

# **Jesuit Volunteer Handbook**

## **2019-2020**



**JESUIT VOLUNTEER CORPS**

801 Saint Paul Street  
Baltimore, Maryland 21202  
410.244.1733  
fax 410.244.1766  
[jesuitvolunteers.org](http://jesuitvolunteers.org)

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## **1. INTRODUCTION**

Welcome to the Jesuit Volunteer Corps! By saying yes to JVC, you are joining hundreds of other volunteers serving this year throughout the United States and around the globe, as well as the thousands who have come before you. Like them, you have opened yourself up to being transformed by your experiences at your service site, in your community, on retreat, and in your neighborhood. As with all things in life, you get out of your experiences what you put into them. We encourage you to enter fully into the experiences of the next year—to participate actively in your community; to form relationships with the individuals with whom you work and serve; to challenge each other and our society to live more simply; and to trust that in all things, God is present and alive.

The intent of this handbook is to provide volunteers with an overview of JVC as an organization and the policies that apply to you. The policies in this handbook are in no way intended to create an employment relationship or a guarantee of continued service between JVC and its volunteers. JVC reserves the right at its sole discretion to amend its policies, programs and/or guidelines, including the contents of this Handbook, at any time with or without prior notice. JVC has attempted to include all pertinent information in this handbook; however, the policies set forth in this handbook cannot address every circumstance that may arise during the course of a volunteer's participation with JVC.

The following pages contain important information to make your year as a Jesuit Volunteer successful. You are responsible for knowing and upholding the policies outlined within this handbook and for ensuring that your community is working together to live out the mission and values of the Jesuit Volunteer Corps.

### **A. Mission Statement**

Aspiring to create a more just and hopeful world, the Jesuit Volunteer Corps engages passionate young people in vital service within poor communities, fostering the growth of leaders committed to faith in action.

### **B. History of JVC**

The Jesuit Volunteer Corps (JVC) is the largest lay Catholic full-time volunteer program in the world and has been a pioneer in the service landscape for 60 years. Over 12,000 people have served tens of thousands of individuals and families within hundreds of communities worldwide since its inception. Jesuit Volunteers (JVs) have worked tirelessly for social justice while exploring their spirituality and faith through a framework of Catholic, Ignatian values.

Today's JVC has its roots in Alaska beginning over 60 years ago. In the 1970s, JVC branches were established to encompass four additional regions in the lower 48 states as well as overseas. In 2009, four regional JVC programs and Jesuit Volunteers International united to form the Jesuit Volunteer Corps, while JVC Northwest remained an independent organization. Today's national JVC brings the stories of these five organizations into a shared history, values, and mission. JVC's longevity and stability locally and nationally brings deep institutional knowledge to our work, and fresh, innovative thinking to service and social justice.

The experience of Jesuit Volunteers is facilitated by staff, local mentors, and leaders who understand community needs, maintain local ties, and provide strong personal and programmatic

assistance, guidance, and support in furthering the mission. The JVC national organization is headquartered in Baltimore, Maryland. JVC is governed by a board of directors comprised of former Jesuit volunteers (FJVs), Jesuits and other friends and supporters of JVC's mission.

### **C. Commitment to the Four Values of the Jesuit Volunteer Corps**

JVC's emphasis on our four values provides a framework for putting faith into action. The decision to commit oneself to the four values is counter-cultural in a society marked by individualism and consumerism. The people you will serve and the cultures in which you will be immersed will challenge you to reexamine the assumptions, attitudes, and beliefs you bring to this experience.

As Jesuit Volunteers, we continually redefine, both individually and collectively, the meaning of the four values in order to engage them more deeply within our service placements. The four values inspire an internal intentionality from which emerges our outer expressions of living simply, witnessing faith, doing justice, and building community. Without consistent reflection through the lens of JVC's core values, our experiences can become exercises without meaning or purpose: living simply can become about managing a budget; community can become people randomly living together; spirituality can become a privatized ritual; and doing justice can become activity detached from a broader moral and social context.

#### ***Spirituality***

Core to being a Jesuit Volunteer is open engagement with spirituality and faith. JVC creates opportunities for volunteers to reflect on their commitment to find God in all things and put their faith into action. JVC facilitates retreats, workshops, spiritual direction, and other opportunities for volunteers to draw insights from their work and communities and deepen their understanding of the program's values through the lens of Catholic, Ignatian tradition.

#### ***Simple Living***

JVC creates an opportunity for volunteers to live simply in an intentional way. With basic needs met, volunteers are challenged to manage their lives with limited means. Volunteers live a modest lifestyle within the limits of their personal and communal stipends. As part of a supportive community, JVs learn to prioritize, put people before things, and make deliberate, intentional decisions about how to use their time, money, and talents. Living simply is also an opportunity to reflect on God's creation as a gift and consider how we care for that gift with a spirit of respect and gratitude.

#### ***Community***

JVC fosters intentional communities that help people broaden their perspectives and confront boundaries. During their service, Jesuit Volunteers join peer communities that foster spiritual growth and engagement. Volunteers share meals, reflect and pray together, live among the people they serve, and seek to be attentive to the lives of their companions. As apostolic communities, volunteers challenge and support one another, gain new insight into the realities of poverty and injustice, and deepen their commitment to a lifetime of advocacy and service. Volunteers are challenged to prioritize community over individual needs in order to build and maintain a healthy and caring community.

#### ***Social Justice***

Volunteers make an impact by increasing the capacities of local organizations to meet the needs of the communities they serve. Volunteers are asked to reflect on their service and the experiences of those they serve in order to nurture deeper and fuller understanding of the realities of poverty and injustice faced throughout the world. In doing so, volunteers come to a clearer understanding of the structural changes that will address the root causes of injustice.

## 2. JVC FORMATION PROGRAM

### A. Retreats

During the year, JVC staff plans retreats for and with the volunteers to build and sustain a community of committed people. The retreats offer JVs the opportunity to reflect on the spiritual, social, and apostolic aspects of their commitment and provide an atmosphere of support and challenge for the volunteers. These events include time for outside speakers to make presentations; for the volunteers to discuss issues related to their work, community, and faith development; to pray and reflect; and to socialize with each other.

All JVs are required to attend and participate fully in each retreat during the program year. Retreat dates are scheduled in advance and shared with volunteers so they may plan the year ahead accordingly. A calendar of retreat dates is also shared with agency supervisors at the beginning of the program year. Retreat days do not count against yearly vacation time allowance. For information on your regional retreat dates, please see Appendix D (page 36).

#### ***Orientation***

Orientation to JVC's formation program begins even before a volunteer is accepted. This Pre-Orientation includes the entire application process: the experience of responding to application questions, of discerning with family and friends, of engaging with JVC staff via interviews and Discernment Calls. Following volunteer acceptance, Orientation for all volunteers is held in August. This retreat is an introduction to the volunteer year; to the values of spirituality, simple living, community, and social justice; and to the spirit of JVC. It is an opportunity for JVs to meet each other, the staff, and other friends of JVC.

***Local Orientation***, a continuation of Orientation, occurs in the home city of each volunteer community and unfolds during the days immediately following Orientation. Agency administrators and local support teams arrange city tours along with worksite (placement) visits and information about local resources (banks, grocery markets, libraries, churches, etc.).

#### ***Day of Reflection***

During the months of October and November, each community will participate in a Day of Reflection focusing on the value of community. The Day of Reflection is organized and facilitated by coordinators on JVC staff and occurs in the city of each volunteer community.

#### ***Additional Year Retreat***

This retreat gathers all JVs currently serving an additional year. The retreat focuses on the unique opportunities and challenges of Additional Year volunteers (AYs). AYs are invited to connect with one another to reflect on their continued commitment to the four values of JVC. This retreat is typically offered in late November or early December.

#### ***ReOrientation***

This mid-year retreat recalls topics introduced at Orientation but moves the conversations to a deeper level using the pastoral circle, a tool for volunteers to evaluate issues they have witnessed in their work and cities. Staff and presenters guide reflection upon the structures of oppression and injustice that JVs have encountered and move JVs toward discerning appropriate responses to address these issues.

#### ***Spring Retreat***

This silent, Ignatian-inspired retreat offers JVs the chance to get away from the busyness of their work and home lives and focus wholly on their personal and spiritual development. JVs

have the opportunity to participate in individual and group prayer experiences, which make use of Ignatian meditation and discernment models found in the Spiritual Exercises of St. Ignatius.

### ***DisOrientation***

This end-of-year gathering provides JVs the opportunity to remember the gifts of the past year; celebrate the relationships formed among community members, co-workers, and clients; and put closure on one experience as they move with excitement into their next experience, carrying with them the heart of the four values.

## **B. Community-Based Activities**

Jesuit Volunteer communities spend two nights in reflection each week to develop their understanding of the four values and foster personal and spiritual growth. Volunteers are encouraged to be creative in planning their own nights according to the unique needs, gifts, and passions of their particular community.

### ***Spirituality Nights***

Weekly spirituality nights bring community members together to explore and share faith. You and your JV community-mates share the responsibility for planning and facilitating spirituality nights. Activities might include reading a scripture passage and reflecting together on its meaning; sharing personal faith journeys; carrying out an Examen; or exploring music, art, or poetry that has spiritual meaning to that night's facilitator. You may design your own reflection materials; reach out to other JVs for ideas; or use reflection materials from your coordinator, support people, the JVC offices, and other local resources.

### ***Community Nights***

Weekly community nights allow JVs to examine the four values more deeply in light of their experiences at work and in their communities. You and your community-mates plan activities enabling all of you to gather, to challenge each other, to develop conflict resolution skills, and to support growth. Community night ideas could include sharing life stories, discussing current events, playing games, volunteering together, walking around the neighborhood, setting goals as a community, discussing issues around race and gender/sexuality, hosting a talent night, or discussing self-care and handling stress.

