

Made In Her Image

VOLUNTEER & SUPPORT INFORMATION

JOIN THE MOVEMENT.

MadeInHerImage.org

It begins with you. Thank you so much for your interest within Made In Her Image.

We are creating the next generation of film revolutionaries.
Our mission is to produce #100FILMS by the year 2025.

Within this introductory meeting we'll cover support and development information for those interested within making an impact through volunteering, mentorship & more.



VOLUNTEER INFORMATION

The itinerary to this introductory meeting stands as follows:

- I. Founder Introduction (Malakai/ Background)
- II. Group Intro (if applicable).
- III. Made In Her Image
 - a. Background
 - b. Organizational Goals
 - c. Camp dates & Theme
 - d. Organizational Goals
 - e. Volunteer Needs
 - f. Background Check Info
 - g. Questions
 - h. Applications/ Role Sign Up

Let's change the narrative.

According to research by the USC Annenberg School for Communication and Journalism, out of the top 1000 grossing films between 2007 to 2016, only five women of color have worked as directors within the last ten years. Women comprised of only 5% of directors in the top 250 films in 2017. Our movement is going to change that.

Founded in 2018, Made In Her Image is a movement and a non-profit based towards social equity within the film, media and entertainment industry.

Organizational Goals

We're a new start up – and we're learning as we go. Currently, Made In Her Image is tax exempt and 501c3. We are currently self-funded, but looking for donations & funding from grants, production houses & film/media related sponsorships. This will go towards production & editorial equipment, programs, possible studio/organizational space & curriculum/online school & application development.

Overall

Our goal is to facilitate a global and social impact. To create a culture of empowerment for youth, mentors & young women interested within the social impacts of film. We are dedicated towards the advancement of young girls and women within film, media and technology. Our goal is to create and build the future film pioneers and revolutionaries of tomorrow. Our mission is to give girls and non-conforming gender binary youth (especially youth of color) the opportunity to create their own vision within the realms of film through programming, camps, workshops & more.

The Path To Impact (Our Dreams).

- Classes, Camps & workshops (themed towards self-awareness & empowerment).
- Online programming & applicative programming
- Afterschool programming & curriculum building
- Camps & workshops directly affecting at-risk youth and youth in detention centers.
- Social Impact: Empowering youth to curate their own media (award winning).
- #100 films created by the year 2025.
 - Impact numbers (still estimating).

GET INVOLVED

Volunteer & Support Roles

Administrative

Resource Development

- Assistance within management to event planning, camp coordinating and programming.
- Prospective outreach (development towards grants/afterschool programming).

Coordinator / Camp & Events

- Assisting with volunteer coordinating, parent & youth registration
- Assisting with the fluidity of camp planning, donation intake ect.

Board Members & Partnership

- Coordinating outreach to philanthropists seeking support for our work.
- Assisting with partnerships / Initiative building / Activities and funding outreach through special events as well as organizational accountability
- Localized Board (attending camps/ meetings & outreach).
- Assisting with the Fiduciary responsibility (financial and legal).
- Mission and vision setting
- Oversight for the whole organization (assisting in outreach towards additional board member & team members).
- Fundraising & financial oversight.

Educative

Mentor

As a mentor you'll be expected to work hand in hand with youth as a part of the group. Visual, photography, film & media experience is preferred, but not necessary. You'll facilitate the structure of group activities as well assist the group with each of the individual camp exercises such as screenwriting, production & editing. You'll have to advise youth in a warm, friendly and positive manner. You also must have the ability to communicate effectively and provide structured yet creative feedback. Must be friendly, interactive, professional and have a love for working with youth ages 8/9+ up to teens (18).

Instructor

As an instructor, you'll be teaching a course or "individual" workshop that will kickstart the youth into their film-making skills. Skills such as communicating with youth as well as the assigned group mentors is important. Also the ability to actively understand and curate the given camp activities while inspiring and teaching educational skills developed to empower youth towards their creative goals. Current courses are in development, but we're looking for instructors who can facilitate/ HELP with programing & educative learning for production, screenwriting, post & more.

How to volunteer

STEP 1: Application

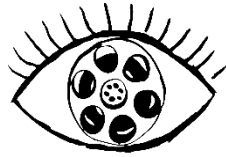
If you're interested in volunteering and you've already filled out the online form, then you've already completed the first step. If you haven't yet filled out the form, then please see the attached volunteer form to this packet.

STEP 2: Background Check

Working with youth is a tedious process. If you are going to be working directly with a child (mentor or instructor) then we will expect (if applicable) all of our volunteers to complete a background check. Background checks will be completed and compiled utilizing the platform *Verified Volunteer*. All of this information will be provided to you once we receive your application. Once approved then we provide you the needed camp & curriculum info.

