



VOLUNTEER HANDBOOK



ABOUT THIS VOLUNTEER HANDBOOK

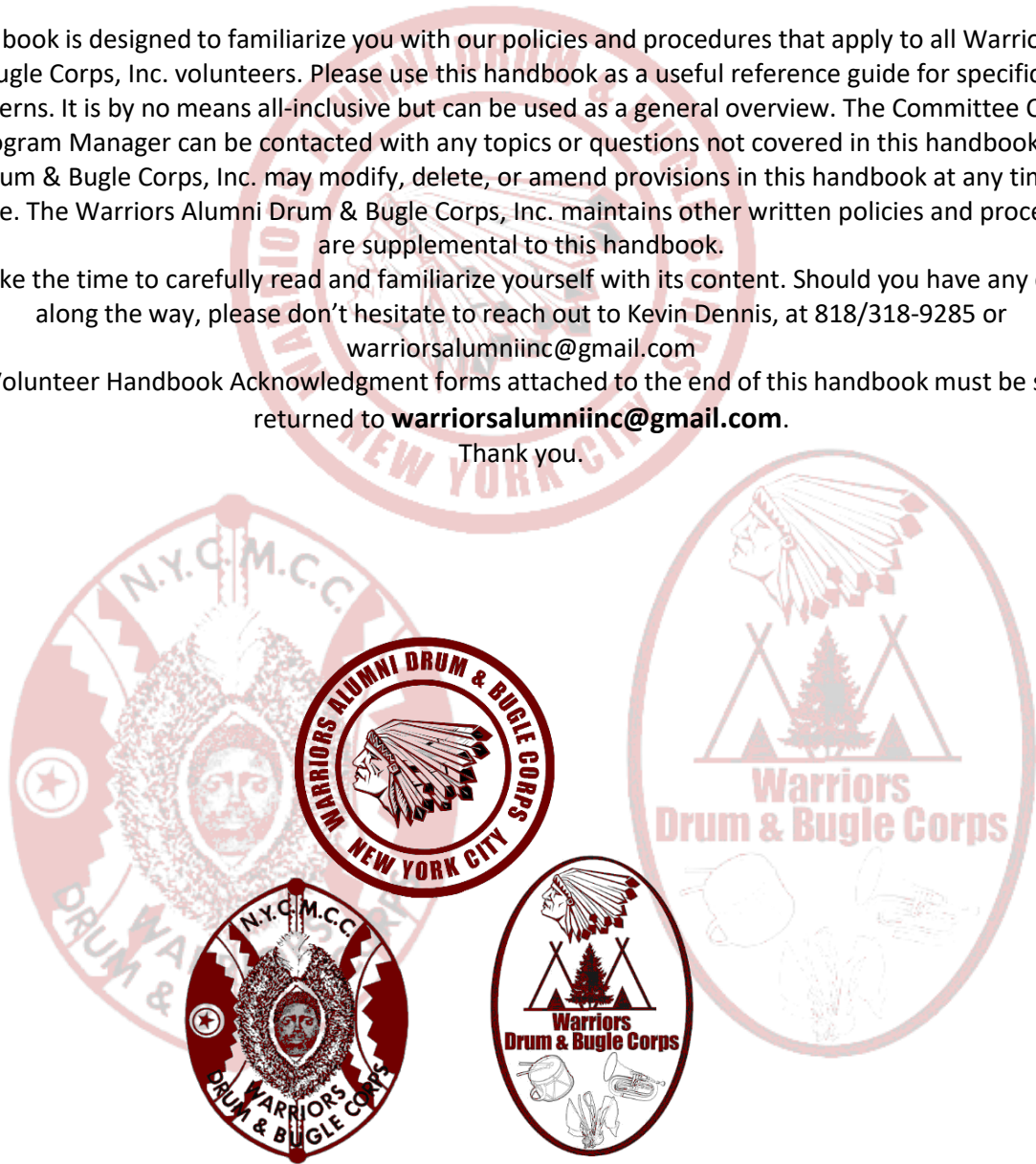
Thank you for your interest in The Warriors Alumni Drum & Bugle Corps Inc. and for Volunteering!

This handbook is designed to familiarize you with our policies and procedures that apply to all Warriors Alumni Drum & Bugle Corps, Inc. volunteers. Please use this handbook as a useful reference guide for specific situations and concerns. It is by no means all-inclusive but can be used as a general overview. The Committee Chairman/Event/Program Manager can be contacted with any topics or questions not covered in this handbook. Warriors Alumni Drum & Bugle Corps, Inc. may modify, delete, or amend provisions in this handbook at any time without prior notice. The Warriors Alumni Drum & Bugle Corps, Inc. maintains other written policies and procedures that are supplemental to this handbook.

