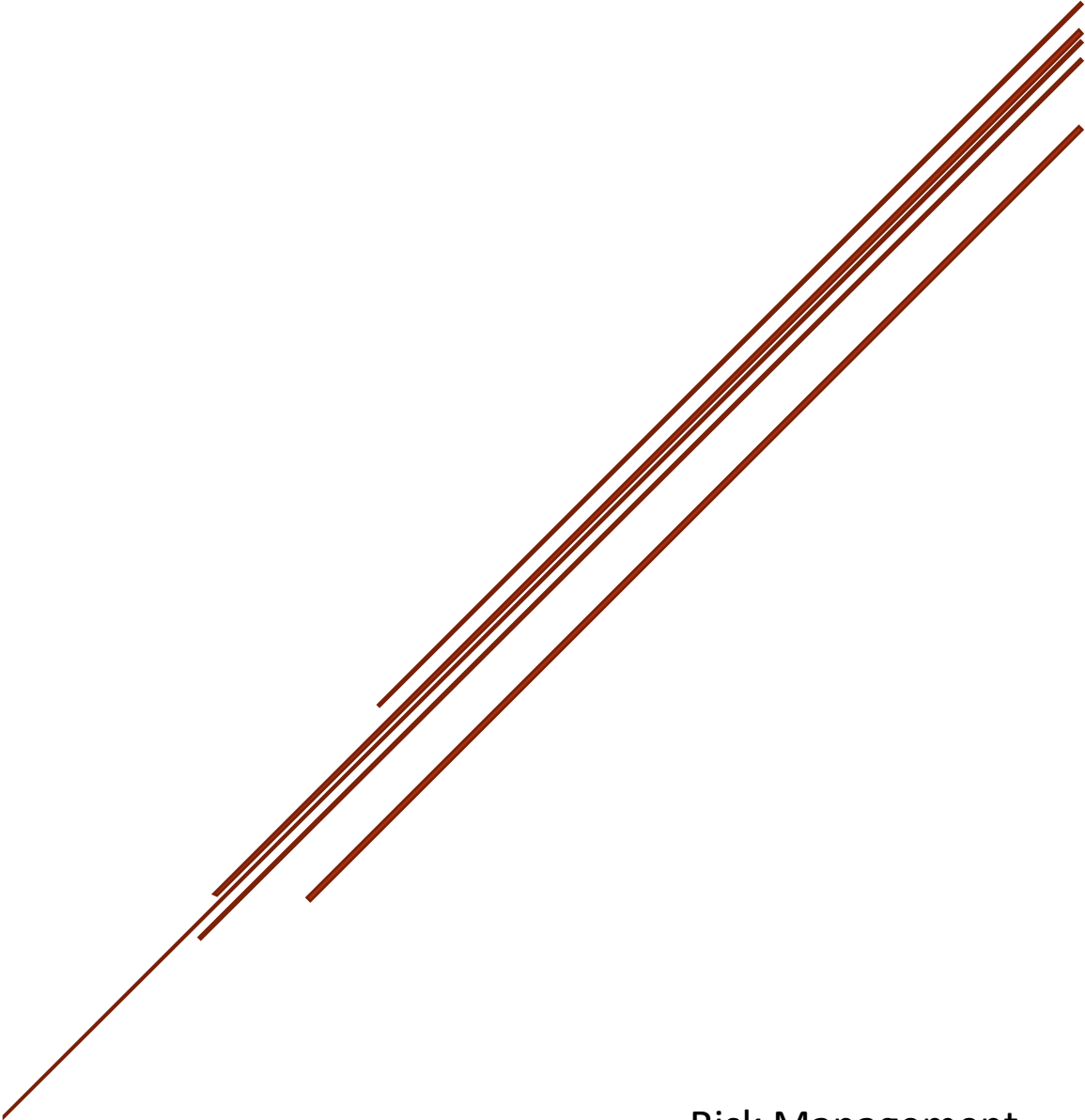


YOUTH INITIATIVE VOLUNTEER GUIDEBOOK

Delta Sigma Theta Sorority, Incorporated

National Program Planning & Development Committee



Risk Management
August 2020

Hello Youth Initiative Volunteer!