STEP 3: Programming & Training

We will be holding additional volunteer meet ups, programming & training sessions for those interested in attending. We do understand that time is of the essence, and while everyone may not be able to attend a meet-up session or training session, we would however encourage everyone to read the programming we'll send out prior to the camps.



Made In Her Image

Made In Her Image Code of Conduct

Made In Her Image is excited to have you join our volunteer team as an instructor or Mentor. To ensure the safety and protocol of our youth, we've outlined a Code of Conduct that all Volunteers and Mentors will be expected to adhere to. We are dedicated to the safety, comfort and experience of our youth.

Please note that for the purposes of this *Code* the words "minor" and "youth" are used interchangeably and describe a person who has not reached the age of 18.

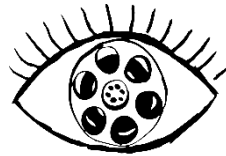
This Code applies to youth conduct as it relates to their role interaction with minors or vulnerable adults on behalf of Made In Her Image.

While working as a youth employee or volunteer, **I will**:

- Protect and guide children and other youth (minors) and young adults entrusted to my care at all times.
- Treat everyone with patience, courtesy, respect, and dignity.
- Engage and entertain all ideas.
- Creatively empower youth and provide ideas of inspiration.
- Follow up with an additional Admin or Board Member if I have any questions or concerns.
- Be positive, supportive, and caring in my speech and interactions with minors and vulnerable adults.
- Use positive words and encouragement to change behavior and encourage others to do likewise.
- Maintain appropriate physical and emotional boundaries with minors and vulnerable adults.
Examples of permissible physical contact include:
 - Brief side hugs or an arm around the shoulder.
 - Hand-shakes or “high fives”
 - Holding hands while walking with young children or those unsteady.
 - Brief pat on the shoulder/upper back.
 - Holding hands during prayer.
 - Brief touching of hand, head, shoulder or arm.
- Always be in the presence of an adult when interacting with minors or vulnerable adult. This means that an adult should be nearby to see and hear what I am doing and help me if I need assistance.
- Promptly report to my supervisor any inappropriate or bullying behavior.
- Promptly report suspected abuse to my supervisor or if it involves my supervisor, report the incident to the next person in a supervisory role, such as a principal or pastor.
- Cooperate fully in any investigation of abuse.
- Observe confidentiality when describing my work experiences to protect the identity of those whom I serve.

While working as a youth volunteer or employee, **I will not**:

- Use or allow profanity in the presence of minors or vulnerable adults.
- Verbally or physically abuse or threaten anyone.
- Tolerate inappropriate or bullying behavior.
- Provide or allow sexually explicit, violent, disrespectful, or otherwise inappropriate communication, music, recordings, films, games, websites, computer software, mobile device application, or other content to be used.
- Touch a minor or vulnerable adult in an overly affectionate or inappropriate manner.
- Privately communicate (electronically or through any other communication form) with an unrelated minor more than two years younger than myself or an unrelated vulnerable adult whom I serve when not working or volunteering.
- Accept gifts from or give gifts to minors or vulnerable adults without approval from my supervisor.



Made In Her Image

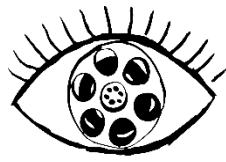
Code of Conduct Acknowledgement

We, the undersigned, have read and understand the Made In Her Image *Code of Conduct for Youth Employees and Youth Volunteers*.

I further understand and agree that I will be subject to a background check.

Volunteer Name (print): _____

Signature of Volunteer: _____ Date: _____



Made In Her Image

Made In Her Image General Volunteer Agreement

PURPOSE: The purpose of this Agreement is for _____, otherwise known as the **“Volunteer”** to work for Made In Her Image. This is not a joint venture. The Volunteer is not authorized to perform any functions on behalf of the Company. The Volunteer is not a representative of the Company, nor is it an agent, nor employee.

1. PARTIES

The parties to this Agreement are _____ otherwise known as (“The Volunteer”), and **Made In Her Image**, a federally recognized 501c3 non-profit and Arizona non-profit.

2. SCOPE OF SERVICES

The Volunteer shall perform one or more of the TASKS/services described below and in the referenced attachments, if any, upon the terms and conditions herein specified ('Services').

2.1 Description of Services

The Volunteer will provide one of the following services:

- a) Board Member
- b) Administrative Member
- c) Programming & Implementation
- d) Instruction/ Youth Mentorship
- e) Marketing/ Social Media
- f) Photography/Videography
- g) Administrative Development
- h) Camp /Workshop & Event Assistance
- i) _____

3. The Volunteer understands that they control the dates and times of their work schedule, and that Made In Her Image is not responsible for scheduling their volunteer work. The Volunteer also understands and acknowledge that they will not be compensated for the hours, time and resources spent volunteering. The volunteer is also not entitled to any including employment, insurance, nor are they promised any benefits upon the termination of this agreement as a result of their given service.