### ***Business Meetings***

Weekly Business Meetings allow JVs to connect and discuss logistics regarding the following: community and spirituality nights, communal meals, community budget, household chores, upcoming retreats, visits from JVC staff or your Local Support Team. This important weekly check-in is a space to connect, organize, or discuss any concerns as a community. It is best to hold Business Meetings on Sundays or Mondays as a way to plan for the week ahead.

### ***Spiritual Direction***

JVC encourages volunteers to ask their coordinator and/or Local Formation Team (LFT) (see page 7) about spiritual direction opportunities. We encourage you to infuse your life with prayer. A spiritual director can be an invaluable companion in this journey. The spiritual director is not a counselor, confessor, or mediator between you and God. Rather, the spiritual director can assist by helping you observe patterns or themes in your spiritual life, actively listening, and encouraging a continued commitment to prayer.

## **3. VOLUNTEER SUPPORT**

There are many types of support present throughout the JVC experience, both locally and

remotely. Each piece listed below outlines the various ways agencies, Former Jesuit Volunteers, Jesuits, local partners, and staff create the day-to-day learning environment of Jesuit Volunteers.

## A. Agencies

JVC supports organizations that serve the physical and spiritual needs basic to human dignity. Agency partners are selected based on their organizational mission, the position description for the JV, and the nature of support available by administrators and supervisors. Agency partners are an integral piece of the formation program for JVs, as volunteers build relationships and gain valuable skills and insights to transform their perspectives throughout the year.

## B. Local Formation Team (LFT)

The Local Formation Team is comprised of Jesuits, Former Jesuit Volunteers, and others that have been asked by JVC staff to commit to accompanying and mentoring each JV community. The Local Formation Team is primarily responsible for the local support of Jesuit Volunteers for the program year. This team meets with the volunteer community, provides local resources and contacts to the JVs, accompanies their exploration of the program's four values, and collaborates with the JVC staff to foster growth for individual volunteers and the whole community. There are generally two **support people** for each community and one additional **spiritual liaison**. The local formation team voluntarily assists the JVC staff in educating, supporting, and challenging JVs and their communities to live the four values and to develop an Ignatian-based response to the world.

**Support people** serve as facilitators, resource people, and companions. They assist with community nights, provide advice on establishing community roles, moderate conflict situations, connect JVs with local justice and worship communities, and recommend fun and inexpensive entertainment options in and around the city. As companions, support people walk in solidarity with JVs—helping them make meaning of their experiences and providing a listening ear. Support people generously volunteer their time for this important role and are not JVC staff.

Where possible, Jesuit priests and brothers, religious women, or lay **spiritual liaisons** provide a connection for communities to the living tradition of St. Ignatius. Through conversations, dinners, liturgies, or reflections these mentors offer opportunities for JV communities to explore spiritual growth and guide them in becoming “contemplatives in action.”

## C. JVC Staff

Each JV community is accompanied throughout their year of service by a coordinator. These JVC staff members are available throughout the year as a source of logistical information and personal support. JV communities work with full-time staff members who are based regionally (**Regional Coordinators**) or part-time staff located in their city of service (**In-City Coordinators** or “ICCs”).

Staff members provide resources, suggestions, and administrative support throughout the course of the year. Coordinators also serve as a support for agency supervisors and conduct annual site visits.

## **D. Former Jesuit Volunteers**

The network of more than 12,000 Former Jesuit Volunteers (FJVs) is a rich resource for current volunteers. You can find FJVs in all of JVC's service cities. They often provide advice and information about the city and can serve as role models for living the four values. As JVs begin their year, FJVs typically organize a welcome gathering in your city of service.

## **E. Neighbors, Local Churches, and Community Organizations**

The JV experience is deepened when volunteers immerse themselves in their local communities. Informal support networks abound in each city where a JV community is present. Sometimes communities of JVs have lived in the same neighborhood for several years and the neighbors have a good understanding of JVC. Local church communities are also often aware that the JV community exists in the neighborhood and are eager to be involved in the lives of the new volunteers. Additionally, many of the neighborhoods in which JVs live have community associations. Participation in these associations enables JVs to gain a better understanding of the issues in their local community and to know their neighbors in a different capacity.

# **4. LIFE AS A JESUIT VOLUNTEER**

## **A. Commitment**

A commitment to JVC is a commitment to a year-long experience of living out the four values in service to others. This commitment is three-fold: it is made by JVs to the agency partner, to their community, and to the JVC program. When JVs leave JVC before the end of their commitment, it has significant implications (financial and otherwise) for the agency partner, the people served by the agency, and the other members of the community. Obviously, emergencies arise, and JVC will work with each volunteer on a case-by-case basis to seek resolution on these exceptions. JVs must contact staff if any issue arises that may affect your ability to serve the full year.

### ***At Your Placement Site***

- Though you are a volunteer, you commit to act in a responsible manner at your placement. This means you are expected to serve your full weekly schedule and to serve for the entirety of the JVC program year (August 12, 2019 – July 31, 2020). It also means that your performance will be evaluated by your supervisor and that you will be expected to meet the goals and expectations of the role you to which you have committed for the year.
- Each volunteer is provided with a minimum of two weeks of vacation by their agency placement. JVs are expected to schedule extended vacation time (3+ days) with the placement supervisor at least 2 weeks in advance or as soon as possible, following the guidelines set forth by your placement site. Volunteers should not make assumptions about how and when you can use that time (e.g. Thanksgiving, Christmas) because of possible community and job commitments.

### ***In Community***

- Volunteers commit to living in intentional apostolic community. Thus, JVs are expected to be fully participating members of all community meetings and gatherings, share household chores and responsibilities, and support one another in their work and in living out the four values. The JVC year is both an individual and a communal experience.

- Volunteers also commit to living in an interdependent financial arrangement in which community members share funds (food and living expenses), with the exception of the personal stipend and work transportation allowances.

### ***To JVC***

- Volunteers commit to attend all retreats and commit to being present for staff visits.
- Volunteers commit to staying in close communication with their coordinator, responding to emails and phone calls throughout the program year. Volunteers are expected to keep JVC informed about issues that arise in their placements regarding their performance, adequacy of supervision provided, or the quality of the placement experience.
- Volunteers may also be asked to represent JVC at local events and/or recruiting opportunities.

### ***Early Departure from JVC***

Please review Program Agreement (Appendix B, page 17) regarding parameters and procedures in the event of an early departure from the program year commitment. If a volunteer is considering the possibility of an early departure, they must discuss it with JVC staff prior to making any final decisions.

## **B. Housing and Finance**

### ***Housing***

JVC provides housing for all JV communities. While payments for rent and utilities are made directly from the JVC office, each community will receive a monthly budget with this information made available to them in order to keep track of household budgets and spending habits related to utilities and monthly expenses. JVC provides the appropriate budgeted funding for housing requirements and needs. However, JVC asks that volunteers act as good stewards for all household-related resources.

### ***Community Budget***

JVC provides a budget for each JV community to cover the finances needed for items such as food and household items along with a modest stipend for community building activities. The community budget outlines the amount designated to a community each month and helps guide the community, providing parameters for simplicity and solidarity. JVC designates community bookkeepers for each community who are expected to keep track of all community spending and submit a monthly budget report to the Director of Finance.

### ***Personal Stipend***

Each volunteer receives a monthly personal stipend of \$100.00 to put towards any personal needs or entertainment. Stipends are distributed each month via your personal stipend debit card.

### ***Transportation***

JVC covers the cost of travel to each volunteer's city of service immediately following Orientation as well as transportation related to retreats throughout the program year. After the successful completion of a JV's term of service, they can also receive a relocation reimbursement stipend for their travel home.

### ***Loan Deferments***

It is the responsibility of the JV to obtain and complete all necessary information to apply for student loan deferment. By request, the JVC office is willing and able to provide supporting documentation to validate the volunteer's service with JVC. JVC cannot guarantee that a loan will be successfully deferred as that is ultimately the decision of the loan provider.

## **C. Everyday Choices**

Critical reflection on daily choices helps JVs immerse themselves in JVC's core values and mission. While JVs may not always see the fruits of their labor, their choices have implications for themselves and many others. By living intentionally, JVs contribute to the creation of a more just world.

### ***Living on the Community and Personal Stipend***

JVC asks volunteers to live a simple lifestyle—one focused on people and relationships rather than on objects and acquisition. JVs live on a restricted budget with minimal disposable income. JVC challenges volunteers to live on their personal stipend and not to supplement it with funds from family, friends, or other sources of income. This challenge is not meant to impose austerity. Rather, it is a choice made by JVs to help develop a keener awareness of our desires, wants, and needs. The intent of the choice to live simply is to help JVs develop a greater sense of solidarity with those for whom limited income is not a choice. Wise use of resources is also a way of showing respect to the agencies for which JVs serve and the benefactors who support JVC.

Jesuit Volunteers do not live in poverty. While they do not live on a large amount of money, their budgets are created in a way such that the expenses of food, shelter, and health insurance are covered, and they are provided with a disposable income. Persons in poverty do not enjoy these privileges.

The commitment to a simple lifestyle is more than living within a monthly budget; it is a shift of focus. Volunteers are expected to explore a simple lifestyle beyond keeping to a budget. Spending a year centered less on the consumption promoted by our culture can free volunteers to experience the value found in simple pleasures, conversations, and their own creativity.