On behalf of the National Program Planning and Development committee (PP&D) of Delta Sigma Theta Sorority, Inc., the National Risk Management team would like to offer you a heartfelt THANK YOU and appreciation for your willingness to serve as a volunteer in a Delta youth program. As a volunteer, you have the awesome opportunity to enrich the lives of the youth participating in our programs.

To ensure your success as a volunteer, the National Risk Management team has developed this **Youth Initiative Volunteer Guidebook** to ensure that you are aware of the responsibilities of being a volunteer and Delta's risk management policies and guidelines governing our youth programs.

Volunteer Overview

Who is a Volunteer?

- In Delta Sigma Theta Sorority, Inc. (Delta Sigma Theta or Delta), any individual participating in Delta's youth initiatives is defined as a volunteer. This applies to members of Delta Sigma Theta and non-members (i.e. Deltas and non-Deltas)

What are the requirements for becoming a Volunteer?

- Volunteers must be 18 years of age or older
- Volunteers must complete the application process
- Volunteers must undergo and pass a criminal background check every three (3) years using Delta's approved background check vendor
- Volunteers must complete risk management training on an annual basis
- Volunteers must sign and abide by the youth initiative code of ethics
- Volunteers must learn to recognize signs and symptoms of child abuse/neglect
- Volunteers must abide by Delta's mandatory reporting policy
- Volunteers must meet the time requirements and job duties as directed by the local chapter

Important: You must successfully complete the background screening process and the annual required training **before** you will be allowed to participate as a volunteer. The only exception is for one-time volunteers such as speakers, vendors or presenters who only participate in a single activity.

We often receive the question, "Why can't background checks for volunteers who have been screened on their job or through another agency be used"? The answer is that Delta Sigma Theta does not have direct knowledge of what is or is not included in another agency's background screening processes. These background checks are intended to protect their organizations and not Delta Sigma Theta.

Youth Programs/Initiatives

By now, you have probably chosen the youth program in which you will be volunteering. It is possible that, during your time as a volunteer, you may participate in other Delta youth programs. Delta Sigma Theta has three national youth enrichment programs:

- **Dr. Betty Shabazz Delta Academy**
 - Youth program for young women ages 11-14 which focuses on social and emotional development, physiological transitioning, exposure to global ideas and learning opportunities.
- **Dr. Jeanne L. Noble G.E.M.S. (Growing & Empowering Myself Successfully) Institute**
 - Youth program for young women ages 14-18 which focuses on promoting high levels of academic success, assisting young women in proper goal setting, developing compassionate, caring, community-minded women, emphasizing decision-making and planning for the high school years and beyond.
- **EMBODI (Empowering Males to Build Opportunities for Developing Independence)**
 - Youth program for African American males ages 13-17 which is designed to address issues related to STEM education, culture, self-efficiency, leadership, physical and mental health, healthy lifestyle choices, character ethics, relationships, college readiness, fiscal management, civic engagement and service learning.

Delta chapters may sponsor additional youth activities. Some examples include Debutante Cotillion, Jabberwock, Beautillion, SAT Prep and Tutoring Programs. These youth programs may vary by region, state and/or chapter but are all governed by PP&D committee youth policies and guidelines.



Risk Management Overview

Definition of Risk Management

Risk management is the process of assessing risk and acting in such a manner, or prescribing policies and procedures, so as to minimize loss associated with such risk. Our goal is to ensure that you understand how risk management plays a part in our youth programs and to maintain compliance while you are working with our youth participants.

Why Do We Need Risk Management?

