



## **Special Kids Special Families**

*Promoting, strengthening, and supporting individuals  
with disabilities and their families.*

**424 W. Pikes Peak Avenue  
Colorado Springs, CO 80905**

**(719) 447-8983 • (719) 447-9482 fax  
[www.skسفcolorado.org](http://www.skسفcolorado.org) • [www.skسفfundraisers.org](http://www.skسفfundraisers.org)**

# *Volunteer Handbook*

*“Those who can, do. Those who can do more, volunteer.”  
~Author Unknown*

# TABLE OF CONTENTS

Letter of Introduction.....	3
Special Kids Special Families History.....	4
A Poem by Joey Ellegard.....	5
SKSF Programs / Where Can I Volunteer? .....	6
Volunteer Opportunities.....	7
Volunteer Benefits & Reasons to Volunteer .....	8
Frequently Asked Questions.....	9
Volunteer / Photographs & Videotaping Policy.....	10
Confidentiality / HIPPA Policy.....	11
Volunteer Application.....	12
Business/Group Volunteer List.....	13
Volunteer Form Submission Instructions	14



## Special Kids Special Families

### Executive Director

**Linda Ellegard**

424 W. Pikes Peak Ave.  
Colorado Springs, CO 80905  
Phone: 719-447-8983  
Fax: 719-447-9482

### Board of Directors

**Karen Jacobson**

**Monte Scaggs**

**Aaron Isakson**

**Regina Carson**

**Penny Frank**

### OUR MISSION

*Is to promote, strengthen and support individuals with disabilities and their families*

### Child Placement

**Adrienne Canno**

Placement Supervisor  
424 W. Pikes Peak Ave.  
Colorado Springs, CO 80905  
Phone: 719-447-8983  
Fax: 719-447-9482

### Adult Day Programs

**Kim Sommer**

Program Director  
1646 S. Murray  
Colorado Springs, CO 80916  
Phone: 719-634-4675  
FAX: 719-637-8660

### Zach's Place

**Rena Isakson**

Program Director  
741 E. Cache La Poudre  
Colorado Springs, CO 80903  
Phone: 719-329-1717  
Fax: 719-329-1005



CFC # 61679

[www.skscopycolorado.org](http://www.skscopycolorado.org)  
[www.skscopyfundraisers.org](http://www.skscopyfundraisers.org)

Office Hours: 8am-5pm M-F



## Dear Valued Volunteer,

Thank you so much for your interest in volunteering with Special Kids Special Families. Volunteers are an extremely important part of our organization.

Special Kids Special Families is a non-profit organization serving the Denver Metro Area and the Pikes Peak Region. Special Kids Special Families provides support services to foster families caring for abused and neglected youth as well as offering specialized respite care, family preservation services, day care, and an adult day program.

Volunteers are always needed at all of our programs. In fact, last year alone volunteer labor saved us close to \$40,000 dollars. We could not do our job and help the special individuals in our programs without that support.

Use your talents to help Special Kids Special Families! We have a wide variety of volunteer opportunities where you can do what you love while helping a great cause.

Please read through the attached Volunteer Handbook. Most of your questions can be answered through reviewing this handbook.

If you have any additional questions or concerns, please feel free to call our Volunteer Coordinator at 719-447-8983 or email us at [questions@skscopycolorado.org](mailto:questions@skscopycolorado.org).

## **SPECIAL KIDS SPECIAL FAMILIES HISTORY**

Zach's Place program was the catalyst for starting Special Kids Special Families. It is a respite center, found near the downtown area of Colorado Springs. It was founded by two mothers who wanted to help other families who are raising children with disabilities. As with many non-profits, there is a story behind its beginnings.

As one of the co-founders, I was a single parent with a special needs son. My son, Joey, was born with cerebral palsy and a seizure disorder. Joey's life passion was sports. He especially loved football, but also swam, played and coached field hockey, played basketball (one handed) and baseball. In 1996, at the age of 15, Joey passed away.

At the time of Joey's passing, I was the area director for a child placement agency that had special needs children referred for foster care placement. It was during that time, that the idea of respite care was discussed with a foster parent, Linda Rivera. Linda cared for special needs children through our agency. There were some children who were being placed into foster care whose parents weren't abusive or neglectful parents. These children were loved by their families, but a life circumstance created situations for these parents that the daily care of the children was creating serious problems. I remember one father, a single dad, who couldn't find any child care – his mother had an illness, but at times did take care of her granddaughter. Sometimes the child would be found out of the home and wandering. The solution offered to the parent was to place his daughter in foster care.