Living simply is not only an individual choice but also has communal dimensions. In community, JVs must come to consensus about food purchases, recycling, boycotts, appliance usage, how to best use available resources, and more. Simplicity of lifestyle comes into sharp focus when there is a whole group of people trying to define how to do it.

### ***Being Present to the JVC Community***

Building community requires the investment of each volunteer in the household. In JVC, community provides you with the support necessary to engage in the work of advancing social justice. The first few weeks of living in community require a significant commitment. It takes time—formal and informal—to get to know each other, establish routines and protocols, set up schedules, and learn about the neighborhood. Volunteers are expected to make a sincere effort to develop and work at building community—to do what is necessary for the household to function efficiently, effectively, and lovingly during the course of the year.

JVs should not travel for personal reasons or have overnight guests **until the end of October**. Giving your time to each other and to the community in these early months will set a firm foundation for the rest of the year.

When making decisions that affect your being present in and to your community, please reflect on the following questions:

- Am I focused on the here-and-now or am I only focused on my past relationships or future plans?
- How much time am I spending away from my community (on the phone, graduate school applications/test preparations, making trips to visit friends and family)? How does this affect my relationships with each person in my community?
- How am I balancing the support I am giving to and receiving from my community with outside resources (family, friends, significant other)?

### ***Living Simply with Technology***

JVC recognizes the value that technology holds in everyday lives. Volunteers must also develop the awareness of the impact that technology, when used inappropriately or in excess, can have on an individual and community. JVs must also cultivate an awareness of the increasing disparity in the access to technology between people of different income levels. Therefore, JVs should weigh the time and energy-saving benefits associated with certain conveniences (computers, Internet, cell phones, cars, etc.) with the social, communal, and environmental impacts these may have. Furthermore, JVC is not responsible for the loss or theft of any personal belongings or valuables.

When determining use of technology (and even considering what to bring to JVC), reflect on the following:

- How could/does my use of technology add to or detract from my relationships with my community, my clients, my coworkers, my neighbors, and/or God?
- Is my access to technology a result of my privileged status? Does it distance me from living in solidarity with people who do not have access to these amenities?
- Is my community using any of these conveniences to escape relationships or issues rather than deal with them?
- Am I using these conveniences simply because they are there, or am I making conscientious decisions in regards to their use?
- Are these conveniences making my life simpler or more complicated?
- Am I using technology in an intentional way to uphold past and current relationships with an awareness of the effects that my usage has on the people around me?

JVs should also consider that JVC houses are often in neighborhoods where it is not the norm to own expensive electronics, and JVs should be careful not to draw unwanted attention to their homes.

### ***Physical, Emotional, and Mental Health***

Some volunteers encounter challenges related to their physical, emotional, or mental health that can make it difficult to participate fully in their work and/or community life. When a volunteer or community member becomes aware of a health-related concern, it is important to communicate to JVC staff and, if appropriate, to the local support people. Situations may arise where a JV cannot receive the stability and support needed to become and remain healthy in their placement or in JVC community. These situations are discussed with staff and professionals to determine the best way forward for all parties.

### ***Substance Use and Abuse***

Recognizing the widespread abuse of chemical substances in our society and its presence as a negative factor not only in many of the families JVs serve but also in many of their own families, the Jesuit Volunteer Corps has adopted the following policies about alcohol and drug

usage:

**At JVC and Agency Partner Events:**

Volunteers must adhere to JVC staff instructions and/or agency regulations during all workshops and retreats regarding the use of alcohol. The use of illegal drugs is never permitted.

**In JVC Communities:**

While recognizing that Jesuit Volunteers are adults who make decisions for themselves, we also recognize the fact that choosing to be a Jesuit Volunteer implies certain lifestyle choices. One such choice is to put people before things. We challenge JVs to set their priorities accordingly, using moderation and respect for others as a guide when dealing with alcohol. Community conversations around drugs and alcohol should be respectful of the varying personal and familial experiences of the individual members. Specifically, JVC expects that community funds **will not be used** to purchase alcohol. The JVC staff expects that Jesuit Volunteers will live consistently with the mission of the Jesuit Volunteer Corps, including in the area of alcohol use. If a volunteer is unable to do so, the staff will work with him/her to address possible addiction issues and his/her ability to continue as a Jesuit Volunteer.

**The use, sale, or possession of illegal substances during the JVC program year is unacceptable and may lead to dismissal from the program.**

## **5. COMMUNICATIONS**

### **When and How to Contact JVC Staff**

Your first point of contact is your coordinator (In-City or Regional). JVC staff are here to support you. We ask all coordinators to establish specific boundaries and expectations related to communication with their communities at the beginning of the program year.

We ask that you contact staff especially in the following instances:

- Any time you have good news to share: insights learned, a job well done, an excellent community night idea, etc.
- Any time you are struggling to live out your commitment to JVC, your agency, or your community.
- At the first moment you think you might not be able to fulfill any of the commitments required by JVC. It is essential that you involve staff in this decision-making process. JVC staff always encourages conversation to ensure that volunteers are receiving the support they need through this challenging year.
- When you or a member of your community is seriously ill or has been injured in some way, **especially if it involves a visit to the hospital.**
- When there is an emergency situation in your neighborhood, city, or place of work (e.g. natural disaster, fire, major accident), especially if it is receiving regional or national attention. This call is equally important when your community, house, or agency is NOT affected. Please inform your coordinator so we know what is going on and how you are doing and so we are able to answer questions from other concerned people.
- When you experience changes at your placement site: a new supervisor, new responsibilities, you aren't doing what you think you should be doing, etc.
- When issues regarding your performance in your placement are raised by your supervisor or agency.

- At the first instance of sexual harassment or inappropriate behavior at your placement or within community.
- When there is a significant change in how a fellow community member is participating in community and you believe the JVC staff has not been informed.

JVC staff will most often use phone and email to connect with you regarding official JVC business. You will receive emails related to all upcoming retreats, JVC events, or staff visits to your area. We use email with the knowledge that most volunteers have access to a computer at some point during the workday. Please be sure to update any changes to your email address with your coordinator so that you can stay informed during your year. Our preferred method of “checking in” with you individually is by phone and we expect that you make time to be in conversation with us. Some of the most common methods of communication include:

### ***Phone***

When in doubt about which method to use, pick up the phone and call. It is the fastest, most reliable form of communication with JVC staff. It is acceptable and expected that you would be able to make any necessary calls to JVC staff during your workday.

### ***Email***

This is a helpful method to clarify plans, confirm a phone call, share experiences at work (to be talked about at a later time), and/or to share *non-emergency* information. Many people find it easier to express themselves through the written word, and email allows for that. It is not appropriate, however, to use *only* this form of communication. Open communication requires personal conversations, and you are expected to be in dialogue with the community, support people, and JVC staff as necessary.

### ***Facebook, Instagram, and other Social Networking Sites***

Social networking sites should *not* be used for JVC-related communication with a member of the JVC staff. When posting to personal social media sites, volunteers should also consider the appropriateness of the posting and their responsibility as a representative of the Jesuit Volunteer Corps program and of the JVC agency partner.



### **Jesuit Volunteer Corps Covenant**

*Aspiring to create a more just and hopeful world, the Jesuit Volunteer Corps engages passionate young people in vital service within poor communities, fostering the growth of leaders committed to faith in action.*

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With respect to individual freedom and growth, JVC is committed to certain common values. We are called to support and challenge one another to grow in the areas of Spirituality, Simple Living, Community, and Social Justice.

Jesuit Volunteers uphold this commitment in the following ways:

Spirituality: Spirituality is both our awareness of and reaction to God's presence in the world. JVC is rooted in the Catholic, Jesuit tradition and invites volunteers to explore and deepen their relationship with God and their spiritual lives, both individually and communally. The Ignatian emphasis on being "contemplatives in action" guides us on the journey.

I will commit to:

- Regular, personal prayer or reflection in order to grow in my relationships with God and others.
- Participating in all weekly spirituality nights and other times of communal prayer or reflection by contributing my own gifts and cherishing the gifts of others.
- Attending JVC retreats and formation opportunities by following all policies and procedures set in place and by being wholly present to the larger JVC community of volunteers.

Simple Living: Honoring simplicity allows us to free ourselves from that which keeps us separated from others and commit to a life focused on people, not possessions. Commitment to a simple, sustainable lifestyle contributes to the enrichment of all humanity and all of God's creation.

I will commit to:

- Living within the JVC community budget and personal stipend for all routine living expenses, demonstrating responsible financial stewardship. I will not accept funds from family and friends, work second jobs, or seek other sources to supplement this amount.
- Simplicity in my use of time, technology, and resources, and thereby avoid distraction, busyness, and materialism.
- Reflecting on economic privilege and the power it affords individuals in an effort to understand the impact of my actions in this world and in an attempt to lead a simpler life.

## Appendix A

- Approaching vacation time with the norms of a simple lifestyle, including minimizing leisure travel and visits to and from family and friends.

Community: Communal life allows for mutual support and encouragement of each other in our work and in living out the four values. It challenges us to be open, compassionate, and willing to grow. We learn that our lives are interconnected and that we have a mutual responsibility toward all members.

I will commit to:

- Being intentional, inclusive, and sensitive to the common good if I find myself discerning an exclusive relationship.
- Discerning and consulting communities I am a part of before making decisions that impact them.
- Being present and attentive to my intentional living community and the host communities in my city and country of service.

### Intentional Living Community

I will commit to:

- Being open and honest with my immediate JVC community, offering my joys and struggles, and listening with care to the experiences shared by community members.
- Participating fully in community activities, including but not limited to community nights, meetings, shared meals, and reflection.
- Sharing and accepting responsibility for maintaining a clean, safe, and hospitable environment in the home.