Please take the time to carefully read and familiarize yourself with its content. Should you have any questions along the way, please don't hesitate to reach out to Kevin Dennis, at 818/318-9285 or warriorsalumniinc@gmail.com

The two Volunteer Handbook Acknowledgment forms attached to the end of this handbook must be signed and returned to warriorsalumniinc@gmail.com.

Thank you.



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Dear Volunteer,

Welcome to The Warriors Alumni Drum & Bugle Corps, Inc. and thank you for your interest in volunteering!

The Warriors Alumni Drum & Bugle Corps, Inc. volunteers are at the heart of what we do. When you volunteer your time – an hour, a day, or once a week – you are contributing to the bigger goal: to activate the power of music to improve our community! 2024 celebrates the 10th year of The Warriors Alumni delivering critical music enrichment programming to youths, especially to those less likely to receive it. It also marks since our establishment 87 years ago of offering high quality, performing marching performance art helping to strengthen New York City's creative Drum & Bugle Corps environment.

Volunteers perform an essential function for our organization and allow us to serve even more of our neighbors. This handbook was designed to give you background on Warriors Alumni Drum & Bugle Corps, Inc., as well as to provide a broad overview of the many ways you can get involved. We hope you will find this handbook helpful in answering any questions you may have about volunteer opportunities with The Warriors Alumni Drum & Bugle Corps, Inc.

We thank you for sharing your passion, expertise, and especially your time to help make Warriors Alumni Drum & Bugle Corps, Inc. the best it can be. Without volunteers like you, our work to advance the common good in the community would not be possible. We strive to make your volunteer time meaningful and enjoyable, and that as a volunteer you gain knowledge of and experience in what it means "to activate the power of music."

Thank you.

Sincerely,

Kevin Dennis, Chairman Board of Directors
Warriors Alumni Drum & Bugle Corps, Inc.

WELCOME TO THE WARRIORS DRUM & BUGLE CORPS

MISSION AND VISION

The Warriors Alumni Drum and Bugle Corps, Inc is a 501(c)(3) not-for-profit corporation.

Mission:

We, the members of the Warriors Alumni Drum & Bugle Corp, Inc. are committed to establish a marching music educational opportunity, administered by alumni, to provide an inter-generational, developmental experience for youths, young adults and adults in the Marching and Performing Arts of America experience known as Drum & Bugle Corps. It is our commitment to provide a range of developmental training, from introductory to advanced instruction on various musical instruments, as well as training in the expressive physical and visual arts within the context of military precision.

We will design and construct innovative original platforms regarding entertainment, as well as develop other performance-based opportunities for the expression of the talent of our collective ensemble and individual membership.

We will foster collaborative efforts with businesses and community organizations and build relationships with in-kind industry partners. It is our philosophy that a structured, positive and fertile inter-generational, artistic environment serves as a catalyst for the development of positive, high achieving, productive adults and citizens in our society.

Vision:

We envision a community where music connects, enriches, and inspires all Citizens.

Four Strategic Priorities:

Support local communities and our music environment

Advocate for the positive outcomes of music

Provide **accessible and inclusive** events and experiences

Create **connection and learning** through music

History:

The Minisink Warriors, formed in 1937, was a marching band based in Harlem, New York. The unusual name Minisink came from a rural area in the Shawangunk Mountains that had been donated as a camp area for the corps. Also known as the CMCC Warriors (for City Mission Cadet Corps), they were sponsored by Charles Young American Legion Post 398, Haryou-Act, Inc., and the New York City Mission Society.

The Drum and Bugle Corps' colors are Maroon and White.

Awards include:

- 1958-63 Riis Park Standstill Champions
- 1964-65 Empire State Champions
- 1968 - 1973 Greater New York Circuit Champions
- 1968 - 1973 Northeastern Circuit Champions
- 1968 - 1973 World Open Finalists
- 1969 International Pow Wow Champions

The organization became headquartered in The Bronx in 1974. A portion of the Corps did assemble and practice in a Bronx, NY church in 1937 but two Harlem locations were also used at that time as well, there were three separate divisions. In 1957 the three divisions were brought together at 531 W 155th Street in Harlem where they stayed until moving to The Bronx.

The Corps was started as a part of the Boys Division of the Harlem branch (Minisink) of the NYC Mission Society. The Corps remained active through the 80's.

In June 2014 the Warriors Alumni Drum & Bugle Corps. NYC was formed back in Harlem, New York. The Warriors All Age Mini Drum & Bugle Corps was established shortly thereafter. We are now Incorporated and an IRS Tax Exempt 501(c)(3) approved organization.

