



# 2025 Volunteer Handbook

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## WELCOME TO SLEEP SWEET JUNEBUG, INC.

In the journey of motherhood, some paths are unexpectedly shortened. For birthing persons and their families facing the heartache of pregnancy and infant loss, you're not alone. Sleep Sweet Junebug, Inc. is a sanctuary of support, understanding, and healing. Founded by a mother who endured the unimaginable, we offer culturally sensitive resources tailored for Black women and families. From personalized counseling to community gatherings, we honor your grief and celebrate the love that remains. Together, we transform sorrow into strength, ensuring every mother's story is heard and every baby's memory cherished via the SSJB Memorial Grant.

Volunteers, like you, allow us to realize our vision, mission, and live out our core values. Thank you for your willingness to provide this invaluable support!

Sleep Sweet Junebug, Inc. is a 501(c)3 non-profit organization located in Northern Virginia. Our goal is to provide low and no cost tangible and mental health support to parents and families who have been impacted by the loss of a pregnancy or infant.

### Vision and Mission

Sleep Sweet Junebug, Inc.'s vision is for parents and families in DC and Northern Virginia impacted by pregnancy and infant loss are support through their healing journey. SSJB's mission is to provide low and no cost perinatal and mental health and doula service to parents and families who have been impacted by the loss of a pregnancy or infant and to educate perinatal professionals and organizations about such support.

### Core Values

<b>Compassion</b>	Every family will be supported with compassion.
<b>Respect</b>	Every family will be respected through their healing journey.
<b>Dependability</b>	Recognizing the unpredictability of loss, we will make every effort to be responsive and reliable.
<b>Equity &amp; Inclusion</b>	Every service will be offered equitably and with a sense of inclusion.
<b>Excellence</b>	Every activity of the organization will be done in excellence.
<b>Collaboration</b>	Recognizing this work cannot be done in a silo, we will collaborate with like-minded organizations to support our vision and mission.
<b>Advocacy &amp; Justice</b>	Acknowledging the national maternal mental health crisis, we will take action to improve mental and physical health outcomes through intentional involvement in change at the national, state, and local levels.

## **SLEEP SWEET JUNEBUG, INC'S HISTORY & BACKGROUND**

On October 9, 2010, after months of medical procedures, our founder, Dr. Brandynicole Brooks, was informed she was pregnant with a due date of June 19, 2011. Unfortunately, just 19 days later Dr. Brooks experienced the loss of her pregnancy. As part of her healing journey, Dr. Brooks named her angel baby Junebug and dedicated time and space to honoring Junebug's memory every year on October 15th (Pregnancy and Infant Loss Awareness Day) and October 28th (the day Junebug died).

In her efforts to heal and find support, Dr. Brooks discovered a gap in resources available to Black women who had experienced pregnancy and infant loss. While support is not about race, the experience of pregnancy and infant loss can be lonely and oftentimes parents and families yearn to feel less alone by seeing others who look like them reaching out for and obtaining support. After much training, preparation, and experiencing her own healing journey, Dr. Brooks volunteered time with various organizations like My Miscarriage Matters, Postpartum Support International, and DONA International. She founded Sleep Sweet Junebug, Inc. in November 2022 to honor the memory of Junebug by taking what she has learned as a full spectrum doula and mental health therapist and applying it to supporting others who are going through this healing journey.

## **SLEEP SWEET JUNEBUG, INC. SERVICES OVERVIEW**

### **Pregnancy and Infant Loss (PAIL) Support**

Sleep Sweet Junebug, Inc. provides help with the emotional and physical recovery after loss through postpartum and grief doula support. PAIL Advocates provide support towards physical and emotional healing after abortion, miscarriage, stillbirth, and fatal diagnoses.

### **Perinatal Mental Health Support**

Through education and information about perinatal mood and anxiety disorders, and grief counseling, Sleep Sweet Junebug, Inc. provides a safe space to explore mindfulness and relaxation techniques, prenatal and postpartum mental health screening and psychotherapy.