### Host Communities

I will commit to:

- Cultivating ever-greater awareness of myself and my own inherent biases in order to be more fully vulnerable and open in community.
- Communicating my needs, concerns, and joys with JVC program staff and local formation team.

Social Justice: According to Catholic Social Teaching, faith and work for justice are inseparable and equally integral to the Christian mission. In order to work for justice we must become aware of our role in society. We are called to challenge attitudes and structures, both personal and societal, which create poverty and oppression.

I will commit to:

- Laboring in a spirit of solidarity with the poor and marginalized toward the goal of personal and structural change that promotes the dignity of all.
- Being just in my thoughts, language, and actions so that my work for justice will have credibility.
- Engaging in work that seeks to recognize and stop perpetuating systems of injustice.

## Appendix A

- Actively seeking to know the truth of situations, rather than relying on incomplete information, assumptions, rumor, and prejudices.
- Working at the agency where I've been matched for the full term of service.
- Participating in social analysis and critical reflection to better understand the structures that foster and perpetuate poverty and oppression.
- Examining my own history to see how I have benefited or suffered from unjust structures, analyzing how my behaviors could interfere with my desire to do justice.
- Considering the personal, social, cultural, and economic costs of drug and alcohol use and the toll these substances take on the populations served.

### Additional commitments for 2-year volunteers

I will commit to:

- Freely entering into this intercultural experience with a desire to appreciate a culture other than my own, and using this principle to guide my thoughts and actions.
- Recognizing that it is not my role to engage in social and political advocacy, nor publicly denounce local leadership, as a guest in the host community where I live and serve.
- Developing relationships with people of the local community, particularly those who are marginalized or oppressed by society.
- Attending Sunday Mass, appreciating that it may be a different experience than that with which I am familiar. I understand that it is an expectation of the local church community that has invited the presence of Jesuit Volunteers and also an opportunity for fuller immersion.



## JVC Program Agreement Program Year 2019-2020

This agreement (the "Agreement") is entered into as of August 1, 2019, and ends July 31, 2020, (the "Term") between **Jesuit Volunteer Corps** (hereinafter "JVC"), **[AGENCY]** (hereinafter "Agency") and **[VOLUNTEER]** (hereinafter "Volunteer"), (collectively the "Partners").

WHEREAS, JVC engages passionate young people in vital service within poor communities aspiring to create a more just and hopeful world and fostering the growth of leaders committed to faith in action through service informed by spiritual formation; and

WHEREAS, Agency provides vital service within poor communities consistent with the spirit of the JVC program and is willing to provide a service opportunity to the Volunteer in such a way as to allow Volunteer also to participate fully in formation and otherwise fulfill the goals of the JVC program; and

WHEREAS, Volunteer wishes to participate in the JVC program in service as a full-time volunteer for the Agency and a committed participant in the JVC formation program;

NOW, THEREFORE in consideration of the premises and mutual covenants and agreements contained herein, the Partners agree as follows.

### 1. Agency responsibilities

- 1.1. **Agency Administrator** – The Agency shall designate a representative who manages the relationship between the Agency and JVC and who is responsible for the service-related well-being of the Volunteer and accountable to JVC (the "Administrator").
- 1.2. **Placement** - JVC's relationship with the Agency is directly tied to the volunteer position that was originally accepted for placement ([POSITION]) and the Agency agrees to adhere to the official position description submitted to JVC in Agency's application for the 2019-2020 Program Year, incorporated by reference herein (the "Placement"). Changes to the Placement must be approved by the Volunteer, the Agency, and JVC. Agencies that are schools must provide a concrete plan for their Volunteer when school is not in session.
- 1.3. **Placement term** - JVC solicits and evaluates applications from the Agency on a yearly basis. Acceptance as a sponsoring Agency one year does not guarantee acceptance in subsequent years.
- 1.4. **Orientation and training** - The Agency shall designate an individual to oversee the Volunteer's service for the Agency (the "Supervisor") who will orient the Volunteer to specific responsibilities of the Placement and will provide adequate training, including sexual abuse and molestation awareness and prevention training where warranted. The Administrator and/or Supervisor will provide an onsite orientation that includes an introduction to Agency goals and philosophy, Agency employees and other volunteers, and the neighborhood. The Agency agrees also to cooperate with JVC in organizing a local orientation for all the volunteers living together in the same house as the Volunteer (the "Volunteer Community") when the volunteers arrive in their city. This may include a welcoming social gathering and tour of the city of service, the locations of each participating agency in the area, stores, churches,

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the library, the post office, parks and other relevant activities. Such local orientation may include members of other JVC Volunteer Communities in the same city.

- 1.5. **Supervision** – The Agency agrees to arrange weekly supervision meetings with the Volunteer during the first two months of service and at least biweekly meetings thereafter and to provide a semi-annual evaluation of the Volunteer. Agency Administrators and Supervisors agree to regular communication with JVC program staff regarding the Volunteer and the Placement. JVC staff will check in regularly and the Agency is encouraged to reach out to JVC staff as well. The Agency agrees to complete all necessary paperwork or electronic submissions in a timely manner and timely notify JVC and the Volunteer of any changes in supervision or significant changes at the Agency itself.
- 1.6. **Area visits** - The Agency Administrator and Supervisor will meet with JVC's designated Program Coordinator or In-City Coordinator one or two times during the year upon request to evaluate the Volunteer's progress in service and in the community and to gauge the development and suitability of the Placement for JVC.
- 1.7. **Volunteer time off** – During the course of Volunteer's full-time service the Agency will provide the Volunteer a minimum of two weeks of personal time off (PTO) for vacation, sick days, or otherwise and manage Volunteer's holiday hours as per Agency needs and policies. Agency will also accommodate the Volunteer's participation in Volunteer Community activities, including time for evening meals and weekly gatherings. In addition to the PTO described above, the Agency also agrees to allow the Volunteer time to attend every formation event in the JVC program calendar (Appendix A).
- 1.8. **Annual fees and commuting expenses** – Agency agrees to pay JVC an annual fee in quarterly installments billed in July and October 2019, and January and April 2020, as well as work-related transportation costs, which support may be provided directly to Volunteer. In the event that Volunteer leaves a placement on or before the 10<sup>th</sup> of any month, Agency will receive reimbursement of fees paid for that month and subsequent months, as applicable. If Volunteer leaves a placement after the 10<sup>th</sup> of any month, Agency will receive reimbursement of fees only for subsequent months, as applicable.
- 1.9. **Volunteer insurance** – Even though Volunteer operates within the framework of Agency's employee policies and procedures, Volunteer is not an Agency employee. Volunteer is required to have medical insurance coverage and JVC provides Volunteer Accident Insurance coverage. If Volunteer requires medical attention for an injury incurred in an automobile accident while performing services for Agency in an Agency vehicle or a vehicle operated on behalf of Agency, Volunteer may file a claim with the owner's auto insurance carrier. If Volunteer is otherwise injured while performing services for Agency, it is not to be described as a workplace injury if Volunteer seeks medical attention, as Volunteer is providing services in a volunteer capacity. If Agency requires Volunteer to seek medical attention despite Volunteer's judgement that such attention is not required, Agency assumes full responsibility for all expenses incurred. Notwithstanding the forgoing, it is Agency's responsibility to determine if state law and/or the terms of Agency's volunteer accident, workmen's compensation or other insurance coverage may make such coverage primary in the event of Volunteer accident or injury incurred during the performance of Volunteer's service for the Agency.

## 2. Agency Representations and Warranties

- 2.1. **No employee displacement** - Agency represents and warrants that it has not entered into the Agreement with the intent to replace an employee receiving the minimum or greater wage. The JVC program seeks to provide volunteers in service to poor communities and work for justice, and that purpose would not be served if the JVC program were used to avoid paying an employee wages.
- 2.2. **Volunteer screening and selection** - Agency acknowledges that it had the duty and opportunity to screen and review applicants for the Placement as part of the JVC screening and placement process and that the Agency knowingly has selected and/or agreed to provide the Placement to the Volunteer on the basis of its own review.

- 2.3. **Indemnification and insurance** - Agency agrees to indemnify, defend and hold harmless Volunteer and JVC and each of its respective agents, employees, officers and directors from and against any and all claims, suits, demands, liabilities, obligations, damages, costs, expenses, fines, taxes, penalties, (including reasonable attorney's fees or upon the option of Volunteer or JVC, the Agency shall provide a defense to Volunteer or JVC) and causes of action (collectively, the "Claims") of every kind and character related to or arising out of (A) the Agency, (B) its operations, (C) Volunteer's participation in Agency operations, (D) Agency's performance of its obligations under this Agreement, including without limitation, any injuries caused by vehicles operated by Agency or any persons associated with its operations, or (E) any alleged or actual negligent or willful acts or omissions of the Agency, its employees, officers, directors, agents, Volunteer, persons associated with Agency operations, guests or third persons, other than those Claims related to JVC and/or Volunteer's gross negligence or willful misconduct. Agency agrees to provide Volunteer and JVC with prompt notice of any Claim, and if Volunteer and/or JVC elects not to have the Agency provide a defense to Volunteer and/or JVC, to tender control of the defense of the Claim to Volunteer and/or JVC, subject to applicable provisions of insurance coverage, and to cooperate with Volunteer and/or JVC in investigation, settlement or defense of the Claim.

Agency will add JVC and Volunteer as additional insureds on a primary/non-contributory basis to Agency's Commercial General Liability policy, including Sexual Abuse and Molestation coverage, Auto policy and Umbrella liability policy. Agency agrees to waive their subrogation rights against JVC and Volunteer. Agency will provide evidence of such insurance to JVC upon request. Agency will provide JVC with a 30 day notice of cancellation or non-renewal, except for non-payment of premium (10 days). This section shall survive the termination of this Agreement.