Risk Management is important because it:

- Ensures the safety of all participants in our youth programs
- Protects the people, property, income, and reputation of Delta Sigma Theta
- Proactively evaluates allocation of resources
- Allows us to focus on the enrichment of our youth participants
- Focuses on prevention

Youth programs face challenges to ensure that young people and volunteers are in a safe environment. It is important that Delta's risk management strategies are implemented in order to ensure that a positive learning environment is achieved, and that Delta's youth programs offer youth and volunteers an opportunity to engage in sound programs that are emotionally and physically safe.

Delta Sigma Theta has implemented policies that govern all youth initiatives. The policies are located in Delta's Risk Management Manual, which is an internal document for Delta members only. To ensure that non-members have the same understanding of our risk management policies and guidelines, we have incorporated them into our annual volunteer training and this guidebook. Please familiarize yourself with our risk management policies and guidelines in the **Risk Management Policies and Guidelines** section below. Failure to comply with the Delta's risk management policies could result in termination as a volunteer.

Risk Management Roles

Chapter President

- The chapter president is ultimately accountable for ensuring all national risk management policies, procedures and guidelines are followed and that all volunteers for chapter's youth initiatives/programs have successfully completed the risk management application and screening process.

Chapter Risk Management Coordinator

- The chapter's risk management coordinator is appointed by the chapter president and shall execute the risk management activities for the chapter and oversee the chapter's compliance with the requirements of Delta's risk management manual.

Delta Sigma Theta Sorority, Inc.
National Program Planning and Development Committee
Youth Initiative Volunteer Guidebook

Youth Program Coordinator

- The youth program coordinator is responsible for coordinating and leading the youth activities in compliance with Delta’s risk management policies and the PP&D youth guidebooks and/or guidelines. She will oversee the youth program, including the youth participants and the volunteers.

As a volunteer, you will follow the chain of command by communicating any issues or concerns to the youth program coordinator first. If necessary, you may escalate your issues or concerns to the chapter’s risk management coordinator and the chapter president.

Youth Program Contacts

Chapter President

Hyla Plummer (321) 917-4052

Chapter Risk Management Coordinator

Enid Roberts (321) 243-3013

Chapter Youth Program Coordinator

Andrea Scott (321) 626-9687

Risk Management Policies and Guidelines

In the annual Volunteer training, you were provided information about Delta’s Risk Management Manual and the risk management policies related to Delta’s youth initiatives. This section of the **Youth Initiatives Volunteer Guidebook** summarizes these policies and guidelines.

Important: *Failure to comply with Delta’s risk management policies could result in termination as a volunteer. If you have questions about any policies or guidelines in this guidebook, please notify the Youth Program Coordinator or you may speak directly with the Chapter Risk Management Coordinator and/or Chapter President.*

Alcohol Use Policy

No member or their guests shall consume alcoholic beverages while in the presence of minors who are attending or participating in any Delta youth initiative program, i.e. Delta Academy, Delta GEMS, EMBODI or any other Delta-sponsored youth program. This policy also applies to volunteers participating in any Delta youth initiative program.

It is important to establish clear and consistent boundaries for youth participants and to correct youth when they do not conform to the boundaries. Appropriate disciplinary action demonstrates to youth the relationship between actions and consequences. The chapter’s risk management

Delta Sigma Theta Sorority, Inc.
National Program Planning and Development Committee
Youth Initiative Volunteer Guidebook

coordinator and the youth program coordinator will ensure that all parents/guardians and youth participants sign and be provided with a copy of the Youth Code of Conduct form.

Please immediately notify the youth program coordinator if you observe inappropriate behavior or a potential conduct violation. It will be her responsibility to ensure the appropriate discipline is enforced or escalate the situation, as necessary.

Background Checks of Parents/Guardians of Jabberwock, Cotillion, and Other Fundraising Event Involving Youth Discipline

As part of any Jabberwock, Cotillion or other fundraising event involving youth, parents are required to participate in the Background Check Screening Process. This requirement must be included in the application package given to parents. Chapters may pay or supplement the fees. See Appendix C9 for Sample of Notice to be provided to Parents/Guardians advising of the Background Check Screening Requirement and Process.

