03/23/2022

Dear Leaders and Volunteer Organizers,

We hope all is going well for your group getting organized and readying your teams for planting day! Here are updates and directions on volunteer policies, waivers and VolunteerHub.

**PHS COVID-19 Policies** *(Updated March 2022)*

To ensure a healthy environment for all our PHS colleagues and volunteers, effective immediately, we require **all volunteers eligible for the Covid-19 vaccine to be fully vaccinated. Municipal staff working alongside volunteers are required to be vaccinated as well.** Volunteers/staff should upload proof of vaccination to VolunteerHub in advance of the planting event. If you have any questions or concerns about complying with this requirement, or would like to request an accommodation, please contact Rachel Cieri (rcieri@pennhort.org).

**In line with the City of Philadelphia’s guidance, PHS will not require masking for outdoor planting events where there is sufficient space for social distancing of at least six feet**. If an outdoor event requires close interaction between participants or does not allow for social distancing of at least six feet, volunteers should wear a mask. *(For events outside of Philadelphia, please follow your municipality and county’s COVID guidance)*

[PHS Covid safety best practices for your planting](https://s3.us-west-2.amazonaws.com/secure.notion-static.com/848aa085-9bbd-4ada-8156-48f769b0aa31/Tree_Tenders_-_Covid_Planting_Safety_Spring_22.pdf?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Content-Sha256=UNSIGNED-PAYLOAD&X-Amz-Credential=AKIAT73L2G45EIPT3X45%2F20220324%2Fus-west-2%2Fs3%2Faws4_request&X-Amz-Date=20220324T010346Z&X-Amz-Expires=86400&X-Amz-Signature=a964de7db52eaf1f3671c2733222b31fd247601d57ad21560464fd66bd48c0ff&X-Amz-SignedHeaders=host&response-content-disposition=filename%20%3D%22Covid%2520Planting%2520Safety%2520Spring%252022.pdf%22&x-id=GetObject)

# PHS Youth Volunteer Policies and Recruitment

**Youth/Minors** *(UPDATED OCTOBER 2021)*

* PHS does not allow volunteers under the age of 8.
* While PHS volunteer opportunities may engage volunteers as young as 8, they do not have to— the volunteer role needs to be appropriate for children
* Ages 8-13, a parent/guardian must accompany volunteer (as recommended by Federal Labor Laws). *Volunteers* *may* *attend* *a* *PHS* *volunteer* *activity* ***withou****t* *a* *parent* *or* *legal* *guardian* ***if*** *the* *following criteria have been met:*
	+ The child is accompanied by an adult responsible for the volunteer or volunteer group (school group, scout troop, etc)
	+ Each volunteer has a waiver completed by a parent or guardian
* Ages 14-17, children may volunteer without a parent/guardian or supervising adult with them. They still need a parent/guardian to complete the waiver.

**Need more volunteers?** Reach out to Mindy/Dana if you need extra volunteer help, whether it be a bunch of planters or skilled planting team leaders.

Tree planting volunteer opportunity communications to PHS Tree Tenders, audiences and mailing lists will start going out early April and [your event will be promoted here](https://phsonline.org/programs/tree-programs/get-involved) via the Spring Planting Events Map (if you told us to).

# VolunteerHub:

VolunteerHub (VH) is the online platform PHS uses to register volunteers for events and gather the required PHS Volunteer Waiver and proof of vaccination.

*Use VolunteerHub to:*

* Send automatic confirmation/reminder emails to volunteers, and get notifications when people signup/cancel
* Export a list of your registrants and contact info
* Print a sign-in sheet
* Record participant hours/attendance (post planting)

*Waivers and Proof of Vaccination* - If you already have a VolunteerHub account, the next time you sign up for an opportunity, it will ask you to upload proof of vaccination. If you are creating an account, it will ask you to upload proof of vaccination before your account is fully created. Participants will also acknowledge the PHS waiver when they register.

\*We recognize that VolunteerHub may be a barrier for some organizers and volunteers. As an alternative, we will accept the **signed paper waivers + volunteer data spreadsheet**. See Planting Hubfor [waivers](https://www.notion.so/Planting-Hub-a90650c5b69a4aa89ec86402c2e370ad#d170cddb59724b36ada467249ec98415) and [spreadsheet](https://www.notion.so/Planting-Hub-a90650c5b69a4aa89ec86402c2e370ad#fd390bc553e840eab4dc1a127257efc9).

[**VolunteerHub Demo & User Guide**](https://www.notion.so/Planting-Hub-a90650c5b69a4aa89ec86402c2e370ad#6d470745603a46dc8cb2cc7fcef611aa)

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Thank you,

Dana, Mindy, and the PHS Tree and Volunteer Teams

p.s. you can find this information again at the [Planting Hub](https://harsh-freighter-f48.notion.site/Planting-Hub-a90650c5b69a4aa89ec86402c2e370ad)

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