



Heart of  
Adoptions  
Alliance, Inc.

# VOLUNTEER MANUAL

Heart of Adoptions Alliance, Inc.  
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# ABOUT US

## Our Mission

Heart of Adoptions Alliance, Inc. is a Hague Accredited, non-profit 501(c)(3), licensed child-placing adoption agency. We are committed to finding safe and loving homes for all children. Our mission is to bring hope, love, and connection by serving children, individuals, and families in the areas of adoption, foster care, and support services. We support an inclusive approach to the services we provide in the adoption community.

## Our Vision

Preparing and supporting adoptive families to provide a permanent and loving option for a child will ensure that all of Florida's waiting children will have a place to call home.

# OUR VALUES

Heart of Adoptions Alliance, Inc. embraces a definition of diversity that is all-inclusive, encompassing ethnicity, race, color, creed, sex, age, class, sexual orientation, gender identity, gender expression, national origin, religion/belief/non-belief, ability, marital status, political views, military obligations, and veteran status. No one will be turned away based on any of these alone.

This applies to all Heart of Adoptions Alliance, Inc. employees, volunteers, and contractors. This policy also applies to internal promotions, training, opportunities for advancement, terminations, outside vendors, use of consultants, and dealings with the public.

# VOLUNTEER OPPORTUNITIES

There are two groups of volunteers: Event / Task Volunteers and Long-term Volunteers

## One-Time Event Volunteer

Whether assisting with our annual gala, picking up pies during the holidays, or entering data, volunteers can donate their time and talents for time limited tasks and events.

Background screening is typically *not* required in these situations.

## On-going / Internship Volunteer

For those interested in longer term volunteer opportunities such as an internship in social work, marketing, etc., we are happy to meet with you to determine how we might work together.

Background screening is typically required in these situations.

# POLICIES AND PROCEDURES

We encourage potential volunteers to read our volunteer policy and procedures to learn more about important topics such as volunteer process, opportunities, background screenings, age requirements, dress code, safety, confidentiality, and informed consent.

Visit the [Volunteer page](#) of our website to view this document.



# HEART OF ADoptions ALLIANCE, INC.

HAGUE ACCREDITED,  
NOT-FOR-PROFIT,  
FLORIDA LICENSED  
CHILD-PLACING AGENCY

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