### **PAIL Professional Development**

Recognizing the importance of evidence-based, up-to-date training and certification, Sleep Sweet Junebug, Inc. offers professional development to individuals interested in providing doula care as a pregnancy and infant loss doula and/or perinatal mental health support. Perinatal professionals are also offered the opportunity to become a certified Pregnancy and Infant Loss Clinician (PAIL-C).

### **SSJB Memorial Grant**

Every family should have the chance to honor their loved ones with dignity and peace of mind. SSJB Memorial Grants are designed to provide financial support to families who are

facing the unexpected loss of a child, helping with funeral expenses and memorial services.

### **PAIL Resources**

Sleep Sweet Junebug, Inc. is developing a network of resources to provide tangible support to parents and families experiencing a pregnancy or infant loss. These supports include postpartum doula and lactation support and education, memorial planning, photography services, and other support to lessen the burden in a time of transition.

## **BUSINESS INFORMATION**

### **Business Name**

Sleep Sweet Junebug, Inc.

### **Business IRS Status**

Sleep Sweet Junebug, Inc. is a 501(c)3 under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions made to Sleep Sweet Junebug, Inc. under IRC Section 170.

### **Employer ID Number**

92-0996889

### **Business Website**

<http://www.sleepsweetjunebug.org>

### **Business Email**

[info@sleepsweetjunebug.org](mailto:info@sleepsweetjunebug.org)

### **Business Telephone Number**

202-812-0777

### **Business Mailing Address**

524 Garrisonville Road Suite 674  
Garrisonville, VA 22463

## **NON-DISCRIMINATION STATEMENT**

Sleep Sweet Junebug, Inc. is committed to creating an inclusive and equitable environment for all individuals. SSJB, inc. does not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, disability, marital status, socioeconomic status, or any other characteristic protected by applicable laws. Our programs, services, and activities are open to all, and we strive to ensure that everyone feels respected, valued, and supported.

## VOLUNTEER PROGRAM OVERVIEW

Sleep Sweet Junebug, Inc. thrives on the dedication, compassion, and talents of volunteers. Whether a volunteer is interested in hands-on activities, administrative support, or advocacy work, there is a need. By volunteering with Sleep Sweet Junebug, Inc., volunteers contribute to meaningful change and directly impact the lives of families on their healing journey. Through volunteerism, SSJB volunteers gain valuable experiences, build lasting connections, and become a vital part of a community dedicated to supporting families through the unimaginable.

### Volunteer Opportunities

Volunteers will receive training to support their understanding of Sleep Sweet Junebug, Inc.'s mission, vision, and core values. This training will also include an orientation to SSJB programming, service needs, and more.

- **Fundraising:** Support the dissemination of Sleep Sweet Junebug Inc.'s social media and donation information.
- **Direct Service Roles:** Engage in activities that provide direct support to families.
- **Event Support:** Help organize and execute fundraising and awareness events.
- **Administrative Assistance:** Provide crucial behind-the-scenes support to keep our programs running smoothly.
- **Advocacy and Outreach:** Represent our organization in the community and help spread our mission.

### Program Duration

Volunteers are requested to commit to at least one full year (12 months) of volunteer service. At the time of volunteer orientation and onboarding, volunteers will be asked to sign a volunteer commitment form.

### Volunteer Compensation

While Sleep Sweet Junebug, Inc., will not provide financial compensation to volunteers, in-kind compensation includes training and professional development.

### Program Location

All volunteer activities occur virtually. However, volunteers are encouraged to attend in-person community outreach and fundraising events.

Volunteers will be expected to attend Sleep Sweet Junebug, Inc. volunteer meetings. These meetings will be scheduled in advance and will also occur virtually.

## **VOLUNTEER POLICIES**

### **Overview**

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These Volunteer Policies have been developed to provide guidelines about volunteer policies and procedures for Sleep Sweet Junebug, Inc. (the organization). These policies are intended to ensure fair and consistent treatment of all volunteers. It is the intention of the organization to foster an atmosphere of mutual respect, non-discrimination, and trust based on clear lines of authority, responsibility, and accountability, and to provide volunteers with the flexibility necessary to meet work, family and personal obligations. This manual will assist you in becoming familiar with the privileges and obligations of your work with the organization. None of the policies or guidelines are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of continued volunteer engagement. Additionally, these guidelines are subject to modification, amendment or revocation at any time, without advance notice.