WARRIORS DRUM & BUGLE CORPS. PROGRAMS & OPPORTUNITIES

- * Warriors Drum & Bugle Corps**
Ages: 14 thru Unlimited
- * Braves Youth Development Program**
Ages: 9 thru 22
- * Skills & Creative Workshops**
Ages: Unlimited
- * Rehabilitative Services Program**
Ages: Unlimited
- * The Solution Fitness Program** **Ages: Unlimited**

Warriors Alumni Drum & Bugle Corps, Inc. is a non-profit organization creating music experiences, helping to connect Quad Citizens and building a stronger community where all can thrive. Warriors Alumni Drum & Bugle Corps, Inc. is committed to providing inclusive, results-oriented music education programming and community initiatives that have an impact on the individual and for the larger community. Brief descriptions and the opportunities for the current Warriors Alumni Drum & Bugle Corps, Inc. Education Programming and Community Initiatives include:

WARRIORS PERFORMANCE COMPETITION SERIES

- **Info Table/Concessions/Driver/Equipment Crew**

JAMES A. LATHEN SR. BATTLE IN THE BOROUGHES

The captivating sounds of the Sixth Annual James A. Lathen Sr. Battle in The Boroughs is going live and in person attendees this year. This Championship and Open I&E Competition will feature a variety of performances by All Age Mini, Alumni & Sr. Drum & Bugle Corps.

The Warriors Alumni Drum & Bugle Corps, Inc. New York City is the proud host of this Championship and Individual and Ensemble (I. & E.) Competition Fundraiser to support our upcoming programs for 2024-2025. The alumni are committed to establishing a marching music, educational opportunity, to provide a rich and inter-generational experience for both the youth and adults. We look to make that high-energy, musical experience come alive before diverse audiences in New York City and the tri-state area. Our collaborations with businesses, community organizations, and in-kind industry partners assist in furthering this initiative.

Warriors Alumni Drum & Bugle Corps, Inc. is committed to providing an inclusive and welcoming environment for all staff, volunteers, participants, and guests.

DRUMS IN THE VALLEY

- **Info Desk/ Concessions/Helper/ Equipment Crew**

The Warriors Alumni Drum & Bugle Corps, Inc. New York City is the proud host this Annual Juneteenth Weekend Family Friendly event "Drums In The Valley" All Age Mini Drum & Bugle Corps Showcase and Individual and Ensemble (I. & E.) Open Exhibitions a music mentorship program providing youth-led music experiences in partnership with community.

ANNUAL GALA

- **Info Desk**
- **Greeter**
- **Concessions/Server**
- **Helper/Host/ Equipment Crew**

The Gala and Awards Brunch is a Great Way Reunite and to show support of The Warriors Alumni Drum & Bugle Corps New York City annual cornerstone fund raising effort to build and support our performing arts and community outreach programs.

The Warriors Alumni Drum and Bugle Corps, Inc. New York City, Annual Gala and Awards Brunch will become our premier social fundraising events, where we honor and salute former, and present members, associates and community leaders. We expect this event to be attended by community leaders, social, corporate, community, friends and families. Our Goal is to make this event one of the most successful fundraising events for Our Drum & Bugle Corps with your attendance and support.

ANNUAL CADET COOK OUT

- **Info Desk/ Concessions/Helper/ Equipment Crew**

AFRICAN AMERICAN DAY PARADE “WALK WITH THE WARRIORS”

- **Route Coordinator /Helper/ Equipment Crew**

The African American Day Parade, Inc. (AADP) was founded in 1968 by two organizations: Afro-American Day & United Federation of Black Community Organizations. The first meeting was held at 2315 Seventh Avenue in Harlem, NY. The meeting was overseen by community leaders, Livingston Wingate and Conrad Peters. Mr. Wingate served as AADP’s first Chairman. The two men were joined by eleven other community organizers: Jacqueline Peterson, Abdel Krim, Abe Snyder, Cenie J. Williams, Ennis Francis, Joseph Steele, Piankhi Akinbaloye, Bernice Bolar, Adeyemi Oyeilumi, Lloyd Mayo, and Leonard Davi

BRAVES YOUTH & ALL-AGE DEVELOPMENT PROGRAM

- **Instructor/ Helper**

Braves Youth Development Program the WADBC is now in the process of recruiting participants in the age groupings of: Braves.

Braves I (9yrs – 14 yrs.)

Braves II (15 yrs. – 18 yrs.)

Braves III (19 yrs. – 22 yrs.)

