

Welcome

We would like to thank you for expressing an interest in volunteering with The Light of Truth Center, Inc.

We have prepared some information to help you affirm your decision to join The Light of Truth Center team and *Be the Light* that moves another soul forward.

The following presentation will give you a brief history and overview of our organization as well as our mission, vision, and core values. Understanding who we serve and why we do what we do gives, you a deeper look into our organization. We've also included information on the Virtues of Volunteering.

End Results

This Orientation Presentation allows you to go through this Orientation Process at your own speed and in the comfort of your own home.

At the end of the Orientation Presentation, you will be asked to fill out a Orientation Questionnaire. The questionnaire contains 20 questions. A favorable score of 15 or more correct answers ensures that you are ready to start the journey of building a life from the inside out. Upon completion we ask that you email the questionnaire to our office at cmann-leonard@lightoftruthcentr.org. Once we receive the questionnaire and are satisfied with the results you will be given a Certificate of Completion and get you officially started as a volunteer within our organization.

We take Volunteerism seriously. We are serving women who are healing from life's challenges, therefore, we want to ensure that our volunteers are well informed and are ready to serve without judgment.

History

The Light of Truth Center, Inc. (LTC) founded in 1999, is a non-profit organization, which embraces a new, innovative, three-phase process: recovery, transition, and restoration.

The Light of Truth Center was created to assist women recovering from alcohol and drug addiction to remain abstinent in a safe, clean, and caring environment. LTC's program is a three-phase recovery process. Recovery, transition, and restoration make up the essential elements for success. The **Recovery** Process includes securing safe housing, a sponsor, working the steps associated with 12-step programs, self-discovery, and other holistic approaches to recovery. **Transition** is developing the necessary life skills to transition from a structured environment to independent living. **Restoration** involves partnering with the necessary agency to restore residents to the community as viable, productive members of society.

History

The LTC recognized a gap in the provision of services and supports to women in recovery, particularly as it relates to safe and secure housing. The LTC is one of a few organizations in Baltimore that will support a woman's recovery process without regard to her ability to pay initial program fees upon entry. To continue to provide such support Vaile Leonard, Founder and CEO of the LTC, realized that the organization needed to start doing things differently. The LTC committed to a core set of beliefs and engaged in a strategic planning process that resulted in a clear strategy for growing the organization.

In 2010, LTC acquired a 4032 square foot building through a partnership with Neighborhood Housing Services. The development and renovation of the building more than doubled the number of women that LTC serves. Still after 20 years of providing innovative services and support to the women who have entered its doors, largely through the commitment and service of a steady cadre of volunteers, LTC is poised for phenomenal growth

Mission

Mission Statement

The Light of Truth Center, Inc. is a non-profit organization dedicated to providing safe and supportive housing in an environment conducive to recovery, transition and restoration for women recovering from addictions. The Light of Truth Center facilitates education, empowerment, enlightenment, and healing for the women it serves

Vision

VISION

The Light of Truth Center, Inc. is a thought-leader and innovator in women's addiction recovery. Serving as a model for cities nationwide, the Center's progressive philosophy and programs surround women in recovery with the real-world support they need to recover fully and permanently. That is *to rediscover their true selves and become all that they were meant to be*. The Center is continually researching, designing and testing forward-thinking concepts that not only help residents to heal, but also work to end the cycle of addiction by focusing on the whole woman – her family, her work and her community. The Center advocates for the women it serves through grassroots and national initiatives that educate, empower, and evolve the women themselves, policy makers and society as a whole. Above all, the Light of Truth Center is committed to re-defining the standard of care given to recovering women by promoting non-traditional alternatives that create positive perceptions and attitudes, as well as profound change – from the inside out.

Core Beliefs

Women are truly in need of support and in need of a safe environment in which to recover and experience safety. As an organization we have established a set of core beliefs and values that we stand on and base all of our major decision and policies upon.

The Light of Truth Center:

1. Believes recovery is possible and everyone has the right to recover regardless of her ability to pay the initial fees.
2. Believes all souls can heal.
3. Stands on integrity and does everything in a spirit of genuine love and compassion.
4. Holds the vision of what's possible for a woman until she can see it for herself.
5. Serves the needs of women in a holistic manner and provides a safe space for the recovery of the physical, mental and spiritual aspects of a woman.