- 2.4. **Harassment and Discrimination Policy** – Agency warrants that it is Agency policy to treat all employees, volunteers and interns with dignity and respect and to provide a work environment free from harassment and illegal discrimination based on race, color, national origin, religion, age, disability, sex (including pregnancy), sexual orientation, gender identity, veteran status, marital status, genetic information or any other factor protected by federal, state or local law; and it is also Agency policy that no individual should be subjected to harassment or discrimination by another employee, manager, client or visitor; and Agency takes steps to make its employees, volunteers and interns aware of what harassment, both sexual and non-sexual, and discrimination are and what steps to take if harassment or discrimination occurs; and that Agency will take immediate steps to address complaints of discrimination or harassment based on any characteristic protected by law.

### 3. Volunteer responsibilities

- 3.1. **Program commitment** – Volunteer hereby freely chooses to give their full time and efforts to the service and formation commitments of the JVC program from the start of JVC Orientation through the last day of service for the Agency or the closing retreat, whichever occurs last, participating in no other full or part-time service, employment or academic activities during that time.
- 3.1.1. **Four Values** - The Volunteer will respect and abide by the four values of JVC, as outlined in the JVC Volunteer Guide.
- 3.1.2. **Participation in formation and Community events** - The Volunteer will take part in August Orientation, Local Orientation arranged by the local community, Fall Day of Reflection, ReOrientation, Ignatian/Silent Retreat, and DisOrientation, as well as regular Community activities, including Community and Spirituality Nights.
- 3.1.3. **Simple living** - The Volunteer lives with other volunteers in intentional community and agrees to live within the Community budget provided by JVC and receive no individual financial support other than the Volunteer Stipend provided by JVC.
- 3.1.4. **Communication with JVC staff** - The Volunteer agrees to be in regular communication with the JVC Program Coordinator or In-City Coordinator to facilitate the various processes intended to support and evaluate the Volunteer's experience. The Volunteer will inform appropriate JVC staff

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in a timely manner should a situation arise that would seriously affect Volunteer's fulfillment of program obligations and agrees to confer fully with JVC staff when making decisions around fulfilling obligations.

**3.1.5. Program evaluation** – The Volunteer agrees to provide feedback upon request on the overall JVC program, JVC staff and other matters once during the program year and once at the end.

**3.2. Agency Placement** – As a voluntary participant in the JVC program of service and formation, the Volunteer acknowledges their obligations to, and agrees to fulfill, the responsibilities as specified in the Placement and adhere to Agency policies and procedures. The Volunteer agrees to complete a full term of service to the Agency as specified in the program calendar (Appendix A).

**3.2.1. Time off** – The Agency will provide the Volunteer personal time off in accordance with Section 1.7. The Volunteer must follow the Agency's policies regarding requesting time off and should seek agreement with the Agency for holiday hours as soon as possible after beginning the Placement.

**3.2.2. Placement issues and concerns** – Acknowledging the importance of fulfilling Volunteer's service commitment, the Volunteer agrees to discuss any concerns that may arise regarding any serious challenges with their volunteer service at the Agency directly with their Supervisor and collaborate with the Supervisor to find a solution. If initial efforts with the Supervisor to resolve challenges are unsuccessful the Volunteer will contact their Program Coordinator or In-City Coordinator who will confer with the Volunteer, Administrator and Supervisor to address the situation.

**3.2.2.1. Voluntary early departure from Placement** – If after discussion with JVC staff the Volunteer decides to leave the Agency, the Volunteer agrees to use best efforts to provide at least two weeks' notice to the Agency Administrator and/or Supervisor and JVC staff. The Volunteer agrees to cooperate with JVC to determine the reasons or causes of the departure and Volunteer will assume primary responsibility for researching possibilities and collaborating with JVC staff to find an appropriate alternative Placement, if deemed appropriate for the Volunteer to continue in the JVC program, such determination to be solely at JVC's discretion. The Volunteer will forfeit their right to the Relocation Reimbursement and any other future financial support except that payable up until the Volunteer's departure if JVC determines that an alternative Placement is not appropriate.

**3.2.2.2. Involuntary early departure from Placement** – The Volunteer agrees to assume primary responsibility for researching possibilities and working with JVC staff to find an appropriate alternative Placement if the Agency asks the Volunteer to leave the placement due to circumstances at the Agency. Volunteer will leave the JVC Program and JVC will provide the Relocation Reimbursement if an alternative Placement cannot be found. The Volunteer will forfeit their right to the Relocation Reimbursement and any other future financial support except that payable up until the Volunteer's departure if the Agency asks Volunteer to leave the Placement for cause.

**3.2.3. Evaluation** - Volunteers will complete and provide their evaluation of the Placement upon request during and at the end of the year.

**3.3. Housing and personal property** - The Volunteer agrees to maintain the Volunteer Community household in a responsible manner consistent with JVC's values and commitment to the neighboring community.

**3.3.1. Personal property** - Volunteers are responsible for securing their own property and taking appropriate precautions to avoid theft or loss of property. JVC discourages bringing goods of significant value to the Community. Volunteers are encouraged, but not required, to secure renter's insurance for their personal goods at the beginning of the JVC year.

**3.3.2. Pets** - No pets of any kind are allowed in JVC housing.

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3.3.3.**Relocation** - If JVC staff, in consultation with current Volunteers, determine that a move is necessary, the Volunteer agrees to assist in relocation.

3.3.4.**Vacation of premises upon departure from Program** – A Volunteer in residence at the end of the Volunteer year will cooperate with others in the Community in cleaning the Community residence appropriately and stocking the house with a few days' supply of food in preparation for the new Volunteers. Volunteer agrees to vacate the Volunteer Community house at the end of the Program Year no later than 6:00 pm on August 2<sup>nd</sup>. If Volunteer leaves the JVC program for any reason before the end of the Program Year, Volunteer agrees to vacate the Volunteer Community house no later than 6:00 pm on the second day following the Volunteer's final day in the Program as notified by JVC staff.

3.4. **Financial matters** –Volunteer understands that participation in the JVC Program is intended to be a no gain, no loss financial proposition for Volunteers.

3.4.1.**Transportation** - Volunteer is responsible for transportation to the JVC Orientation in August.

3.4.2.**Prior obligations** - Volunteer remains responsible for any financial obligations assumed before the year of service and not covered by JVC-provided or Volunteer's personal insurance, including loans and income taxes from work performed prior to JVC participation.

3.4.3.**Health insurance** - Volunteer must have health insurance coverage during the program year. Volunteer must provide proof of health insurance coverage prior to participation in the JVC program. If volunteer cannot obtain coverage otherwise, Volunteer must enroll in the JVC-sponsored plan, which coverage begins on August 1, 2018, and ends on July 31, 2019. In any event, Volunteer is responsible for their own medical insurance coverage prior to August 1, 2018.

3.4.4.**Volunteer status** - Volunteer is not an employee or agent of the Agency or JVC.

3.4.5.**Financial management and reporting** - Volunteer will cooperate with JVC staff and other Volunteers in the Community with respect to managing Community expenditures prudently and providing regular reports and receipts to JVC to document spending.

3.4.6.**Personal stipend** –The personal stipend Volunteer receives monthly is taxable income. Volunteer will receive a statement of payment from JVC (1099-MISC) by the end of January following any calendar year during which Volunteer stipends totaled \$600 or more. Volunteer is responsible for reporting stipend income correctly when filing their income tax returns.

4. **Conduct** - The Volunteer agrees to conduct themselves so as to promote their own welfare, the welfare of the Volunteer Community, and the mission of the Agency and JVC; and to support JVC public relations and fundraising efforts upon request.

4.1. **Program compliance and dismissal** – Volunteer agrees that they will abide by the JVC Program terms and obligations as outlined in this Agreement and the JVC Volunteer Guide (the "Guide"). Violations of such terms or Volunteer engagement in any behavior that JVC, in its sole discretion, deems unbecoming of a Jesuit Volunteer and/or detrimental to the welfare of the Volunteer, Volunteer Community, the Agency, or JVC, may result in dismissal from the Program. Examples of such violations include but are not limited to; failure to fulfill the duties of the Placement or failure to comply with JVC and Agency policies and procedures as specified in the Agreement and Guide; any use of alcohol at JVC retreats and formation events or irresponsible or excessive use of alcohol at other times; use of illegal substances; or any other criminal conduct. The Volunteer will forfeit their right to the Relocation Reimbursement and any other future financial support except that payable up until the Volunteer's departure if JVC asks Volunteer to leave the JVC Program for cause.

4.2. **Substance abuse** -- The unlawful manufacture, distribution, dispensing, possession, or use or abuse of illicit drugs, alcohol, or prescription drugs, if used in a way that is illegal or counter to the commitments Volunteer makes to the four values of the JVC Program, is strictly prohibited at all times.

For purposes of this agreement; “drugs” means any substance taken into the body, other than alcohol, which may impair one’s mental faculties and/or physical performance and “abuse” means any use of any illegal drug, or use of any drug or over-the-counter or prescription drugs when use is not in conformance with prescription requirements or in circumstances where use is not permitted, or irresponsible or excessive use of alcohol. A conviction for drug or alcohol abuse crimes will be a breach of this Agreement. Volunteer is required to report any such conviction to JVC staff. Volunteer may be subject to dismissal from the JVC Program for such conviction. Volunteer may be required to submit to a bona fide drug or alcohol abuse rehabilitation program as a condition of Volunteer’s continuation in the Program if JVC determines in its sole discretion that such participation is warranted. JVC will inform appropriate law enforcement authorities of any drug-related crime that occurs in or during program activities.