The initial focus of the recruitment campaign will be the public and charter schools of New York City. Particular attention will be paid to those schools that do not offer a music education and developmental instrument proficiency program

SPECIAL EVENTS

- **Greeter / Information Table**
- **Solicit Sponsorships / Auction Items**
- **Audience Development**

Warriors Alumni Drum & Bugle Corps, Inc. offers three special events each year – Drums in The Valley and Battle in The Boroughs and Annual Gala – to raise financial support and awareness for our mission.

In June, join us for, "all while raising funds to support music education programming for kids. The Warriors Alumni Drum & Bugle Corps, Inc. New York City is the proud host this Annual Juneteenth Weekend Family Friendly event "Drums in The Valley" All Age Mini Drum & Bugle Corps Showcase and Individual and Ensemble (I. & E.) Open Exhibitions a music mentorship program providing youth-led music experiences in partnership with community.

Battle in the Boroughs, which takes place in each year, showcases Drum & Bugle Corps talents and community support in a spirited competition featuring acts of various age ranges and group size, competing live on stage. The event also is a fundraiser and 100% of the funds raised will directly fund Warriors Alumni Drum & Bugle Corps, Inc.'s performance and education programs, creating accessible and inclusive music experiences for youth and adults alike.

The Gala and Awards Brunch is a Great Way Reunite and to show support of The Warriors Alumni Drum & Bugle Corps New York City annual cornerstone fund raising effort to build and support our performing arts and community outreach programs. The Warriors Alumni Drum and Bugle Corps, Inc. New York City, Annual Gala and Awards Brunch will become our premier social fundraising events, where we honor and salute former, and present members, associates and community leaders. We expect this event to be attended by community leaders, social, corporate, community, friends and families. Our Goal is to make this event one of the most successful fundraising events for Our Drum & Bugle Corps with your attendance and support.

VOLUNTEER GUIDELINES

PROFESSIONAL CONDUCT

As a mission-driven, community-centric nonprofit entity that provides opportunities to people of all ages and backgrounds, Warriors Alumni Drum & Bugle Corps, Inc. takes our stewardship obligations very seriously. Volunteers should ensure that their behavior and public statements (whether made on behalf of the organization or not) reflect Warriors Alumni Drum & Bugle Corps, Inc.'s mission and values. Volunteers shall not commit any act or do anything at any time which might be reasonably considered to injure, tarnish, or otherwise negatively affect the reputation of Warriors Alumni Drum & Bugle Corps, Inc., including but not limited to actions or statements outside the scope of the agreement, consumption of illegal substances on Warriors Alumni Drum & Bugle Corps, Inc. property, mistreatment of Warriors Alumni Drum & Bugle Corps, Inc. property or equipment, or any actions or public statements contrary to Warriors Alumni Drum & Bugle Corps, Inc.'s nonprofit mission and values.

At all times, you are required to conduct yourself in a manner that is professional and appropriate to the setting. You are required to exhibit behavior that is positive and in the best interest of Warriors Alumni Drum & Bugle Corps, Inc.

As a volunteer of a community-based nonprofit, you should be aware that you are seen as a representative of the organization, even when you are not at work. Therefore, we encourage you to always conduct yourself in alignment with the values of our organization.

VOLUNTEER BENEFITS

We appreciate the commitment of time and talent made by our volunteers. All time generously provided by volunteers to our organization will be logged for individual recognition and organizational reporting purposes. Current/active Warriors Alumni Drum & Bugle Corps, Inc. volunteers are eligible to receive various branded clothing items, free admission to selected Warriors Alumni Drum & Bugle Corps, Inc. events.

SCHEDULING & ATTENDANCE

Volunteer schedules are typically created by the Volunteer Manager once the required paperwork has been completed. Volunteers should maintain open communication regarding the schedule. If unavailable to work as scheduled, it is strongly appreciated to immediately contact the office.

We understand this is a volunteer commitment and appreciate the generosity of your time and talents. We also appreciate volunteers showing up when committed and being present and ready to work at your scheduled time. Excessive unplanned absences are disruptive, place an unfair burden on others, and are challenging for the organization.

EVENT CANCELLATION

Communication will be provided in the event of an unscheduled or unanticipated event cancellation for which a volunteer was scheduled to work.

ABUSE AND BEHAVIOR GUIDELINES

ORGANIZATION POLICY

Child abuse and neglect are unlawful acts. It is against the organization's policy for any volunteer or employee, male or female, to physically, sexually, or mentally abuse or neglect any child. In accordance with this policy, Warriors Alumni Drum & Bugle Corps, Inc. will neither condone nor tolerate:

- Infliction of physically abusive behavior or bodily injury upon children.
- Physical neglect of children, including failure to provide adequate safety measures, care, and supervision in relation to organization's activities.
- Emotional maltreatment of children, including verbal abuse and/or verbal attacks.