First Aid Kits and Emergency Procedure

Chapters must make sure a general first-aid kit is available at all group meeting locations and activities, including transportation to and from off-site activities. In addition to standard materials, all kits shall contain the chapter emergency contacts' names and telephone numbers, as well as contact information for the regional director.

The youth program coordinator should have a Risk Management Emergency Procedures Card, Risk Management Incident Report form and the Risk Management Witness Statement form available during all activities, meetings and events involving youth participants. If you witness an emergency incident as a volunteer, you will need to complete an incident report and/or the witness statement.

Follow Strict Guidelines in Dispensing Medication

Prescription Medications: The chapter will require that the youth's parent/guardian complete and sign an Authorization to Administer Prescription Medication form for *each* prescription medication.

Volunteers must only give medication (prescription or over the counter) that is in the original container or packaging. All medication, including over the counter, should be labeled by the parent/guardian with the youth's name and correct dosage. For prescription medications, the medication must also include the name and number of the pharmacy that filled the prescription.

Please do not give youth medication that was prescribed for another youth, even if the youth say they are taking the same medications; or, if you have administered the medication in the past and you believe from observation that the youth are taking the same medication. Not abiding by this rule could cause unintended harm to the child and negative consequences for you as the volunteer administering the medicine.

A chapter must obtain parental/guardian permission to administer all over the counter

Delta Sigma Theta Sorority, Inc.
National Program Planning and Development Committee
Youth Initiative Volunteer Guidebook

medications, including, but not limited to, the following:

- antihistamines
- pain relievers and fever reducers (aspirin not allowed)
- cough medicine
- decongestants
- anti-itch creams
- sunscreen

Use the method of delivery that was supplied with the medication, or that is described on the medication packaging. If no measuring device accompanies the medication, use an accurate medicine dropper or measuring spoon. Regular silverware spoons are not acceptable for measuring medicine.

A volunteer shall stop giving medication if you observe side effects and shall promptly inform the Youth Program Coordinator, who will notify the parent/guardian and/or medical professionals, depending on the severity of the condition and the availability of the parent/guardian.

All volunteers dispensing medication should record each dosage of medicine that is given to any youth in a notebook. Notate the youth's name, medication, dose administered, date and time of day.

Fundraising

Youth participants in our national youth enrichment programs, e.g. Delta Academy, Delta GEMS and EMBODI, are not allowed to participate in fundraising activities to support their programs or other chapter programs.

As stated earlier in the guidebook, chapters may sponsor Jabberwocks, Cotillions or similar events as fundraisers. For these type of youth activities, the participants are allowed to participate in fundraising activities.

Further, in order to protect the youth participating in fundraising events, chapters should ensure that the parent/guardian of all youth are informed that, at no time, should the youth be allowed to solicit funds without being accompanied or supervised by an adult.

Parents of participants in programs where fundraising is permitted can use crowd funding accounts to raise funds in support of their child's participation, but the crowd funding site must be reviewed by the chapter president or a designee prior to launch.

Health Related Risks

Chapters must establish procedures to follow regarding when to send an ill youth home, what to do if the parent/guardian is unavailable, what medicines a volunteer can dispense when the youth becomes ill, and under what conditions and what accommodations will be made for an allergic or asthmatic youth.

To be prepared for emergencies such as an allergic reaction or an asthma attack, chapters must

Delta Sigma Theta Sorority, Inc.
National Program Planning and Development Committee
Youth Initiative Volunteer Guidebook

require a parent/guardian to return a signed Medical Information and Treatment Authorization Packet when a youth is accepted into the program.

Universal precautions to prevent contact with bodily fluids have become the standard of care. This applies to volunteers caring for a sick or injured youth or adolescent, as well as to other youth in the program. Thus, first aid equipment should include latex gloves and plastic bags for disposal of contaminated wastes.

Internet Use

in addition to the danger of allowing access to inappropriate materials, anecdotal information available concerning dangers to youth on the Internet generally shows three kinds of threats: harassment, stalking, and physical injury.