4. VOLUNTEER INDEMNITY AND RELEASE

4.1 The Volunteer shall indemnify, defend, and save harmless Made In Her Image and all of its employees, agents, representatives, and insurers from any and all claims, demands, suits, actions, proceedings, loss, costs and damages of every kind and description, including any attorney's fees and/or litigation expenses, which may be brought or made against or incurred by the Made In Her Image and/or its employees, agents, representatives, or insurers.

The Volunteer releases the Company from any claim for injuries it incurs personally or any injury/damage to its equipment/materials because of providing its Service for the Company, except where such injuries result from any negligent act or omission, fault, or mistake of Company, its employees, agents, representatives, or subcontractors.

5. CONFIDENTIAL INFORMATION.

- 5.1 **Made In Her Image** now owns and will hereafter develop, compile and own certain proprietary techniques, trade secrets, and confidential information which have great value in its business (collectively, "**Organizational Information**"). Made In Her Image will be disclosing "**Organizational Information**" to Volunteer during the Volunteer's performance of the Services. "**Organizational Information**" includes not only information disclosed by Made In Her Image, but also information developed or learned by The Volunteer during the Volunteer's performance of the Services. "**Organizational Information**" is to be broadly defined and includes all information which has or could have commercial value or other utility in the organization in which Made In Her Image is engaged or contemplates engaging or the unauthorized disclosure of which could be detrimental to the interests of Made In Her Image, whether such information is identified by the organization. By way of example and without limitation, "**Organizational Information**" includes any and all information concerning discoveries, developments, designs, improvements, inventions, formulas, software programs, processes, techniques, know-how, data, research techniques, customer and supplier lists, marketing, sales or other financial or business information, scripts, and all derivatives, improvements and enhancements.
- 5.2 The Volunteer agrees that at all times during or subsequent to the performance of the Services, The Volunteer will keep confidential and not divulge, communicate, or use Organizational Information to the extent necessary to perform the Services. The Volunteer further agrees not to cause the transmission, removal or transport of tangible embodiments of, or electronic files containing, Organizational Information from the Volunteer's principal place of business, without prior written approval of The Organization.

All materials, including without limitation documents, drawings, drafts, notes, designs, media, electronic files and lists, including all additions to, deletions from, alterations of, and revisions in the foregoing (together the "**Materials**"), are the property of Made In Her Image. The Volunteer is granted no rights in or to such Materials, the Organizational Information or the Innovations, except as necessary to fulfill its obligations under this Agreement. The Volunteer shall not use or disclose the Materials, Volunteer Information or Innovations to any third party.

6. OWNERSHIP, CONFIDENTIALITY, AND ADVERTISEMENT

All video recordings, audio recordings, photos, script, writings, data, information processes, computer programs, computer files, music elements, and any other material gathered, prepared or used by Crew Member in performance of the Services ("Proprietary Materials"), shall be the sole property of the Company. Crew Member shall not release or disclose any Proprietary Materials or the contents thereof to any third party or use any of it for Crew Member's own purposes. The name of the Company or its Proprietary Materials shall not be used in any advertising, promotional, or subcontracting context by Crew Member unless Crew Member has provided prior written approval.

7. ASSIGNMENT

The Volunteer shall not assign its rights, duties or obligations under this Agreement.

8. ENTIRE AGREEMENT; MODIFICATION

This Agreement embodies the entire Agreement between the Volunteer and Made In Her Image. The parties shall not be bound by or be liable for any statement or representation of any nature not set forth in this Agreement. This Agreement shall only be modified by an amendment or change order signed by both parties.

9. GOVERNING LAW AND VENUE

This Agreement shall be interpreted in accordance with the substantive and procedural laws of the State of Arizona. Any action at law or judicial proceeding instituted by Crew Member for the enforcement of this Agreement shall be instituted only in the state or federal courts of the State of Arizona.

10. EXECUTION AND EFFECTIVE DATE

This Agreement has been executed by the duly authorized representatives of the parties, effective as of date:_____.

11. NON-DISPARAGEMENT

The Volunteer agrees that they will not make any false and/or disparaging or derogatory remarks, whether oral or written, about Made In Her Image or any of its representatives. The Volunteer agrees that violation of this provision shall result in damages to Made In Her Image and that Made In Her Image may be entitled to recover for each and every violation by the Volunteer.

[Signature Page Follows]

SIGNATURES

The parties have read and reviewed this Agreement and acknowledge its terms and conditions:

Volunteer:

Name:

Number:

Address:

SIGNATURE

DATE

SHANICE M JOHNSON:
Founder of Made In Her Image

SIGNATURE

DATE