

Allendale Association



**VOLUNTEERS
MAKE A
DIFFERENCE**

Allendale Association

P.O. Box 1088

Grand Avenue & Offield Drive

Lake Villa, IL 60046

Volunteer Services - 847.245.6204 or volunteer@Allendale4kids.org

www.Allendale4kids.org

ALLENDALE VOLUNTEERS MAKE A DIFFERENCE!



Can you see yourself helping the youth at Allendale in any of the following ways?

EDUCATIONAL SURROGATE VOLUNTEER

Do you have the compassion to see that our kids get the most out of their education? We need adults to evaluate a child's Individual Education Plan (IEP) to ensure that it is meeting the child's academic needs. Educational Surrogates attend quarterly meetings at the school to review the IEP. They also receive the child's report card and advocate for the child in terms of his or her educational growth. This position does not require a big investment of time, but it does make a great contribution towards a child's future. As our school program runs year 'round, we do need a 12-month commitment. Training is provided with the Illinois State Board of Education.

GREENHOUSE VOLUNTEER

If you have a green thumb and want to share your love of horticulture and gardening with our kids, volunteer at our Bernard B. Rinella, Jr. Horticultural Center. Help out with class projects, our big sale events, and assist the kids as they learn to care for and maintain our beautiful plants.

CHAPEL VOLUNTEER

As a Volunteer with Allendale Association's Interfaith Religious Services, you may choose to assist the Interfaith Coordinator in preparing for weekly chapel services, prepare craft projects for Religious Education, lead a Bible Study, direct a Children's Chorus or support the worship service with your musical talents. The goal of the Religious Services Program is to support students in their spiritual journey, and your volunteerism will help to reach the residents who choose to participate in this program.

THERAPEUTIC RECREATION VOLUNTEER

You love the idea of spending time with our residents, and a structured situation works best for you. Why not join our Therapeutic Recreation staff as they do an activity with the kids? Sessions are 2 hours long and are available on weekends. You may join us as once a week, twice a month, or something in between.

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SPECIAL PROJECTS VOLUNTEER

Maybe your free time coincides with our special need. Can you teach needlework or cooking? Do you like to wrap presents? Santa's elves would love to have your help at holiday time, when kind and generous people donate gifts for our kids. Another option: you could be the behind-the-scenes helper at resident and/or staff events. This position would be fun for friends to do together. We also need volunteers to care for children during trainings or drive youth to visits. Please call for Special Projects listings; *these are ever changing and always fun!*

THRIFT STORE VOLUNTEER

All sales from our thrift store, Hidden Treasures, benefit the kids at Allendale. Various hours are available during the week and on Saturdays to process donations, tag and stock merchandise, and provide courteous service to our customers. The shop is located at 2114 E. Grand Ave suite 24B, Lindenhurst IL.
Phone: (224)372-7627. Hours: Monday -Friday 9am-5pm and Saturday 10am-2pm.

GROUP OPPORTUNITIES

If you have a group that would like to volunteer, we invite you to come and help us out! A variety of opportunities exist, from beautification projects to game days with the kids. Groups wanting to consistently participate may enjoy Group Mentoring.

Please contact Volunteer Services at 847.245.6204 or volunteer@allendale4kids.org if you are age 21 or over and would like to make a difference in the life of a troubled child or teen.



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CHAPEL ASSISTANTS

The goal of the Religious Services Program is to support students in their spiritual journey, and your volunteerism will help to reach the residents who choose to participate in this program.

As a Volunteer with Allendale Association's Interfaith Religious Services, you may lead weekly chapel services, prepare craft projects for Religious Education, lead a Bible Study, direct a Children's Chorus or support the worship service with your musical talents.

Training and ongoing supervision are provided.

Application and Program Process

1. Applicants must be at least 21 years of age, per Illinois Department of Children and Family Services requirements.
2. Complete the Volunteer Application and meet with Volunteer Services for a tour of the Allendale campus and an interview.
3. Per Department of Children and Family Services regulations: complete DCFS application, be finger-printed for a background check, complete a physical exam and 2-step TB test (2 separate TB tests) paid for by Allendale Association. Additionally, volunteers provides 3 character references.
4. Complete Volunteer Orientation and Training with the Volunteer Services Program.
5. Maintain communication with the treatment team assigned, and also with the Volunteer Services Program.
6. Participate in on-going trainings as required by the Illinois Department of Children and Family Services and Allendale Association.

NOTE: Volunteers electing to work from home with Chapel Service Preparation or craft projects do not need to complete a health screening or background check.

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EDUCATIONAL SURROGATE PARENT

Educational Surrogate Parents (ESP) serve as the guardian of a child's academic needs and rights. Following a 6-hour training session conducted by the Illinois State Board of Education, you are assigned a resident who does not have parents to legally speak on behalf of his or her educational needs.