Another family had a teenage daughter who was nonverbal, wearing attends and she needed assistance with all of her physical care. Her mother worked, and the father had a back injury. He was unable to provide for some of his daughter's care after school. We were sitting around the conference table, and the father asked, "Why is our only option to place our daughter to get services. Why can't we get help rather than having to place our daughter? We don't want her to have to leave her home." I have not forgotten the silence – no one sitting around the table was able to provide an answer.

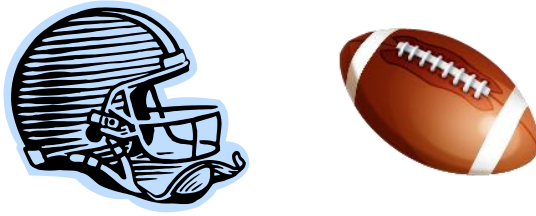
Ms. Rivera was taking care of Zachary, a beautiful child who had sustained a brain injury in an auto accident. Within a year after my son died, Zachary passed away. It was our shared grief that became the catalyst to start Zach's Place program. We were aware that respite care (defined as a break from the daily care of another person to rejuvenate) was needed in our community. We looked for a friendly looking, comfortable home like setting for Zach's Place. With the help of friends, parents, and local businesses, we were able to open our doors to the public in 1999. We named Zach's Place as a memorial to a very energetic, vivacious special needs child.

Zach's Place gives parents a choice and a helping hand in the care of their child.

Since Zach's Place, Special Kids Special Families has developed several other programs including an adult day habilitation program for adults ages 18-65 called the I-CAN program.

We also provide foster care services, with many of our youth having a disability. Our foster care and adoption program serves more than a dozen counties.

*Linda Ellegard*  
Executive Director



*A Poem by Joey Ellegard*

I am a nutty sports maniac

I wonder what the world would be like without sports.

I hear the break of the huddle,

I see the fiery eyes of the linebacker,

I want to be in the game.

I am a nutty sports maniac

I pretend I am Joe Montana, zipping a pass to the receiver.

I feel the air after the ball is released,

I touch the ground and pray to God.

I worry I will never be able to play football because of my cerebral palsy.

I cry a loud cry to be put in the game.

I am a nutty sports maniac

I understand I have a physical challenge.

I say, "Why should that stop me from doing what I please?"

I dream to be an NFL quarterback.

I hope people will look outside my disability and look at me as a person.

*I am a nutty sports maniac!!*



## Special Kids Special Families – Our Programs

### WHERE CAN I VOLUNTEER?

SKSF has three facilities in the Colorado Springs area with ongoing volunteer opportunities.

#### **Administrative Office**

**424 W. Pikes Peak Ave., Colorado Springs, CO 80905**  
*Executive Director, Human Resources, Foster Care,  
Host Homes Services*



The administrative office of Special Kids Special Families houses our Executive Director, Human Resources and Accounts Payable Manager, Office Assistant, Fundraising/Media Relations Manager, Volunteer Coordinator, Child Placement Supervisor, Host Home Coordinator, and several Child Placement Agents. Volunteer opportunities include clerical and cleaning projects around the administrative offices to ensure it runs smoothly. If you have filing, computer, and other office skills this would be a great fit for your volunteer interests.

---

#### **Zach's Place**

**741 Cache La Poudre, Colorado Springs, CO 80903**  
*Respite for Children with Special Needs*

Zach's place was established to provide families in the Colorado Springs and surrounding areas a place for respite care for their children with disabilities ages 5 to 21. It is designed for children with developmental disabilities and those with special needs but it is open to others as well. We offer structured and free play and also teach life skills and socialization skills. We provide respite (temporary time apart for parent/caregiver and child) in a home-like environment and also have children daily after school and on school breaks. We aim to provide very flexible scheduling and individualized support so as to serve as many families as we can, with most families currently using our services after school and any time on weekends.