### **Ethical And Legal Business Practices**

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The organization expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer, and all others associated with the organization. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our community.

These policies provide general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment and be sensitive to others' perceptions and interpretations.

If you have any questions about these policies, consult the Sleep Sweet Junebug, Inc. Volunteer Coordinator.

You are expected to promptly disclose to the management of the organization anything that may violate these policies. We will not tolerate retaliation or retribution against anyone who brings violations to management's attention.

### **Attendance And Punctuality**

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Each volunteer is important to the overall success of Sleep Sweet Junebug, Inc. Attendance affects organizational success. When you are not here, someone else must perform duties usually handled by you. Punctuality and regular attendance are expected of all volunteers. Volunteers are expected to report on time at the start of their assigned shift. Reporting on time means that you are ready to start work, not just arriving, at your scheduled start time.

Excessive unexcused absences, tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify the SSJB Volunteer Coordinator, or email [info@sleepsweetjunebug.org](mailto:info@sleepsweetjunebug.org) as far in advance as

possible and no later than one hour before the start of your scheduled assigned shift. In the event of an emergency, please notify the Volunteer Coordinator as soon as possible.

Except as provided in other policies, a volunteer who is absent for two consecutive days without notification to the Volunteer Coordinator will be considered to have voluntarily terminated their volunteer engagement.

### **Dress Code**

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To present a professional image to our consumers and the community, all volunteers, like staff, are required to be neatly groomed, and clothes should be clean and in good repair. Leisure clothes such as cut-offs or halter tops are not acceptable at Sleep Sweet Junebug, Inc. events.

### **Payment or Reimbursement of Expenses**

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Payment or reimbursement is authorized for pre-approved reasonable and necessary expenses incurred in carrying out volunteer responsibilities. Mileage or transportation, parking fees, and meal costs when required to attend a luncheon or banquet, are examples of reasonable and necessary expenses.

Volunteers must obtain the advance consent of the Volunteer Coordinator before incurring expenses for which they will seek reimbursement. Approved expenses must be fully documented, with receipts attached, and are to be submitted to the appropriate staff member for payment within thirty (30) days of the date on which they were incurred.

Volunteers serving in an official capacity for the organization at conferences and meetings will be provided with expense-paid receipts for or will be reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips, and registration fees. When attending meetings that have been approved by the Executive Director, volunteers are reimbursed for travel expenses, course fees, and costs of meals and lodging at the organization's current rates. Volunteers may also be granted leave to attend a conference or professional meeting related to their professional development, and/or the organization's current and anticipated work. Expenses for these purposes may be paid by the organization if funds are available and the volunteer obtains prior written approval of such expenses.

Volunteers are responsible for transportation costs to community outreach events and activities.

Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all business-related expenditures to claim reimbursement.



## **Conflict of Interest**

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Volunteers are expected to be sensitive to possible conflicts of interest while pursuing outside activities or employment and are expected to disclose any conflicts of interest pursuant to the Board's Conflict of Interest Policy. Activities that undermine the organization's mission, core principles, strategies, positions, or goals constitute a conflict of interest. Transmitting personal comments or statements through e-mail or posting information to news groups or social media that may be mistaken as the position of the organization also constitute conflicts of interest. If a volunteer creates a conflict of interest or refuses to end any activity or employment creating a conflict of interest, such behavior can be grounds for termination of their volunteer engagement.

## **Non-Disclosure of Confidential Information**

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Any information that any volunteer learns about the organization, its employees, volunteers or trustees, or its members or donors, as a result of working for the organization that is not otherwise publicly available constitutes confidential information. Volunteers may not disclose confidential information to anyone who is not employed by the organization or to other persons employed by the organization who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of the organization. The disclosure, distribution, electronic transmission or copying of the organization's confidential information is prohibited. Such information includes but is not limited to the following examples: compensation data, program, and financial information, including information related to donors, and pending projects and proposals.