As an Educational Surrogate Parent, you have an opportunity to meet the student and his or her teacher, as well as the responsibility of reading the child's educational file. It is your role to make certain that your assigned child's Individual Education Plan (IEP) is meeting his or her academic needs. Four staffings are held during the course of the year, scheduled at your convenience. It is during this important time that you and the educational and treatment staff review the IEP and make any necessary adjustments; two of the conferences may be handled via telephone, if necessary. The child's quarterly report cards are sent to you, along with any other information regarding educational services for him or her.

As our population of children and adolescents without legal parents grows, so does our need for each of them to have an Educational Surrogate Parent. This position does not require a big investment of time, but it does make a great contribution towards a child's future. Maybe YOU are that special person with the qualities of compassion and common sense that will ensure that one more child gets the quality education that she or he deserves. Some of our ESPs believe so passionately in the importance of education that they have chosen to represent several of our residents during the school year - and you may do so, too!

Application and Program Process:

1. Applicants must be at least 21 years of age.
2. Complete Volunteer application form.
3. Provide 3 character references.
4. Complete a background check as conducted by the Illinois State Board of Education.
5. Attend a 6-hour training session conducted by the Illinois State Board of Education to learn the principles of being an effective ESP. This training is available on the campus of Allendale Association and is free of charge.
6. Prepare for staffings by reviewing your student's educational file, observing the student in class, and meeting with the teacher; determine if the IEP is meeting the youngster's educational goals.
7. Participate in staffings, held 4 times per year, for your student. These meetings are approximately 1 hour in length. The exception to this is the IEP meeting, which is approximately 1½ hour long.
8. Give written consent for adding or changing any component of the child's educational plan.
9. Commit to serving as an ESP for your assigned student(s) for 1 calendar year (our school runs year-round).
10. Participate in on-going trainings as required by Allendale Association, DCFS, or ISBE.

Please contact Volunteer Services at 847.245.6204 or volunteer@allendale4kids.org for additional information about our volunteering opportunities.

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GROUP VOLUNTEERS

Volunteers desiring to make an on-going commitment to a cottage or program may serve as Group Volunteers. They build relationships with the residents, and provide guidance & support the residents through monthly activities.

Volunteers plan and lead programs and activities in the following areas:

- Relationship-building Activities – Plan and lead fun games and ice-breaker activities to get to know each other and build relationships
- Education - Promoting the academic and social aspects of continuing education (college); tutoring; assisting with homework
- Vocational Skills - help residents learn how to complete applications, conduct mock interviews, highlight careers of the group members to help residents learn of new vocational opportunities
- Social Skills and Social Etiquette - eating out together at a restaurant, social expectations at various community locations
- Girls/Young Women or Men's Issues - developing healthy relationships, dating
- Community Service – promoting its value to the residents; involving them in local service activities
- Social Activities – attend a sporting event together, go fishing or play basketball; fundraise for a trip/activity
- Independent Living Skills – shopping and meal preparation; budgeting; planning an outing

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VOCATIONAL EDUCATION PROGRAM

As a Volunteer with Allendale Association's "Learn to Work" Vocational Education Program, you assist staff in preparing students for integrated employment, independent living, and full community participation. Volunteers at the Bernard B. Rinella, Jr. Horticultural Center, Hidden Treasures Thrift Shop, the wood shop, auto shop, or other vocational programs serve as role-models for students, demonstrating the real-life responsibilities of maintaining employment through dependability, cooperation, positive work ethic (quality and quantity of work, positive work attitude), and positive social interactions and respect for supervisors, co-workers, and customers. Priority shifts for Hidden Treasures Sales Associates are without students; therefore, volunteers may omit step #3 in the screening process listed below, with the exception of the background check. Training and ongoing support are provided.

Application and Program Process

1. Applicants must be at least 21 years of age, per Illinois Department of Children and Family Services requirements.
2. Complete the Volunteer Application and meet with the Volunteer Coordinator for a tour of the Allendale campus and an interview.
3. Per Department of Children and Family Services regulations: complete DCFS application, be finger-printed for a background check, complete a physical exam and 2-step TB test (2 separate TB tests) and provide references.
4. Complete Volunteer Orientation and Training with the Volunteer Services Program Coordinator. Participate in on-going trainings as required by Allendale Association or DCFS.
5. The Volunteer Coordinator will consult with Allendale staff to match you with a work site and shift, taking into account your preferences, interests, and personality. Please note that the matching process may take up to 6 weeks, during which time you may complete the DCFS requirements listed in #3 and #4.
6. Maintain communication with the assigned Job Coach/Staff Member, and the Volunteer Services Program Coordinator.
7. Participate in on-going trainings as required by the Illinois Department of Children and Family Services and Allendale Association.

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