### 5. Volunteer Representations and Warranties

- 5.1. **Voluntary participation and indemnification** - Volunteer represents that they have freely chosen to participate in the JVC program after careful consideration and investigation of the benefits and risks involved. Volunteer agrees to indemnify and hold harmless Agency and JVC and each of its respective agents, employees, officers and directors from and against any and all claims, suits, demands, liabilities, obligations, damages, costs, expenses, fines, taxes, penalties, (including reasonable attorney’s fees) and causes of action (collectively, the “Claims”) of every kind and character related to or arising out of Volunteer’s participation in the JVC Program, other than Claims against the Agency with respect to accidents or injuries incurred as a direct result of Volunteer’s Agency service, or those related to Agency and/or JVC’s gross negligence or willful misconduct. This section shall survive the termination of this Agreement.
- 5.2. **Harassment and Discrimination Policy** – Volunteer warrants that Volunteer understands that it is Agency and JVC policy to treat all employees, volunteers and interns with dignity and respect and to provide a work environment free from harassment and illegal discrimination based on race, color, national origin, religion, age, disability, sex (including pregnancy), sexual orientation, gender identity, veteran status, marital status, genetic information or any other factor protected by federal, state or local law; and it is also Agency and JVC policy that no individual should be subjected to harassment or discrimination by another employee, manager, client or visitor; and Agency and JVC take steps to make its employees, volunteers and interns aware of what harassment, both sexual and non-sexual, and discrimination are and what steps to take if harassment or discrimination occurs; and that Agency and JVC will take immediate steps to address complaints of discrimination or harassment based on any characteristic protected by law.

### 6. JVC responsibilities

- 6.1. **Placement oversight and evaluation** - The JVC Program Coordinator or In-City Coordinator will maintain regular contact with the Agency Administrator and Supervisor as needed throughout the program year.
  - 6.1.1. **Site visits** - The JVC Program Coordinator or In-City Coordinator will meet with the Agency Administrator, the Placement Supervisor, and the Volunteer during site visits to each Agency partner in the fall (October/November) and possibly in the spring.
  - 6.1.2. **Annual evaluation** - JVC staff will review all Placements annually in relation to JVC’s goals. JVC staff may also ask the Agency to evaluate the Volunteer’s performance regularly and formally through a mid-year performance evaluation to ensure that the Volunteer receives adequate feedback on fulfillment of their service obligations.
- 6.2. **Volunteer Community development** - In the interest of engaging young people in vital service and fostering their growth as leaders, JVC moderates the development of each Community and is attentive to Volunteer’s mental, emotional, physical, and spiritual health and behavioral issues of the Volunteers in the home and Community environments. The JVC Program Coordinator or In-City Coordinator may meet individually and collectively with the Volunteers during Community area visits and/or virtual

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meetings at least twice during the Program Year, and upon request as necessary, to offer support and facilitate the process of reflection and growth on the basis of the four values of JVC.

6.3. **Local formation program** - JVC organizes a Local Formation Team of former Volunteers, local religious, or others to support the Volunteers and the Volunteer Community throughout the program year. Members of the Local Formation team support the staff of JVC and uphold the policies and procedures of JVC; however, they should not be involved with issues or concerns regarding the Volunteer's Placement.

6.4. **Formation program** - JVC will plan and facilitate retreats (Appendix A) to help the Volunteers reflect upon their experiences and integrate the four values into their daily lives.

### 6.5. Financial Obligations

6.5.1. **Agency invoicing** – JVC will invoice the Agency quarterly for collection of annual fees and at other times as needed for collection of other fees related to the placement.

6.5.2. **Volunteer and Community support** – JVC will provide financial support to the Volunteer and Community as follows:

6.5.2.1. **Volunteer stipend** – JVC will provide the Volunteer \$100 per month as a personal stipend.

6.5.2.2. **Housing, food and other living expenses** – JVC will arrange and pay for housing, including rent and utilities. JVC will make arrangements to provide a monthly food budget of at least \$90 for each Volunteer in the Community and for other expenses as necessary, including covered travel, to be managed by one or two members of the Community.

6.5.2.3. **Retreat transportation** – JVC will coordinate travel to and from the Volunteer's city to all JVC-sponsored workshops and retreats after initial arrival at Orientation. JVC staff will instruct the Volunteers to travel in the most cost-effective methods based on proximity to the retreat center. Travel will either be purchased beforehand by JVC staff or the Volunteers will be asked to pay for such travel and submit reimbursement requests to JVC if necessary depending on the type of travel.

6.5.2.4. **Relocation reimbursement** – JVC will reimburse up to \$350 of expenses upon successful completion of the JVC Program and the Agreement through the termination date or upon early departure in certain circumstances as described elsewhere in the Agreement. This money can only be used to cover costs associated with travel to the volunteer's next permanent location including checked baggage fees. Such reimbursement may be subject to compliance with requested timelines and procedures as outlined by JVC in its sole discretion.

6.5.2.5. **Health insurance coverage and medical expenses** – If Volunteer cannot obtain health insurance coverage otherwise, JVC will provide Volunteer the opportunity to enroll in a JVC-sponsored health insurance plan as outlined in separate enrollment documents. Volunteers enrolled in the JVC plan will receive reimbursement for associated expenditures for medical costs (e.g., copayments) up to a limit as specified in the enrollment documents.

## 7. JVC representations and warranties

7.1. **Harassment and Discrimination Policy** – JVC warrants that it is JVC policy to treat all employees, volunteers and interns with dignity and respect and to provide a work environment free from harassment and illegal discrimination based on race, color, national origin, religion, age, disability, sex (including pregnancy), sexual orientation, gender identity, veteran status, marital status, genetic information or any other factor protected by federal, state or local law; and it is also JVC policy that no individual should be subjected to harassment or discrimination by another employee, manager, client or visitor; and JVC takes steps to make its employees, volunteers and interns aware of what harassment,

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both sexual and non-sexual, and discrimination are and what steps to take if harassment or discrimination occurs; and that JVC will take immediate steps to address complaints of discrimination or harassment based on any characteristic protected by law.

**7.2. Indemnification** - JVC agrees to indemnify, defend and hold harmless Volunteer and Agency and each of its respective agents, employees, officers and directors from and against any and all claims, suits, demands, liabilities, obligations, damages, costs, expenses, fines, taxes, penalties, (including reasonable attorney's fees or upon the option of Volunteer or Agency, the Agency shall provide a defense to Volunteer or JVC) and causes of action (collectively, the "Claims") of every kind and character related to or arising out of (A) JVC, (B) its operations, (C) Volunteer's and Agency's participation in the JVC Program, (D) JVC's performance of its obligations under this Agreement, including without limitation, any injuries caused by vehicles operated by JVC or any persons associated with its operations, or (E) any alleged or actual negligent or willful acts or omissions of JVC, its employees, officers, directors, agents, volunteers, persons associated with JVC operations, guests or third persons, other than Claims against the Agency with respect to accidents or injuries incurred as a direct result of Volunteer's Agency service, or those related to Agency and/or Volunteer's gross negligence or willful misconduct. JVC agrees to provide Volunteer and Agency with prompt notice of any Claim, and if Volunteer and/or Agency elects not to have JVC provide a defense to Volunteer and/or Agency, to tender control of the defense of the Claim to Volunteer and/or Agency, subject to applicable provisions of insurance coverage, and to cooperate with Volunteer and/or Agency in investigation, settlement or defense of the Claim. This section shall survive the termination of this Agreement.

**7.3. No guarantees or promises** – Agency and Volunteer expressly understand and agree that JVC has not made any guarantees or promises with respect to the suitability of any Volunteer for any Placement, or vice versa, or any outcome of Volunteer's and Agency's participation in the JVC Program other than the obligations expressly contained in the Agreement.

**7.4. THE LIMITED WARRANTIES SET FORTH ABOVE ARE EXCLUSIVE AND ARE IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS, EXPRESSED OR IMPLIED, STATUTORY OR OTHERWISE WITH RESPECT TO JVC'S ACTIONS UNDER THIS AGREEMENT, OR AS TO THE RESULTS WHICH MAY BE OBTAINED THEREFROM, AND AS TO ALL IMPLIED WARRANTIES AND CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL JVC BE LIABLE FOR ANY INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES FOR FINANCIAL LOSS ARISING OUT OF OR RELATED TO THIS AGREEMENT, THE PERFORMANCE OR BREACH THEREOF, THE SERVICES PROVIDED OR FAILED TO BE PROVIDED.**

**8. Confidentiality** - During the Term, each Partner shall:

8.1. Not use for its own benefit or knowingly disclose to or use for the benefit of any other person, any Confidential Information (as hereinafter defined) without the other Partner's prior written consent;

8.2. Use at least the same degree of care and precautions to protect the other Partner's Confidential Information from disclosure that it employs with respect to its own confidential information; and

8.3. Disclose Confidential Information only to those of its employees or contractors who require access to perform its obligations under this Agreement.

8.4. For purposes hereof, "Confidential Information" shall mean all non-public information provided by one Partner to the other, which is either identified as confidential at the time of disclosure or disclosed under circumstances that would cause a reasonable person to conclude that the information is confidential. All personal information provided by Volunteer shall be deemed Confidential Information.

8.5. This Section shall not apply to any information which (i) is or becomes publicly available through no fault of the receiving Partner; (ii) is already in the receiving Partner's possession without restriction on disclosure when disclosed by the disclosing party; (iii) is independently developed by the receiving

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Partner without use of Confidential Information; or (iv) is rightfully obtained from third parties without restriction on disclosure.