Core Beliefs

The Light of Truth Center:

6. Honors the dignity and esteem of all women.
7. Gives women the choice and opportunity for a new way of life.
8. Loves woman until they can learn to love themselves.
9. Believes women are people and not statistics.
10. Believes all women possess positive life skills that unfold through recovery, transition and restoration.

Volunteers

Volunteers/Interns are the backbone of our organization. The Light of Truth Center, Inc. could in no way build our organization without the support of our volunteers and interns. Volunteers have an array of opportunities and various time commitments.



Welcome to
The Virtues of Volunteering

Vaile Leonard
CEO-Founder, The Light of Truth Center

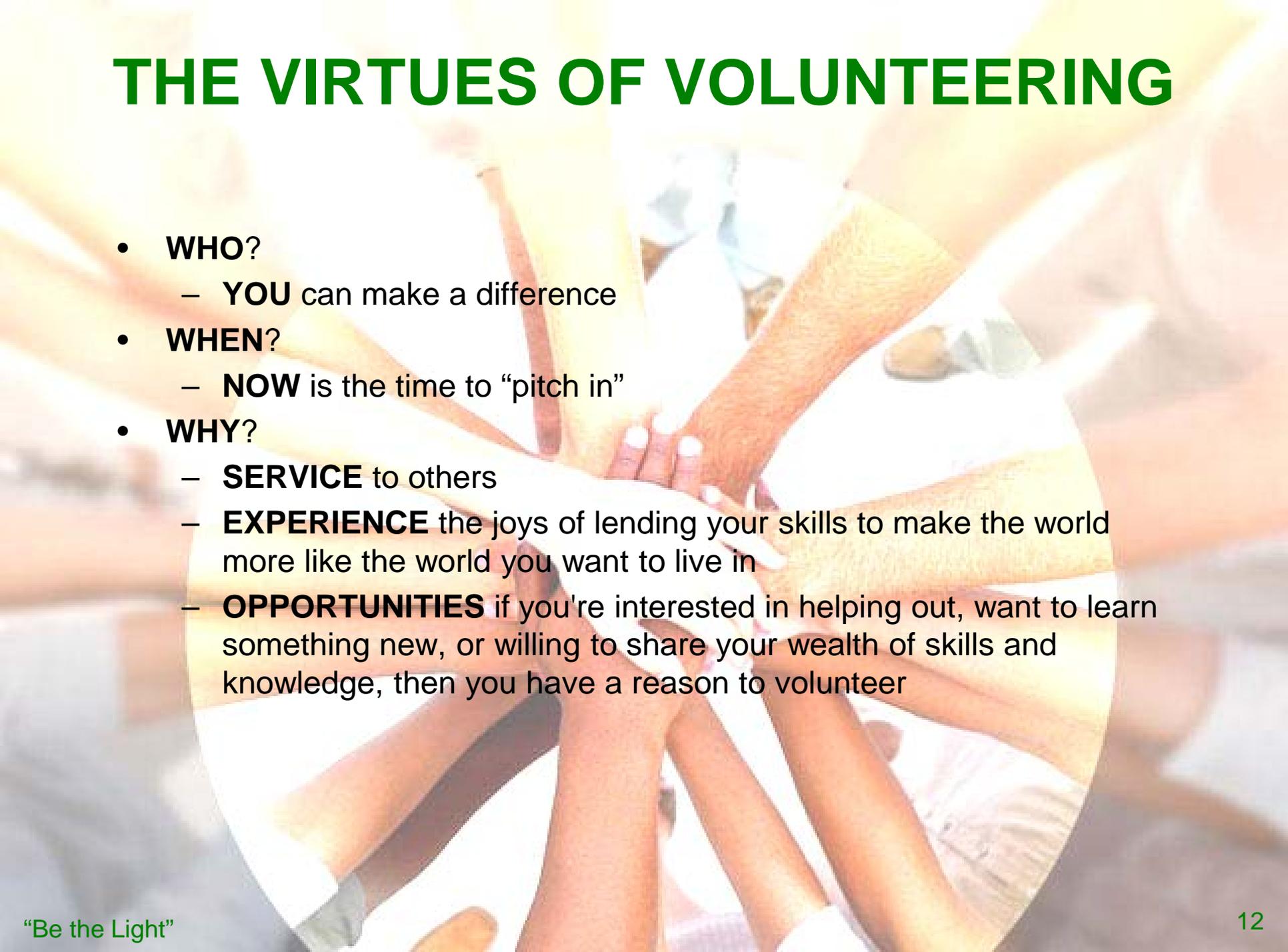


Founder-Vaile Leonard

Vaile is a former Lucent employee who is making history in Baltimore City as the CEO, Founder, and Visionary of The Light of Truth Center

