




Volunteering process

- **Volunteers recruitment**
 - Volunteers are recruited by completing the online [form](#).
 - All those who complete the form are invited to attend the weekly Volunteer zoom meeting.
- **Requirements**
 - Attestation of viewing the Code of Conduct and Confidentiality policies
 - Attend the weekly volunteer meeting
- **Volunteers tasks and management**
 - Tasks assigned to volunteers include the following:
 - Arabic content creator
 - English content creator
 - Social media manager
 - In person fundraiser
 - Graphic designer
 - Video editor
 - Volunteers should be able to attend the weekly “SAMA volunteers Tasks meeting”.
 - The volunteer should be able to complete the assigned tasks in a timely manner
 - Volunteers are added to “SAMA volunteers” whatsapp group for offline management of the tasks
 - Whatsapp groups are refreshed every quarter
- **Volunteer feedback and evaluation**
 - Monthly survey to be completed by all volunteers who worked in the preceding month - even if they completed prior surveys
 - Surveys are distributed to volunteers at the end of each month to assess their level of satisfaction and calculate their volunteering hours.
 - After the completion of the survey, the volunteer will be eligible to receive the volunteering certificate
- **Certificate process**
 - **Start date:** Date of completion of form
 - **End date:** end of last month of survey completion
 - E.g. completed survey for month of August → End date is August 31st
 - **Volunteer hours:** reported in the monthly surveys
 - On recommendation by the SAMA team

- A privilege not a right; for those who completed the tasks assigned and adhered to SAMA code of conduct and confidentiality policies
- Who does what?
 - Director of Programs
 - Volunteers report to him
 - Meets weekly with the volunteers to assign tasks
 - Director of Operations
 - Monthly survey
 - Volunteer certificates
 - Whatsapp Group refresh

Position	Director of Programs
Name	Mohamed Almaha1
Signature	
Date	August 21, 2023
Position	Director of Operations
Name	Abdulmajid Osman
Signature	
Date	August 20, 2023
Position	Executive Director
Name	Salaheldin Abusin
Signature	
Date	August 20, 2023