Due to the nature of Sleep Sweet Junebug, Inc.'s services, volunteers may come in contact with personal identifying information (PII) and/or medical and mental health information. This information is explicitly protected under the [Health Insurance Portability and Accountability Act](#).

Volunteers are required to sign a non-disclosure agreement as a condition of engagement. Any volunteer who discloses confidential organization information will be subject to disciplinary action (including possible termination of their volunteer engagement), even if they do not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

## **Social Media Policy**

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All volunteers who represent or are affiliated with the organization, whether directly or indirectly, when engaging in social media activities on platforms such as Facebook, Instagram, Twitter, LinkedIn, TikTok, blogs, forums, or any other online communication channel should make efforts to ensure usage of social media reflects good judgment and does not jeopardize the public view of Sleep Sweet Junebug, Inc.

Volunteers should always communicate respectfully and professionally, whether discussing the organization, its programs, or other topics related to their role. Avoid discriminatory, defamatory, or offensive language and behavior.

As aligned with the previous section, volunteers should not share any confidential, proprietary, or sensitive information about the organization, its operations, or its clients. It is required for volunteers to seek approval before posting photos, videos, or details of events or individuals associated with the organization. This will typically be managed by the Volunteer Coordinator or on-site contact person, however, volunteers are responsible for obtaining verbal agreement for posting any photos online. No pictures of anyone under the age of 18 should be shared.

Volunteers should not imply that their personal opinions or views represent the organization unless authorized to do so. When discussing the organization, disclose your role as a volunteer and use disclaimers such as, “The opinions expressed are my own and do not reflect the views of Sleep Sweet Junebug, Inc.”

## **Content Guidelines**

Volunteers should share accurate and verified information to avoid spreading misinformation. Avoid engaging in online disputes or arguments related to the organization or its activities. It is expected that positive language is used when discussing the organization’s mission, events, and initiatives.

## **Use of Organization’s Branding**

Volunteers must obtain permission before using the organization’s logo, name, or branded materials on social media. Additionally, ensure that any approved use aligns with the organization’s branding and messaging guidelines. Refer to the [Sleep Sweet Junebug, Inc. Marketing Guide](#) for details on branding.

## **Privacy and Respect for Others**

Respect the privacy of other volunteers, staff, and beneficiaries by not tagging or identifying them without their explicit consent. Avoid sharing personal details or images of others without permission.

## Monitoring and Reporting

Sleep Sweet Junebug, Inc. reserves the right to monitor public social media mentions related to its activities. Volunteers are encouraged to report any social media content they encounter that could harm the organization's reputation or violate this policy.

## Solicitation

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Volunteers are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose on behalf of Sleep Sweet Junebug, Inc., especially those of a partisan or political nature. Non-working volunteers may not solicit or distribute to working volunteers.

Unauthorized does not refer to soliciting donations to Sleep Sweet Junebug, Inc. This refers to soliciting for other organizations or personal reasons.

Volunteers are prohibited from distributing, circulating, or literature, petitions, or other materials at any time for any purpose without the prior approval of the Executive Director.

## Computer and Information Security

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At times, volunteers may support the dissemination of information on behalf of Sleep Sweet Junebug, Inc. via voice mail and electronic mail systems. No use of these systems should ever conflict with the primary purpose for which they have been provided, the organization's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in the organization's communication systems (including documents, other electronic files, email, and recorded voice mail messages) are the property Sleep Sweet Junebug, Inc. and may be inspected and monitored at any time. No individual should have any expectation of privacy for messages or other data recorded in the organization's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to the organization. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate it from the system.

The organization's systems must **not** be used to create or transmit material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on protected status. The organization's systems must not be used to transmit personal comments or statements through e-mail or post information to social media that may be mistaken as the position of the organization. Similarly, the organization's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Security procedures have been provided to control access to the communication networks, and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. All usernames and passwords should be recorded with the Executive Director.