9. **Notices** - All notices required or permitted under this Agreement shall be in writing and shall be delivered to the address set forth on the signature pages attached hereto. Such address may be changed from time to time by either party by providing written notice to the other in the manner set forth above. All notices and other communications hereunder shall be in writing, except as herein specifically provided, and shall be deemed to have been given when either received in person or mailed by first class mail postage prepaid, to the intended recipient hereof at its address shown above or to such other address as such intended recipient may specify in a notice pursuant to this sentence.
10. **General** – This Agreement is subject to the following provisions.
  - 10.1. In all actions taken under this Agreement, the Partners shall at all times comply with all provisions of all Federal and other applicable laws and regulations.
  - 10.2. If any term or provision of this Agreement should be declared invalid by a court of competent jurisdiction, the remaining terms and provisions of this Agreement shall be unimpaired.
  - 10.3. No modification, waiver or amendment of any term or condition of this Agreement shall be effective unless in writing and signed by all of the parties hereto.
  - 10.4. This Agreement may not be assigned or otherwise disposed of by any party in whole or part without the prior written consent of the other parties, except in connection with the sale of all or substantially all of the assets of such party or a change of control of such party. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.
  - 10.5. This Agreement, together with all exhibits attached hereto, constitutes the entire Agreement between the parties with respect to the subject matter hereof and supersedes in all respects all prior proposals, negotiations, conversations, discussions, and agreements between the parties concerning such subject matter.
  - 10.6. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Maryland (but not the conflicts of laws provisions). The headings of this Agreement are solely for convenience of reference and shall not be given any effect in the construction or interpretation of this Agreement. Any litigation arising out of or relating to this Agreement shall be exclusively brought in the federal or state courts of the State of Maryland, to whose jurisdiction the parties hereto irrevocably submit.
  - 10.7. This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original of this Agreement and all of which, when taken together, will be deemed to constitute one and the same agreement. Delivery of an executed counterpart of a signature page to this Agreement by facsimile or other telecommunications mechanism will be effective as delivery of a manually executed counterpart of this Agreement. For purposes of this Agreement, a document (or signature page thereto) signed and transmitted in a .pdf file format is to be treated as an original document. The signature of either party thereon, for purposes hereof, is to be considered as an original signature, and the document transmitted is to be considered to have the same binding effect as an original signature of an original document.

Appendix B

IN WITNESS WHEREOF, the Partner's have the authority to, and have executed this Agreement, as of the date set forth below.

**[AGENCY]**

\_\_\_\_\_

By:  
(Print name and title)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip \_\_\_\_\_

**[VOLUNTEER]**

\_\_\_\_\_

**Jesuit Volunteer Corps**



By: Sanford M. Goodman, Director – Finance and Administration

801 St. Paul St.  
Baltimore, MD 21202  
410-244-1733

**2019-2020 Jesuit Volunteer Corps Program Year Calendar**

(specific dates to be communicated at least 6 weeks in advance of each event)

<b>Event</b>	<b>Date</b>	<b>Location</b>	<b>Duration</b>	<b>Time off work</b>
Orientation	August 1-5, 2019	TBD	5 days	
Local Orientation	August 6-11, 2019	City		
<b>First day at Placement</b>	<b>August 12, 2019</b>	<b>City</b>		
Fall Day of Reflection (FDoR)	September or October 2019	City	One day	One day
Extra retreat for Additional Year (AY) volunteers ONLY	November 2019	DC	Three days	Two days
Reorientation (ReO)	End of January 2020	Three regional locations	Five days, including weekend	Three days
Silent retreat (SR)	April or May 2020	Various local retreat centers	Four days	Two days
Disorientation (DisO)	July 2020	Three regional locations	Four days, including weekend	Two days
<b>Last day at Placement</b>	<b>July 31, 2020</b>	<b>City</b>		



## Vehicle Policy Overview

The Jesuit Volunteer Corps expects its volunteers to live simply and accompany the communities in which they live and work. Consistent with this expectation, the majority of Jesuit Volunteers do not maintain consistent access to vehicles during their term of service: rather, they utilize public transportation and other means of transport regularly accessible to their neighbors.

Some volunteers, however, are provided use of a vehicle by their agency, are required by their agency to bring a personal vehicle, or (with prior approval from JVC) elect to bring their own vehicle for personal use. In addition, some communities have access to JVC-owned vehicles.

All volunteers with access to personal, agency-provided, or JVC-owned vehicles must adhere to the policies set forth in this document and all relevant forms and agreements. All questions may be directed to Jenny Jones, Director of Finance and Administration, at [jjones@jesuitvolunteers.org](mailto:jjones@jesuitvolunteers.org).

### 1. **Vehicles owned by agencies**

In coordination with JVC, each agency has developed policies and expectations for use, reimbursement, and maintenance related to agency-owned vehicles provided for JV use. Volunteers will receive and agree to these terms of use prior to receiving access to the vehicle.

### 2. **Vehicles owned by volunteers and required by agencies**

JVC's admissions team has accepted a handful of placements that require volunteers to bring their personal vehicles for use at their service sites. Volunteers placed at these agencies have agreed to bring their vehicle for the performance of placement functions. *At no point during the term of service should an agency require a volunteer -- who was not previously notified during the admissions process -- to bring a personal vehicle.*

JVC does not require, expect, or encourage volunteers to use their personal vehicles for use outside of the performance of their placement functions. Volunteers should only utilize their personal vehicles for the benefit of their JVC community when and where they freely elect to do so and in conformity with JVC policy on personal use of volunteer vehicles.

### 3. **Vehicles owned by JVC**

JVC owns vehicles in a handful of cities in which they have been donated for volunteer use. All volunteers (1) living in the community with an assigned car and (2) with current driver's licenses may use the JVC vehicle, unless otherwise notified by JVC.

Volunteers in these cities, however, are not entitled to use of a JVC-owned vehicle: should the vehicle cease to operate or JVC elects to remove the vehicle from the community, JVC is not responsible for replacing the vehicle or providing access to an alternative.

4. **Vehicles owned by volunteers, NOT required by JVC or agency placement**

JVC discourages volunteers from bringing personal vehicles to their communities when not required by their agency placement. Regardless, volunteers who choose to bring a personal vehicle must notify JVC and request and sign a Personal Vehicle Agreement prior to Orientation.

Volunteers who bring unrequired personal vehicles will be wholly responsible for all costs associated with the vehicle, including insurance, registration fees, vehicle payments, gas, maintenance, parking, and repairs. JVC will not reimburse the volunteer or community for expenses associated with this vehicle outside of exceptional circumstances or unless used on JVC's behalf with advance approval.

## Agency-Owned Vehicle Agreement

All agencies that provide vehicles for volunteer use must submit this form, as well as any internal policies regarding vehicle use, to JVC and the placed Jesuit Volunteer. The agency, JVC, and the Jesuit Volunteer must agree to the terms outlined on this form prior to the volunteer operating the vehicle.

### Operation and Maintenance of vehicle

- Agency is responsible for all costs associated with the use of the vehicle for Agency purposes. These costs include insurance, repairs & maintenance, fuel etc.

### Approved Drivers

- ☐ Only the JV at the placement may operate
- ☐ All JVs at the house may operate
- ☐ Other (please specify):

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### Non-agency use of the vehicle (check all that apply)

- ☐ The vehicle may be driven to and from work
- ☐ The vehicle may be driven for the volunteer's personal use around town
- ☐ The vehicle may be driven for travel to JVC retreats
- ☐ The vehicle may be driven for the volunteers' personal out-of-town travel
- ☐ For commuting: JV must keep a mileage log and reimburse Agency at rate of \$0.14 per mile
- ☐ For retreat and personal travel: JV must keep a mileage log and reimburse Agency at rate of \$0.14 per mile
- ☐ Other (please specify):

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### Tickets/Fines

- JV agrees to operate the vehicle in accordance with all traffic laws and regulations and will be responsible for paying any fines incurred for moving and parking violations.
- Agency will reimburse JV for all parking fees incurred during the use of the vehicle for Agency business.

### Other Items

- Please note any agency specific items:

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Agency Lead Name and Signature

Date

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JV Name and Signature

Date

## Volunteer-Owned Vehicle Required by Agency Agreement

JVC's admissions team has accepted a handful of placements that require volunteers to bring their personal vehicles for use at their service sites. Volunteers placed at these agencies have agreed to bring their vehicle for the performance of placement functions. *At no point during the term of service should an agency require a volunteer -- who was not previously notified during the admissions process -- to bring a personal vehicle.*

JVC does not require, expect, or encourage volunteers to use their personal vehicles for use outside of the performance of their placement functions. The requiring agency will only reimburse the volunteer for costs associated with use of the vehicle in performance of their volunteer service and commuting to and from such service unless otherwise stipulated below.

If the volunteer is no longer able to use the vehicle during their term of service, their ability to complete assigned responsibilities may be impacted. If this happens, the agency will work with the volunteer and JVC staff to evaluate alternatives, including the possibility of a new job description. The lack of access to a vehicle is not an acceptable reason for termination.

