work Phone	

Primary Criteria for Becoming a CIRCLES® Volunteer
<input type="checkbox"/> Live at or above 185% of the Federal Poverty Guidelines (see page 4)
<input type="checkbox"/> Speak and Read English
<input type="checkbox"/> Relatively financially self-sufficient
<input type="checkbox"/> Able to attend meetings
<input type="checkbox"/> Motivated (interested in learning and applying new ideas)
<input type="checkbox"/> Willing to build intentional relationships across class and cultural lines
<input type="checkbox"/> Family supports and encourages involvement in Circles program
<input type="checkbox"/> If history of alcohol or other addiction has been in recovery for at least the past 6 months
Availability
CIRCLES® Lexington County meets on Tuesday nights from 5:30-7:30pm at Mt. Horeb UMC in Lexington, SC.

Have you ever been convicted of a felony? Yes No
Currently have pending court cases? Yes No
Any active warrants? Yes No
If yes, please explain below.

Household Information

Please list the all adults living in the household.

Please list each child living in the household.	<u>Name</u>	<u>Age</u>	<u>School</u>	<u>Grade</u>
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

Background Information

1) Summarize skills, qualifications, and or training you have acquired from employment, education, life experience or through activities, including hobbies or sports.

2) List passions and talents you would like to share with others.

3) List community/social/faith-based groups and organizations you are involved with that referred you or that you may be able to share with a participant.

How did you hear about CIRCLES®?

What about being a volunteer is of interest to you?

What would you like others to know about you?

What behaviors do you find most frustrating in people?

I am really good at:

I am not so good at:

Mail or email this application to:

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