Delta Sigma Theta will take the following steps to protect youth initiative participants:

- Develop and distribute an acceptable Internet Use Policy and ensure that all members and participants are familiar with and follow the policy. Suspend access to the Internet for those who violate the policy
- Make certain that participants know that they should have no expectation of privacy while using Delta's equipment to access the Internet
- Provide an orientation or training session for youth who have access to Delta's computers covering the rules of use and what to do if someone solicits them over the Internet
- Establish a system for monitoring participants' use of the Internet
- Place computers accessible by participants in a central, non-isolated location
- Periodically review the content of Delta's computers

Mandatory Reporting (Child Abuse/Neglect)

It is the policy of Delta Sigma Theta Sorority, Inc. that all national headquarters staff, members, and any participant in the youth initiatives must immediately report any suspected child abuse and/or neglect of program participants or other incidents involving program participants.

All suspected reports must be made to appropriate state and/or local authorities. Please notify the chapter president immediately so that she can ensure that the appropriate authorities are contacted. The chapter president shall also notify the regional director immediately of all allegations of abuse and/or neglect or other incidents involving program participants.

Out of Program Activities and Contact with Program Participants

There shall be no unsanctioned contact between volunteers and youth participants outside of Delta's youth initiative activities without the express written permission of the parent/guardian, or unless the parent/guardian is present.

Overnight and Off-site Activity Approval

Overnight trip approval will be considered and/or granted for trips to colleges only. All

Delta Sigma Theta Sorority, Inc.
National Program Planning and Development Committee
Youth Initiative Volunteer Guidebook

volunteers, including parents/guardians, who participate in overnight or off-site activities (i.e. youth initiative activities that occur away from the regular meeting venue) shall undergo the full background screening process if they have not already completed the screening process.

Parental/Guardian Involvement

Delta Sigma Theta Sorority, Inc. takes the safety and protection of youth participants in its programs seriously. To ensure that the programs are conducted in a safe environment, parents or guardians who participate, visit, and/or observe youth initiative activities may be required to complete our background check screening process.

Parental/Guardian participation, visitation and observation during youth initiative activities is encouraged. The youth program coordinator shall provide parents/guardians a description of the respective youth program initiative and the expectations for the youth and the parents/guardians. Parents/ Guardians who consistently volunteer with youth must also complete the background screening process.

Below are the current guidelines for parent/guardian background screening requirements:

Parent Background Check Guide	Yes Background Check Required	No Background Check Required
If the program limits parental involvement to sign-in/sign-out of youth		X
If the parent will drop off the youth and either sit in a car or wait in a designated waiting/seating area in the program space such that the parent does not engage the youth at any point		X
If the chapter is holding a workshop/program and both youth and parents are encouraged to attend, and the parents are required to sit in a designated seating area separate from the youth		X *Please note, this process is recommended as a best practice.
If there is a field trip and the parents are only onsite to drop-off and pick up the youth		X
If there is a field trip and the parent is chaperoning	X	
If a parent is presents in more than one youth program or on multiple occasions for the same program	X	

Photography

Delta Sigma Theta Sorority, Inc.
National Program Planning and Development Committee
Youth Initiative Volunteer Guidebook

Chapters are required to have the executed Photograph, Media, and Video Authorization Release form prior to photographing or videotaping youth and prior to using any photographs and/or videos for chapter-related activities.

When a photograph or video of any youth is used in any printed medium, online or in materials that will be printed online, no identifying information about the youth shall be included (e.g., the youth's name, school, church and/or city of residence).

It is natural to want to take pictures of your volunteer activities in our youth programs, but there may be children in the program whose parent/guardian has not authorized Delta to take photos or video.

Please refrain from taking pictures of all youth activities without prior consent from the youth program coordinator. **It is a violation of Delta's risk management policy for volunteers to post photographs or videos of youth participants on their personal social media.**

Privacy Rights

You should respect the privacy of youth participants within the confines of health and safety requirements. The nature of the youth privacy rights changes with the age and capacity of the youth to care for herself/himself.