JVC assumes no financial responsibility for the volunteer's vehicle. The agency and the volunteer must discuss the following areas and come to an agreement prior to the vehicle being used to conduct agency business. As the driver of the vehicle, the volunteer is ultimately responsible for ensuring that the vehicle has legal insurance and registration

### Relocation of vehicle to city of service

- Agency is responsible for the costs associated with the relocation of the vehicle to city of service

### Insurance (check one)

- ☐ The volunteer will pay for insurance
- ☐ The agency will pay for insurance
- ☐ The agency will pay a stipend of \$\_\_\_\_\_ each month / quarter / year (circle one) toward insurance costs. The volunteer will be responsible for any remainder.
- ☐ Other (please specify):

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### Gas

- The agency must cover the cost of gas for agency-specific work by refilling the gas tank and/or reimburse the JV for work related gas mileage
- Describe the system the JV will use to keep track of work-related gas mileage and/or tank refuel:

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### Damage (check one)

- ☐ The volunteer will be responsible for all unexpected damage to vehicle (due to theft, accident, vandalism, whether on or off the job, that is not covered by insurance)

## Appendix C

- ☐ The agency will be responsible for all unexpected damage to vehicle (due to theft, accident, vandalism, whether on or off the job, that is not covered by insurance)
- ☐ The agency will maintain a contingency fund of \$\_\_\_\_\_ to go toward any unexpected vehicle repairs that should arise
- ☐ Other (please specify):

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### Repairs/maintenance

- ☐ The volunteer will be responsible for all repairs to the vehicle due to age or wear
- ☐ The agency will be responsible for all repairs to the vehicle due to age or wear
- ☐ The agency will maintain a contingency fund of \$\_\_\_\_\_ to go toward any repairs to the vehicle due to age or wear
- ☐ Other (please specify):

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### Tickets/Fines

- JV agrees to operate the vehicle in accordance with all traffic laws and regulations and will be responsible for paying any fines incurred for moving and parking violations.
- Agency will reimburse JV for all parking fees incurred during the use of the vehicle for Agency business.

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Agency Lead Name and Signature

Date

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JV Name and Signature

Date

## JVC-Owned Vehicle Agreement

JVC owns vehicles in a handful of cities in which they have been donated for volunteer use. JV communities in these cities will be granted access to these cars for use related to the Jesuit Volunteer lifestyle and experience, so long as they are willing to meet the terms outlined in this agreement.

Volunteers in these cities, however, are not entitled to use of a JVC-owned vehicle: should the vehicle cease to operate or JVC elects to remove the vehicle from the community, JVC is not responsible for replacing the vehicle or providing access to an alternative.

### Operation and Maintenance of vehicle

- JVC is responsible for all costs associated with the operation and maintenance (other than fuel) of the vehicle, including insurance, check-ups, and repairs due to age or wear.
- The JV community is responsible for scheduling and completing ongoing maintenance of the vehicle, as well as repairs where necessary.

### Approved Drivers

- All Jesuit Volunteers with current driver's licenses residing in the relevant JVC community house have equal access to the vehicle, unless otherwise determined by JVC.
- JVC may at any time deny use of the vehicle to individual members of the community or the entire community for any reason.

### Gas/Mileage

- The JV community must cover the cost of fuel associated with personal use of the vehicle.
- If a JV elects to use the vehicle for their commute, they must arrange mileage reimbursement directly with their agency placement. Agencies are not required to reimburse for commuting costs associated with this vehicle: should the agency choose to provide for another form of commuting (e.g. bus pass), the JV will be responsible for all costs associated with using the vehicle to commute.

### Tickets/Fines

- The JV community agrees to operate the vehicle in accordance with all traffic laws and regulations and will be responsible for paying any fines incurred for moving and parking violations.

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JV #1 Name and Signature

Date

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JV #1 Driver's License Number, State, Expiration Date

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JV #2 Name and Signature

Date

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JV #2 Driver's License Number, State, Expiration Date

## Appendix C

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JV #3 Name and Signature	Date
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JV #3 Driver's License Number, State, Expiration Date

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JV #4 Name and Signature	Date
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JV #4 Driver's License Number, State, Expiration Date

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JV #5 Name and Signature	Date
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JV #5 Driver's License Number, State, Expiration Date

## Elective Personal Vehicle Agreement

I am choosing to bring, retain, and assume all responsibility for my personal vehicle during my term of service with Jesuit Volunteer Corps (JVC).

In doing so, I acknowledge:

- Neither JVC nor my agency have requested or required that I bring a vehicle to my term of service.
- JVC discourages volunteers from bringing and retaining personal vehicles unless requested or required in advance by the placement agency.
- I am choosing to maintain a vehicle with associated costs that may exceed my monthly stipend.

Further, I agree that:

- I am responsible for all expenses related to my personal vehicle, including (but not limited to) insurance, parking, fees and registration, maintenance, gas, and any unanticipated costs.
- I will not request financial support from JVC or my agency for assistance with expenses related to my personal vehicle.

I understand that:

- The organization will not expect or require me to use my personal vehicle for organizational or community purposes.
- If I freely choose to use my personal vehicle with my community or for a JVC-related reason, JVC will not assume responsibility or liability for my vehicle or associated costs during that use.

**I commit to arriving in my city of service by the start of Local Orientation and understand that:**

- All personal vehicle arrangements must be managed to allow me to reach my city of service within 12 hours of departure from Orientation, unless approved in writing in advance.
- JVC is not responsible for any costs associated with traveling via personal vehicle from Orientation to my city of service.

I agree to the policies and expectations outlined above. I understand I am fully responsible for my personal vehicle and all related costs and considerations.

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Signature

Date

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Print Name

### East Retreat Calendar

*Baltimore, Boston, Camden, Newark, New York, Philadelphia, Scranton, Syracuse, Washington DC*

August 1-6, 2019	Orientation
	Saint Joseph's University, Philadelphia, PA
August 7-11, 2019	Local Orientations
September-November 2019	Fall Days of Reflection
November 22-24, 2019	Additional Year Volunteer Retreat
	Camp St. Francis, Aptos, CA
January 23-27, 2020	ReOrientation
	Stony Point Center, Stony Point, NY
	Silent Ignatian Retreats
May 1-4	Campion Renewal Center, Weston, MA <i>Boston, Newark, New York City, Portland, Syracuse</i>
April 30-May 3	St. Raphaela Center, Philadelphia, PA <i>Camden, Philadelphia, Raleigh, Scranton</i>
July 6-9, 2020	DisOrientation
	Stony Point Center, Stony Point, NY

### North Central Retreat Calendar

*Chicago, Cleveland, Detroit, Kansas City, Milwaukee, Twin Cities*

August 1-6, 2019	Orientation
	Saint Joseph's University, Philadelphia, PA
August 7-11, 2019	Local Orientations
September-November 2019	Fall Days of Reflection
November 22-24, 2019	Additional Year Volunteer Retreat
	Camp St. Francis, Aptos, CA
January 16-20, 2020	ReOrientation
	Brandon Springs Center, Dover, TN
May 7-10, 2020	Silent Ignatian Retreat
	Siena Center, Racine, WI <i>Chicago, Cleveland, Detroit, Kansas City, Milwaukee, Twin Cities</i>
July 17-20, 2020 (tentative)	DisOrientation
	Camp Menno Haven, Tiskilwa, IL

### South Central Retreat Calendar

*Cities: Atlanta, Austin, Houston, Nashville, New Orleans, San Antonio*

August 1-6, 2019	Orientation
	Saint Joseph's University, Philadelphia, PA
August 7-11, 2019	Local Orientations
September-November 2019	Fall Days of Reflection
November 22-24, 2019	Additional Year Volunteer Retreat
	Camp St. Francis, Aptos, CA
January 16-20, 2020	ReOrientation
	Brandon Springs Center, Dover, TN
	Silent Ignatian Retreats
March 26-30, 2020	Jesuit Spirituality Center, Grand Coteau, LA <i>Austin, Houston, New Orleans, San Antonio</i>
April 2-5, 2020	Ignatius House Jesuit Retreat Center, Atlanta, GA <i>Atlanta and Nashville (also: Baltimore, Washington DC)</i>
July 17-20, 2020 (tentative)	DisOrientation
	Camp Menno Haven, Tiskilwa, IL

### West Retreat Calendar

*Cities: Albuquerque, Berkeley/Oakland, Los Angeles, Phoenix, Sacramento, San Diego, San Francisco, San Jose/Santa Clara, Tucson*

August 1-6, 2019	Orientation
	Saint Joseph's University, Philadelphia, PA
August 7-11, 2019	Local Orientations
October-November 2019	Fall Days of Reflection
November 22-24, 2019	Additional Year Volunteer Retreat
	Camp St. Francis, Aptos, CA
January 23-27, 2020	ReOrientation
	Camp St. Francis, Aptos, CA
	Silent Ignatian Retreats
April 16-19, 2020	Jesuit Retreat Center, Applegate, CA <i>Berkeley, Sacramento, San Francisco, Santa Clara</i>
May 3-6, 2020	Redemptorist Renewal Center, Tucson, AZ <i>Los Angeles, San Diego, Phoenix, Tucson, Albuquerque</i>
July 19-21, 2020	DisOrientation
	St. Anthony Retreat Center, Three Rivers, CA



## Incident Report

We require an incident report anytime there is an incident that compromises, or could have compromised, you or your community's safety. After completing the incident report, please email to your coordinator.

Name of person completing report:

Community & city:

Date of incident:

Date of report:

Type of incident:

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Assault    | <input type="checkbox"/> Burglary  |
| <input type="checkbox"/> Robbery    | <input type="checkbox"/> Vandalism |
| <input type="checkbox"/> Theft      | <input type="checkbox"/> Accident  |
| <input type="checkbox"/> Harassment | <input type="checkbox"/> Other:    |

Location and time (hours) of incident:

JV(s) involved:

Please describe the incident:

Who was present at the time of the incident?

If there was an assailant, what relationship, if any, does this person have with the JV(s)?

Who has been informed of this incident?

What follow-up has occurred thus far in response to this incident?