The following activities, which present security risks, should be avoided:

- Attempts to bypass, or render ineffective, security facilities provided by the organization
- Sharing passwords in the absence of legitimate business reasons
- Accessing the specific document files of other users in the absence of legitimate business reasons
- Changing or modifying software configurations of computer equipment without IT staff approval
- Attempting to obtain unauthorized access to or use of other organizations' systems and/or data
- Copying company software (whether developed internally or licensed) onto other media other than for legitimate business reasons.

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

- Log off your personal computer when you are leaving your work area or office for an extended period of time unless instructed to do otherwise for system maintenance.
- Exercise judgment in assigning an appropriate level of security to documents stored on the organization's networks, based on a realistic appraisal of the need for confidentiality or privacy.
- Remove previously written information from moveable storage devices before copying documents on such devices for delivery outside the organization.
- Back up any information stored locally on your workstation (other than network-based software and documents) on a frequent and regular basis.

Should you have any questions about any of the above policy guidelines, please contact the Volunteer Coordinator.

### **Electronic Mail (Email) Policy**

The e-mail system is provided by the organization to assist volunteers with the performance of the organization's work. Messages that are created, sent, or received using the organization's e-mail system are the property of the organization, and the organization reserves the right to monitor this system and retrieve the contents for legitimate reasons, such as to find lost messages, comply with investigations or to recover from system failure.

Volunteers may not retrieve or read e-mail that was not sent to them unless authorized by appropriate staff. No personal business is to be conducted using the organization's e-mail. All e-mail communications should be handled in the same manner as a letter, fax, memo, or other business communication.

If you have any questions regarding any of the policy guidelines listed above, please direct them to your supervisor or the Executive Director.

### **Policy Against Workplace Harassment**

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Sleep Sweet Junebug, Inc. is committed to providing a work environment for all volunteers that is free from sexual harassment, other types of discriminatory harassment and intimidation. Volunteers are expected to conduct themselves in a professional manner and to show respect for their coworkers.

Sexual harassment and other types of discriminatory harassment are illegal. The organization's property (e.g., telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet) may not be used to engage in conduct that violates this policy. The organization's policy against harassment covers volunteers and other individuals who have a relationship with the organization which enables the organization to exercise a degree of control over the individual's conduct in places and activities that relate to the organization's work (e.g., directors, officers, contractors, vendors, volunteers, interns, etc.).

**Prohibition of Sexual Harassment:** the organization's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of engagement as a volunteer; (2) submission to or rejection of such conduct is used as a basis for evaluation decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an volunteer's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances that constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued volunteer engagement; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4)

unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into or discussion of one's sexual experiences.

It is also unlawful and expressly against the organization policy to retaliate against a volunteer for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

**Prohibition of Other Types of Discriminatory Harassment:** It is also against the organization's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her Protected Status (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

The following examples constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to Protected Status; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of their Protected Status. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is against the organization's policy to retaliate against a volunteer for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

**Reporting of Harassment:** If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any volunteer of the organization, report the incident immediately to the Executive Director or your supervisor. Possible harassment by others with whom the organization has a business relationship should also be reported as soon as possible so that appropriate action can be taken.

The organization will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making the report. It would also generally be necessary to discuss allegations of harassment with the accused individual and/or others who may have relevant information. The organization's goals are to determine whether harassment occurred and if it must determine appropriate action steps.

If the organization determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include warnings, suspensions, and termination. Volunteers who report violations of this policy and volunteers who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, the organization will inform the volunteer who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each volunteer's engagement. Volunteers are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Executive Director. In the case where the allegation of harassment is against the Executive Director, please notify the Board or the second most senior Staff member.

## **ACKNOWLEDGEMENT AND CONFIDENTIALITY POLICY PLEDGE**

After you have completed the review of this document, please visit [www.sleepsweetjunebug.org/volunteers](http://www.sleepsweetjunebug.org/volunteers) to complete the Acknowledgement Form and Confidentiality Policy Pledge.

The acknowledgement form and pledge must be completed prior to your scheduled onboarding session.