While youth should be supervised when going to toilet facilities, youth should not be observed when using toilet facilities, changing clothes or showering. Refraining from inappropriate touching is an important component of respecting a youth's right to privacy.

Publicity

Navigating the safe and proper use of publicity when facilitating Youth Initiative Programs can be extremely difficult. Delta's Youth Initiative Virtual Meeting and Publicity Guide provides the required guidelines to keep all youth participants safe while celebrating their participation and accomplishments.

The Virtual Meeting and Publicity Guide in its entirety is an internal document for Delta members only. To ensure that non-members have the same understanding of Delta's publicity policies and guidelines for youth initiatives, we have incorporated them into our annual volunteer training and this guidebook. All Chapters, members and non-members must adhere to all publicity guidelines below:

- Ensure the Participation Agreement and Media & Publication Release is executed prior to taking and using any photographs and/or videos for Chapter-related activities
- Ensure that all photographs and videos comply with Delta's Code of Conduct and social media guidelines
- All publications featuring youth participants must refrain from or limit any personally identifiable information (i.e. full name, school (past, future, and present), church, city and state of residence, home address, social media account names etc.)
- All social media posts (photographs and videos) SHOULD NOT CONTAIN any of the Participant's personally identifiable information (PII). Further, UNDER NO

Delta Sigma Theta Sorority, Inc.
National Program Planning and Development Committee
Youth Initiative Volunteer Guidebook

CIRCUMSTANCES should any social media posts from Chapters tag any youth participant's personal social media accounts in all social media posts

- Any form of live streaming via social media platforms (i.e. Facebook Live, Instagram Live, etc.) is prohibited for any and all Youth Initiative activities, including but not limited to, Jabberwock and Cotillion.
- All Chapters and members responsible for hosting/facilitating Youth Initiative Programs may wish to acknowledge and/or celebrate youth participants' participation and/or accomplishments via online and print media outlets. However, no photographs, recordings, videos, or other information may be released to any online or print publications without first providing notice to all parents/guardians. Additionally, Chapters and Members are **limited** to the information they may provide.
- As a reminder, individual Members are prohibited from posting photographs, recordings, video recordings, and other relevant information regarding youth participants involvement in the Youth Initiative Programs on their personal webpages.

Sign-In/Sign-Out Policy and Missing Participant Procedures

Youth will not be permitted to leave the youth program activity without being properly signed out. Chapters shall use sign-in/sign-out sheets for all youth initiative participants and volunteers. The sign-in/sign-out sheets shall be used for both on-site sessions and off-site field trips activities. As a volunteer, you will be required to record your attendance on a Volunteer sign-in/-sign-out sheet.

It is Delta's policy that all volunteers supervising any off-site youth initiative shall employ procedures to ensure that volunteers shall be aware of the location of the participating youth at all times. The youth program coordinator or assigned supervising adult will be responsible for ensuring appropriate supervision and providing direction regarding your role and responsibilities for off-site activities.

Below are specific guidelines for supervising youth at off-site activities:

- If the youth participants need to leave the group to purchase food or to go to the bathroom, permission must be sought before leaving the group and if the participants are younger than 15 years of age then they must be accompanied by an adult.
- Students 15 years of age or older may leave without a volunteer at the discretion of the supervising adult(s), after considering the youth participants' judgment, maturity and demonstrated ability to accept responsibility and if at least two youth are going together and at least one of the participants has a cellular phone.
- If youth participants do not return to the designated meeting place within five (5) minutes of the scheduled return time and the volunteer has not been able to reach the youth participants by telephone, the volunteer shall report the matter to the supervising volunteer leader who shall immediately contact the venue security force, if applicable, or local police.
- If the youth participant has not been located within 15 minutes, the supervising

Delta Sigma Theta Sorority, Inc.
National Program Planning and Development Committee
Youth Initiative Volunteer Guidebook

volunteer shall report the youth participants’ missing status to the regional director, the chapter president and the youth participants’ parents/guardians.