---

#### **I-CAN & Joey's Place**

**1646 S. Murray Blvd., Colorado Springs, CO 80916**

#### ***Integrated Community Accessibility and Natural Supports***

We encourage individuals to expand their knowledge and experience of the community, while maintaining the important connections of family and friends. I-CAN provides services to individuals, ages 18 years and above in small groups to best serve our consumer needs, interests, and abilities. Joey's Place provides academics and life skills training to adults in the facility. These programs always need help with maintenance, gardening, landscaping, and other group projects.

## **VOLUNTEER OPPORTUNITIES** *(as of April 2011)*

### **Gardening/Landscaping**

**Description:** We need help getting our gardens ready for spring/summer. If you are interested in gardening and would like to work with our adults to teach gardening skills this volunteer opportunity is for you!

**Location:** I-CAN / Adult Services

**Description:** We need some folks to help start planting some potted flowers and create a wonderful garden area outside our Adult Services building; duties include: moving rocks, digging out existing plants, laying down soil, planting flowers, planting a vegetable/herb garden. A volunteer with a truck would be a plus! Let us know if you can help!

**Location:** I-CAN / Adult Services

### **Painting**

**Description:** We have some lockers at Adult Services that are in need of another coat of paint. If you are interested in grabbing a paintbrush and getting to work, we would love your help!

**Location:** I-CAN / Adult Services

### **General Maintenance**

**Description:** Our carpets need a good shampoo in our Administration office. If someone has the equipment and could help we would love the assistance!

**Location:** Administration Building

**Description:** We need a volunteer to come in for a few hours on a weekly basis to clean our Administration and Adult Services building; duties include: vacuum carpeted areas, dust, sweep, and general cleaning.

**Location:** Administration Building/I-CAN – Adult Services

**Description:** We need assistance with sorting out some donated items such as clothes, toys, and other wonderful donations from our community. We need to transport these items from the Administration building to the I-CAN/Adult Services building. Someone with a vehicle that can transport boxes and bins would be a plus! We would love the assistance from anyone who could help!

**Location:** Administration Building

**Description:** Zach's Place is looking for folks to create arts and crafts projects. We need assistance with putting together these project "packets" and sorting out craft items.

**Location:** Zach's Place

**Description:** Assisting us in our various fundraisers throughout the year. Check out our new website at [www.sksffundraisers.org](http://www.sksffundraisers.org) for more information on our various fundraisers throughout the year.

**Location:** Varies

Volunteers are always needed at all three of our programs. In fact, last year alone volunteer labor saved us close to \$40,000 dollars. We could not do our job and help the special individuals in our programs without that support. Bookmark our website for more updated volunteer needs throughout the year [www.sksfcolorado.org](http://www.sksfcolorado.org) and visit [www.sksffundraisers.org](http://www.sksffundraisers.org) for help in assisting us in our fundraisers. Thanks so much!

## **VOLUNTEER BENEFITS**

### **Special Volunteer Events**

- Annual Volunteer Recognition

### **Publications**

- Volunteer E-Newsletter

### **Sense of Appreciation**

- Hours of volunteer services are recognized
- And most importantly, a sense of deep appreciation and satisfaction for working at SKSF

### **Great working conditions**

## **20 GREAT REASONS TO VOLUNTEER**

- Help others
- Make a difference
- Find purpose
- Enjoy a meaningful conversation
- Connect with your community
- Feel involved
- Contribute to a cause that you care about
- Use your skills in a productive way
- Develop new skills
- Meet new people
- Explore new areas of interest
- Meet good people
- Impress your mom
- Impress yourself
- Expand your horizons
- Get out of the house
- Make new friends
- Strengthen your resume
- Feel better about yourself