She is credited for spearheading and maintaining the vision, development and implementation of a new facility, and for driving programs for women recovering from addiction. The Light of Truth Center provides direct support to residents by designing and facilitating skill-development programs, including lessons in decision-making, communication, and identifying and dealing with emotions. Ms. Leonard also handles fundraising and sponsorship efforts for the Center as well as supervises and provides a positive workplace for all levels of staff. Ms. Leonard is an excellent orator and has had the privilege and honor to speak throughout the Baltimore-Washington Metropolitan Area. She has volunteered for several community service positions and has served as a state volunteer for local penal institutions. As a trained and certified state volunteer, this position allows for invaluable experience in assessing the needs of women embarking on new lives, and re-entering the community.

THE VIRTUES OF VOLUNTEERING



- **WHO?**
 - **YOU** can make a difference
- **WHEN?**
 - **NOW** is the time to “pitch in”
- **WHY?**
 - **SERVICE** to others
 - **EXPERIENCE** the joys of lending your skills to make the world more like the world you want to live in
 - **OPPORTUNITIES** if you're interested in helping out, want to learn something new, or willing to share your wealth of skills and knowledge, then you have a reason to volunteer

SOCIAL RESPONSIBILITY

Volunteers

Contribute to the success of one time and/or ongoing initiatives

Motivate others and are motivated by their own interests and enthusiasm

Engage skill sets in support of what's important to them

Raise awareness around issues, take an active role in making change happen and even have fun

Application Process

All volunteers and interns will be asked to complete an orientation process and complete a volunteer application. Each applicant will be asked to provide contact information and your work history. In addition, volunteers will be asked to identify areas of interest and availability time.

Each volunteer/Intern will be given a volunteer manual for your review. After completing the volunteer quiz and receiving your certificate, filling out all required paperwork, volunteers/Interns will be given a volunteer assignment.

ANYONE CAN VOLUNTEER

Do an inventory of your skills, desires, and availability; then share this information with the organization(s) that interest you the most

GIVE

- your time
- your support
- your expertise to do the typing, filing, phoning, selling, writing, shopping, cooking, cleaning, sewing, fund raising, advocating, manual labor, organizing people and projects, et al.
- it doesn't matter what skills you have or don't have
- volunteers can directly confront, identify, and help solve the needs of those around them

AND YOU WILL RECEIVE

- experience in skills you don't normally use, develop new skills, open new possibilities
- chance to work with people from varied backgrounds, build networks, gain confidence
- chance to update your resume, boost employability, further career prospects
- expand your circle of influence and broaden horizons
- thanks and kudos from those you've helped
- sense of satisfaction from volunteering is a natural catalyst for building individual self-esteem, passing on social values, and enlisting others

ENDLESS OPPORTUNITIES

- One time commitments
- 3 months, 6 month or 9 month commitments
- Office Assistant – Office Duties
- Development Coordinator
- Health Facilitator
- Personal Schedule
- Project Coordinators
- Grant writers
- Researchers
- Addictions Facilitator
- Public Relations
- Marketing
- Shoppers
- Social Networking
- Facilitators
- Board Member
- NA/AA 12 Step Program Group Facilitator
- Workshop Facilitator
- Head/Coordinate Financial Development Project

Thank You!

It's your choice and whatever position you decide to fill – we are the lucky ones.

Thank you for deciding **to Be The Light for those we serve. Remember, as you serve, you touch another's heart, and change a life from the inside out.**



Tour of Facility

All applicants will be given an opportunity to tour our facility/facilities. The Residential Manager will conduct the tour and answer any questions you may have

Placement:

Placement will be made after a volunteer has successfully completed the required Orientation Process, questionnaire, and tour (if desired)

FINAL THOUGHT:

Whether you call it “giving back” or “paying it forward” through service, there’s a place for you to give of your time, your talent, and your skills to make the world a better place.

Thank you for choosing to ***Be The Light*** for those we serve.

The Light of Truth Center, Inc.

Orientation Questionnaire

That's it! You're almost finished.

Thank you for going this far. We are confident that you will be a perfect fit and look forward to your journey with us. **Be the Light** that moves another soul to their rightful place within their communities. **Be the Light!** We can't do it without you!

Again, thank you! We can't say it enough.

P.S. Don't forget to do the quiz so we can get you on board!