Supervision

Supervision is a strong barrier against youth abuse. Youth maltreatment is less likely to occur when all interactions between adults and youth are visible to others. There shall be no one-to-one, isolated contact between adults and youth, e.g. tutoring, training classes, etc.

When another organization partners with a Delta Chapter to conduct or assist with a youth initiative, participants from that organization must be supervised. As necessary, volunteers in the partnering organization must successfully complete Delta’s training and background screening processes and must comply with all Delta Risk Management policies and procedures if they volunteer more than once or over a period.

Supervising Adult to Youth Participants Ratio: The following supervising adult to youth participant ratios is the minimum number of adults needed to supervise specific number of youths. These supervision ratios were devised to ensure the safety and health of youth participants and apply to in-person and virtual meetings.

	Regular Meeting Venues		Off-Site Events or Travel	
	<i>Two</i> supervising adults for this number of participating youths:	Plus, <i>one</i> additional supervising adult for each additional number of this many participating youths:	<i>Two</i> supervising adults for this number of participating youths:	Plus, <i>one</i> additional supervising adult for each additional number of this many participating youths:
Grades K-1	12	1-6	6	1-4
Grades 2-3	20	1-8	12	1-6
Grades 4-5	25	1-10	16	1-8
Grades 6-8	25	1-12	20	1-10
Grades 9-12	30	1-15	24	1-12

Transgender Member Policy

Youth Initiatives and Gender-Specific Scholarships

Delta Sigma Theta Sorority, Inc. will consider for youth initiatives and gender-specific scholarships any female or male, any individual who self-identifies as female or male, regardless of her/his assigned sex at birth, or her/his expression, or the perceived expression of her/his gender for female or male Delta Sigma Theta youth initiatives and female or male gender-specific

scholarships.

Youth Initiative Volunteers

Volunteers for youth initiatives who are not members of Delta Sigma Theta Sorority, Inc., should be cisgender individuals only (defined as relating to, or being a person, whose gender identity corresponds with the sex the person had or was identified as having at birth).

Transportation

Individual families are responsible for transporting youth to program activities. As a volunteer, you may transport a youth participant to a youth program activity (on-site or off-site) if the parent/guardian has executed a Waiver and Permission to Transport Youth form.

Youth participants who are of legal age to operate a motor vehicle will be allowed to transport themselves to and from program activities if their parent/guardian has executed a Waiver and Permission to Transport Youth form.

Youth participants are allowed to transport other youth participants to and from program activities if the parent/guardian of both participants has executed a Parent Waiver and Permission for Teenage Driver to Transport Youth form.

Virtual Meetings

When participating in a youth initiative virtually, please make sure that you are in a noise-free environment and are free from distractions. If you are disruptive or display inappropriate behavior, we will ask you to leave the meeting or we will remove you from the meeting.

If you are in audio mode only and are not logged in via computer or mobile application, you may not be able to fully participate in meeting polling or other virtual vendor platform features.

You must adhere to the following guidelines:

- All Chapters and members hosting Youth Initiative Programs and/or any meetings involving minors (children under the age of 18) are required to adhere to the guidelines in Delta's Youth Initiative Virtual Meeting & Publicity Guide. You will receive specific information in your Volunteer training or the meeting host, as necessary.
- Zoom is Delta's recommended platform for hosting virtual meetings, however local Chapters may use comparable platforms.
- Registration will be required. Participants will register with their e-mail, name, and respond to any other questions the host may wish to record, prior to the beginning of the meeting.
- Presenters shall require that cameras be turned on during any programming. Presenters may require mics in lieu of cameras to be turned on for participants who do not have access and/or experience technical issues with their cameras before and during programming.
- Youth initiative virtual meetings will be recorded as evidence that the meeting was conducted safely, securely and in compliance with virtual meeting guidelines.