## FREQUENTLY ASKED QUESTIONS

- **How do I track my time?**  
At each program location, when you start each shift, there is a sign-in/out form at the front desk area. It is essential for us to keep track of all volunteer hours. Please be sure you sign in when you arrive and sign out when you leave. If you need documentation of total hours worked, please contact the Volunteer Coordinator.
- **What if I am unable to arrive at SKSF at my scheduled time?**  
Notify your Supervisor or the Volunteer Coordinator as soon as possible.
- **What if I have a question, comment or suggestion?**  
Your Supervisor will be able to direct any questions, comments, or suggestions to the appropriate SKSF staff member.
- **How do I go about recruiting new volunteers?**  
We welcome new volunteers! Potential volunteers should contact the Volunteer Coordinator or go online at [www.sksfcolorado.org](http://www.sksfcolorado.org) and click on the Volunteer tab. You can download the Volunteer Handbook, application and appropriate forms to get started.
- **How can I learn of additional volunteer assignments?**  
Notify the Volunteer Coordinator or visit online at [www.sksfcolorado.org](http://www.sksfcolorado.org).
- **What if I have suggestions for an event, fundraiser, recognition idea, etc.?**  
We would love to hear suggestions! Please email the Volunteer Coordinator with your ideas. Any supporting information is also appreciated.
- **What if I experience inclement weather?**  
Call your Supervisor or Volunteer Coordinator and inform them that you are running late or will not be arriving at the scheduled time. Call 719-447-8983 or email [pbrookes@sksfcolorado.org](mailto:pbrookes@sksfcolorado.org).
- **Is there a background check for volunteering with SKSF?**  
We do not initially run a background check for volunteers unless they are working directly with the children or our disabled adults. Most volunteer work is indirect; however, if you are consistently working directly with our consumers we will require a fingerprint background check.
- **How long does the Volunteer process take?**  
Once you fill out the SKSF Volunteer Application and appropriate forms, fax them to our Administration Office at 719-447-9482 and we will contact you within 7 days if any volunteer work is needed. If you do not receive a call or email, it doesn't necessarily mean we don't need you. We always need volunteers! We just may not have any work that is needed immediately. We will keep your application on file and contact you when we need you.

## **VOLUNTEER POLICIES**

The staff at Special Kids/Special Families is committed to providing quality programs and services to the community, and volunteers provide the necessary assistance to carry out these services. A volunteer is an individual who donates time, services, goods, and/or money to facilitate SKSF programs. SKSF recruits and enrolls volunteers without regard to race, age, sex, religion, color, national origin, or physical ability. Special accommodations may be made upon request. Volunteers under the age of 18 must be accompanied by an adult at times, and permission from a legal guardian is required.

## **PHOTOGRAPHS/VIDEOTAPING**

I \_\_\_\_\_ (Please print full name)

Give my permission

Do not give my permission

to be photographed or videotaped while working in the program in the course of my duties, at program functions and during field trips. I give permission to have the photographs displayed or shared with donors, grantors, other non-profit organizations, in the agency scrapbook and other community officials. I understand that the Agency's staff, news media, volunteers or other parents, may take the photographs. I understand that photos taken of myself during time spent working or volunteering for Special Kids Special Families may be used for publicity purposes.

---

Signature

Date

***This form must be signed prior to performing volunteer work with Special Kids Special Families.  
Please fax this form along with the signed Volunteer Application, and Confidentiality Statement to  
Fax #719-447-9482***

# CONFIDENTIALITY AND RIGHTS TO PRIVACY OF INFORMATION

## Policy:

The information of clients will be maintained in a confidential manner, consistent with the rules and guidelines of Colorado Department of Human Services, Developmental Disabilities Services. The client's rights to privacy will be respected with regard to personal information.

1. Clients and their families have a right to privacy with respect to the provision of services and supports. Any identifying information is required to be kept confidential.
2. Information can be provided without a written release only under certain conditions as provided by law including: in the case of imminent danger to the client, in the case of imminent danger to others, in the case where the client is severely incapacitated and therefore unable to keep him/herself safe, and in the case where there is abuse or neglect suspected.
3. Volunteers will not have verbal communication about consumers in front of others who are not authorized to have access to that information.

---

Signature

Date

---

Print Name

## HIPPA Confidentiality Statement

I agree to keep confidential and abide by HIPPA law and policy all information I learn about clients served in my course of business and while volunteering with SKSF. I agree not to provide any information to others without the expressed written consent of the client and/or client's guardian. I agree not to disclose personal information specific to co-volunteer and SKSF staff without the expressed written permission of the co-volunteer or SKSF staff. I agree not to disclose agency policy, procedures, forms, or any materials developed by the agency without the approval of the Director or Board of Directors.