The Warriors Alumni Drum & Bugle Corps reserves the right to dismiss or to exclude from affiliation any volunteer or employee implementing programs that is found guilty of child abuse or neglect or has been convicted of child abuse or neglect. The organization will consider any of the above-mentioned prohibitions as the basis for progressive disciplinary action that can include dismissal or termination. The organization believes that to protect the health, safety, and general well-being of participants, no person named on any state's Sex Offender Registry will be permitted to act as an employee or volunteer in any capacity for the organization.

GUIDELINES FOR STAFF/VOLUNTEER BEHAVIOR

The following rules are prevention techniques.

1. Staff/Volunteers shall avoid being alone with a client, patron, volunteer, or youth under 18 years of age. To prevent this occurrence, always have two adults present. If that is not possible, have one staff present with several youth.
2. Programs, educational activities, and youth engagement should always occur in well-lit and easily accessible areas. Intimate and secluded settings are to be avoided.
3. Generally, avoid touching youth, especially by initiating contact. Patting clients on the seat as a symbol of congratulations or encouragement, as often found in athletics, is forbidden. If a client hugs you, divert the contact so it becomes shoulder-to-shoulder rather than pelvis-to-pelvis.
4. Staff/Volunteers shall not transport youth in a private vehicle or to any location other than the program site.
5. No after hours or "special" relationships during or following the youth involvement with the organization are allowed.
6. Volunteers shall not work with children without a staff member present.

Information provided by Child Welfare Information Gateway. Available online at www.childwelfare.gov/pubs/factsheets/signs.cfm

Any volunteer working with youth will be required to pass a background check.

VOLUNTEER HANDBOOK ACKNOWLEDGEMENT

I have received a digital or printed copy of the Warrior Alumni Drum & Bugle Corps Volunteer Handbook. I understand that it is my responsibility to read, understand, and comply with all the policies, procedures, and guidelines contained in the Volunteer Handbook. These general volunteer guidelines and procedures apply to all Warriors Alumni Drum & Bugle Corps, Inc. volunteers.

- Please notify supervisor if unable to volunteer on scheduled day/time.
- Volunteers should follow the instructions of their section leader.
- Please dress appropriately for the volunteer task. If unsure, ask.
- Volunteers must follow a code of confidentiality pertaining to any information available to them as such information is private and should not be discussed outside of volunteering.
- No one under the influence or in possession of drugs and/or alcohol will be permitted to volunteer.
- Please refrain from smoking while volunteering. Depending on where a volunteer is placed, there may be smoking breaks.
- No firearms and/or weapons of any kind are permitted at any volunteer space.
- Sexual harassment will not be tolerated. Sexual harassment includes, but is not limited to, unwelcome and/or unsolicited sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any volunteer who believes he/she has been harassed should notify his/her supervisor immediately.
- Violence, harassing behavior, or offensive speech will not be tolerated.
- Please report all accidents and/or injuries to your supervisor and/or staff immediately.

I agree to indemnify and hold The Warriors Alumni Drum & Bugle Corps Inc. harmless against any and all claims, liabilities, damages and expense (including the expense of litigation and reasonable attorney fees) in whole or in part by reason of my negligence, gross negligence or willful misconduct, including but not limited to, personal injury or property damage incurred by any third parties as a result thereof.

I understand and accept these guidelines put forth by The Warriors Alumni Drum & Bugle Corps, Inc. I will use my best judgment in adhering to these guidelines and will ask Warriors Alumni Drum & Bugle Corps, Inc. staff if any questions or uncertainties arise pertaining to these guidelines.

X _____

Volunteer / Guardian

Date



Volunteer Interest Form

Thank you for your interest in The Warriors Alumni Drum & Bugle Corps, Inc. Please complete and return the form below and we will get back to you as soon as possible.

Name: _____

Name of Parent/Guardian (if under 18): _____

Address: _____

Preferred Phone: _____ Email: _____

What is your availability? (Morning, Afternoon, Evening. Weekday, Weekend)

What are your volunteer interests? How would you like to help out?

Music Explosion/ Helper _____

Special Events _____

Special Events Greeter _____

Videographer/Photographer _____

Concessions/Info Table _____

Instrument Equipment Crew _____

Admin Assistant _____

Braves Youth Music Program _____

Driver/ Drivers Assistant _____

Other _____

Describe any activity constraints? _____

Volunteer Signature: _____ **Date:** _____