Delta Sigma Theta Sorority, Inc.
National Program Planning and Development Committee
Youth Initiative Volunteer Guidebook

- Private chat functions between youth participants will be disabled to limit disruptive and inappropriate dialogue.
- DO NOT take any photographs, screenshots, or screen recordings of any Youth Initiative virtual meetings.
- Youth participants and their Parent/Guardian must sign the Virtual Meeting and Publicity Code of Conduct before they will be allowed to participate in a virtual youth program.
- The virtual meeting Code of Conduct serves as codified guidance for youth participation in Delta's Youth Initiative Programs, namely those of a virtual nature. There are additional Parent/Guardian forms that must be completed as part of the Youth Initiative Virtual Meeting & Publicity Guide.
- Failure to comply with this Code of Conduct may result in loss of privileges and/or removal from Delta's Virtual Youth Initiative Programs.

Weather-Related Risks

Weather-related injuries include dehydration, hypothermia, heat stroke, electrocution by lightning, trauma due to windblown debris, and frostbite. When sponsoring outdoor activities, chapters and volunteers must monitor weather conditions and respond accordingly, and limit activities when the weather is extreme, too hot or cold, or potentially dangerous.

The youth program coordinator and/or designated volunteers shall be trained to recognize and respond to the signs of weather-related conditions, i.e. check the day's Air Quality Index to determine if it is safe to participate in outdoor activities.

Youth in Leadership Positions

Youth in leadership positions should be carefully monitored. Delta Sigma Theta has a responsibility to protect all of the youth we serve, including those who volunteer to assist, or are in youth leadership development positions.

Responsibilities delegated to junior leaders should be designed to provide them with growth opportunities, developing leadership skills and learning job skills that can be applied in similar positions in other organizations. Chapters should not exploit these youth, nor place them in situations that increase the risk of victimization.

CONTINGENCY/ EMERGENCY PLAN NOTIFICATION GUIDE

The actions taken in the initial moments of an emergency are critical. A prompt warning to evacuate, shelter or lockdown can save lives. Delta has developed an emergency plan for our youth initiatives to assist in protecting the health and safety of the participants/volunteers in its care.

Disaster Planning

When youth participants and volunteers are to be moved to alternate sites due to emergency situations, the leading supervisors/chairs are responsible for initiating notifications. These notifications are to be issued to local officials, chapter president and parents/guardians. This plan will ensure that location changes are confirmed and that all youth participants and volunteers are provided

Delta Sigma Theta Sorority, Inc.
National Program Planning and Development Committee
Youth Initiative Volunteer Guidebook

care in a safe and appropriate environment.

Evacuation

Evacuations are more common than many people realize. Fires, floods, transportation accidents or industrial accidents may lead to the required evacuation. Evacuation time may depend on the situation, some allowing no time to gather even the most necessities, which is why planning is essential.

Shelter in Place

In some emergency situations, it is best to stay where you are to avoid any uncertainty. An indoor lockdown (also known as shelter in place) is appropriate when conditions require you to seek protection in the facility. An indoor lockdown may occur due to threats of violence, including an active shooter, terrorism, bioterrorism, etc., The safest locations to seek shelter vary by situation, and the length of time to shelter may also vary.

Parent Reunification

A wide variety of emergency situations might require youth participants and parent/guardian reunification, for example, if the facility is evacuated as the result of an incident. As a volunteer, you may be asked by the Youth Program Coordinator to assist in reuniting our youth with their parent/guardian.

Conclusion

Delta's primary concern for our youth program initiatives is the safety and well-being of the participants in our programs. This objective can best be achieved when you adhere to the policies set forth in this guidebook and use good judgment.

When confronted with a potential problem, chapter leaders cannot let concerns about protecting a volunteer's or chapter's reputation override the need for prompt, decisive action to protect the interest of the youth.

Appropriate action will typically include reporting incidents or concerns to the youth's parent/guardian and via the chain of command:

- Chapter President
- Regional Director
- National President

As stated above, it may be necessary to contact law enforcement or child protection authorities.

Again, we thank you for your willingness to serve as a volunteer in our youth program and for complying with the policies and guidelines as stated in this **Youth Initiative Volunteer Guidebook**.