---

Signature

Date

---

Print Name

***This form must be signed prior to performing volunteer work with Special Kids Special Families.  
Please fax this form along with the signed Volunteer Application, and Photography Policy to  
Fax #719-447-9482***

# Special Kids Special Families

## Volunteer Application

424 W. Pikes Peak Avenue  
 Colorado Springs, CO 80905  
 (719)447-8983 • (719)447-9482 FAX  
 www.sksfcolorado.org



Last Name: (PLEASE PRINT)		First Name:	Business/Group Name:	
Street Address:		City	State:	Zip:

Email Address:		Would you like to subscribe to our E-Newsletter: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Phone #1:	Phone #2:	Are you under 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Birth:	

<b>Interested in volunteering at the following programs:</b> <i>Program descriptions can be found in the Volunteer Handbook</i>	<input type="checkbox"/> Administration Main Office	<input type="checkbox"/> Zach's Place Respite/Child Care	<input type="checkbox"/> I-CAN/Adult Services
	<i>(Check all that apply)</i>		

<b>Interested in the following volunteer work:</b> <i>Check all that apply</i>	<input type="checkbox"/> Special Events <input type="checkbox"/> Fundraising Events <input type="checkbox"/> Fundraising Committee <input type="checkbox"/> Care & Share <i>(must be able to lift 50lbs)</i> <input type="checkbox"/> Activities <i>(art, music, games, etc.)</i> <input type="checkbox"/> Whatever is needed	<input type="checkbox"/> Office Work <i>(filing, paperwork)</i> <input type="checkbox"/> Inside Maintenance <i>(shampoo carpets, painting, cleaning, sweeping, mopping, etc..)</i> <input type="checkbox"/> Outdoor Maintenance <i>(painting, landscaping, gardening, etc..)</i> <input type="checkbox"/> Kitchen Helper <input type="checkbox"/> Work from Home
---	--	--

<b>Available during the following times:</b>	<input type="checkbox"/> Mornings (8am-11am) <input type="checkbox"/> Afternoons (12pm-4pm) <input type="checkbox"/> Evenings (5pm-8pm)	<b>Weekdays:</b> <input type="checkbox"/> Mon <input type="checkbox"/> Thurs <input type="checkbox"/> Tues <input type="checkbox"/> Fri <input type="checkbox"/> Wed	<b>Weekend:</b> <input type="checkbox"/> Sat <input type="checkbox"/> Sun
--	---	---	---

**For Direct Care only: Please answer the questions below – IF ANY ANSWERS ARE MARKED “YES” PLEASE ATTACH EXPLANATION:**

- Have you ever been convicted of a felony?  No  Yes
- Have you ever been convicted of a crime against children or other persons?  No  Yes
- Has your Driver's License ever been suspended or revoked within the past 3 years?  No  Yes
- Have you ever been reviewed by other organizations and have been restricted from involvement with children, youth, or adults?  No  Yes
- Are you up to date on your immunizations?  No  Yes

<b>In case of emergency, please contact:</b> Name:	Relationship:	Phone Number:
---	---------------	---------------

Copies of your Driver's License and proof of auto insurance must be on file in order to transport our consumers on field trips.

All information in this application is accurate to the best of my knowledge. As a condition of being permitted to volunteer for Special Kids Special Families, I freely accept and voluntarily assume the risks of personal injury or property damage that may result from my volunteer experience. I hereby agree to waive any and all claims arising out of any such injuries or damages. I also give permission to administer emergency medical care if needed.

APPLICANT SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_  
*(or Parent / Guardian if under 18)*

**IF BUSINESS OR GROUP: PLEASE FILL OUT ATTACHED ADDENDUM AND LIST ALL VOLUNTEERS**



## **VOLUNTEER FORM SUBMISSION INSTRUCTIONS**

Please retain Volunteer Handbook for your reference.

Please fax the following forms to: (719) 447-9482

or mail

Special Kids Special Families  
Attn: Volunteer Coordinator  
424 W. Pikes Peak Avenue  
Colorado Springs, CO 80905

- 1. Volunteer Application**
- 2. Business/Group Volunteer Addendum (to list names of volunteers)**
- 3. Page 10 - signed Volunteer/Photography/Videotaping Policy**
- 4. Page 11 – signed Confidentiality/HIPPA Policy**

If you have any questions, please feel free to contact the Volunteer Coordinator at 719-447-8983 or email [pbrookes@sksfcolorado.org](mailto:pbrookes@sksfcolorado.org)