



# *Pioneer Volunteer*

## Volunteer Handbook



*serve*  
with **PURPOSE**

Fletcher Academy (9-12)

Captain Gilmer Christian School (K-8)

Fletcher Park Inn

LPC Fitness & Aquatics

Fletcher Academy Farm

[fletcheracademy.org/volunteer](http://fletcheracademy.org/volunteer)



## Contents

|   |   |
|---|---|
| Mission & Vision  | 4 |
| Our Beliefs & Philosophy                                  | 4 |
| History   | 5 |
| Setting and Location                                      | 5 |
| Accreditation   | 6 |
| Non-Discrimination Policy                                 | 6 |
| Statement of Commitment/Authorization of Background Check | 6 |
| Becoming a Fletcher Pioneer                               | 6 |
| Benefits and Recognition                                  | 7 |
| Rights and Responsibilities                               | 7 |
| Gift of Right of Publicity                                | 7 |
| Pioneer Volunteers have the right & responsibility to:    | 7 |
| Employees have the right & responsibility to:             | 8 |
| Attendance & Recording Hours                              | 8 |
| Reimbursement of Expenses                                 | 8 |
| Dress Code  | 8 |
| Pioneer Volunteer Dismissal                               | 9 |
| Safety  | 9 |
| FAI Policies  | 9 |

# Welcome to the Fletcher Family...

GOD BLESS YOU! THANK YOU FOR  
VOLUNTEERING. WE'RE SO GLAD YOU'RE  
A PART OF THE FLETCHER FAMILY!  
Am Lay

At Fletcher Academy volunteers serve alongside faculty/staff and students as connections are made, relationships are built, and blessings are shared.

Fletcher Academy is a place where students can grow socially, spiritually and academically. We believe modeling and integrating service into learning is the best way to ensure that young people leave Fletcher prepared for service. Thank you for choosing to join us in our mission.

Your gift of time and talent helps make quality education affordable for our students, and sets a high standard for service. No matter the size of the task, you are making a difference.

This handbook is designed to connect you with the mission of Fletcher Academy and the Pioneer Volunteer program. By sharing your knowledge, skills and experience, you are providing invaluable guidance and support to our students, staff and faculty.

We invite you to join our volunteer team and make a difference on our campus as you share your talents with us!

*For over a century, Fletcher has been building its history. Many lives have been changed on these grounds through the dedication of godly men and women.*

"Those who have led out as pioneers in establishing (Fletcher Academy) have been actuated by a spirit of philanthropy...does the reader feel impressed to answer this call?"  
Sidney Brownsberger, past President, c. 1914

Our Pioneer Volunteers are a vital part of our "**community on a mission**" and experience gratitude, connection, and caring as they serve in varied roles. We are thankful for our volunteers who are using their talents and **their time** in support of the ministries of Fletcher Academy.

## **MISSION & VISION**

We are a growing community of believers operating Adventist schools, ministries, and businesses in harmony to educate youth to have a transforming influence on the world as disciples of Christ.

To graduate students with the highest standard of intellectual and moral culture and thus be the leading sustainable Adventist educational model and resource for Christian leaders.

## **OUR BELIEFS & PHILOSOPHY**

Fletcher Academy is closely associated with the Seventh-day Adventist Church. While we are not owned or controlled by the church, we voluntarily hold to the beliefs of the church in our classes and practice. We believe in the Bible and the Bible only as our rule of faith. The world church website keeps a complete list of the [fundamental beliefs of the Seventh-day Adventist church](#).

### **We are created in the image of God (Genesis 1:27).**

For this reason, the primary purpose of Fletcher Academy is to develop Creator-like powers in our students that are God-given to all humans: creativity, individuality, and the power to think, to choose, and to do. We exist to provide a quality education in an environment where students and staff are in the process of continuously improving their love, trust, and relationships with Jesus Christ and each other. The object of education at Fletcher Academy, then, is to develop these abilities in our students so that they will think and act as individuals, not mere reflectors of someone else's thoughts and actions. We value this environment and recognize that it must be protected and nurtured in order to achieve our objectives. Accordingly, we select and welcome students and staff who thrive in a family where trust is fairly and safely embedded in love and relationships. We believe students benefit and develop by being trusted. They have a high sense of honor and want to be treated with confidence and respect, which is their right. We believe that as bonds of love develop within the school family and with Jesus Christ, students will live the Christian life – not because of rules, but based on relationships that are too important to risk damaging. We believe that students who are committed to developing their God-given talents and enhancing their relationship with Jesus should not be turned away from Fletcher Academy because of finances. We are committed to having sufficient work and justified financial aid to assist such applicants. This pledge is conditional on the parents doing their fair share, the student's church doing their fair share, and the student doing his/her fair share, once they have entered the work program, through summer work and work during the school year.

### **Character Development**

Fletcher Academy is committed to providing expectations and opportunities for all students to understand, demonstrate, and practice the Christian life-skills and characters that will help them to become responsible citizens for successful living in this world and in the world to come. Our students are taught to understand the fundamental differences between right and wrong, to think before acting, to respect themselves and others, to demonstrate responsible decision-making, and to be accountable for their behavior. This striving for excellence in Christian character sets before each student the goal of being all that he or she can be – “attaining the whole measure of the fullness of Christ.” (Eph. 4:13)

- Brothers' Keeper                      Demonstrating understanding and concern for others
- Courage                                      Standing for what is right even if you stand alone
- Honesty                                      Revealing truth through thoughts, words, and behavior
- Initiative                                      Moving from thought to action
- Perseverance                                Completing what you start, no excuses
- Purity                                         Possessing virtue and morality
- Respect                                        Showing a deep admiration and consideration for others
- Responsibility                                Doing what's right and being accountable for our choices
- Service                                        Putting others' needs before your own

## **HISTORY**

The original property has a history dating back to the days of Presidents Washington and Jefferson. While in the area gathering materials for his book, *Men of the Mountains*, Professor Arthur Spaulding discovered a rundown plantation consisting of 450 acres at a purchase price of \$6,000. Mrs. Martha Rumbough, a lady of some means and prominence living in Asheville, provided the money for the purchase of the property. "After the school farm was purchased, class work began with two pupils in March 1910. Professors Arthur Spaulding and Sydney Brownsberger (President of the first Seventh - day Adventist College) began the work at that time." (From Minutes)

Some of the other pioneer leaders in the enterprise were Dr. and Mrs. F. E. Bliss, Lelia Patterson, Mr. and Mrs. James Lewis, Mr. and Mrs. A. A. Jasperson, and Mr. and Mrs. C. G. Marquis. In addition to the school, the institution for many years operated treatment rooms and the Health Cafeteria, the first cafeteria in Asheville. The health work began in a formal way with the building of a "cottage for sanitarium purposes" (from Minutes) in 1915. This was the forerunner of Mountain Sanitarium and Hospital. The hospital facility is now being used as a nursing home. A prized possession, a school calendar printed for the year 1913-1914, stated that the original school included elementary and high school work - both primarily intended to serve the needs of the workers and children of the community. The education work grew slowly and attendance remained small. There was a change in the mid-twenties with the appointment of Mrs. Marguerite M. Jasperson as principal. Even then the school remained at the tenth grade level until the early 1930's. In 1931 the eleventh grade was added and a year later the twelfth grade. In 1932 the school was accredited by the North Carolina Department of Public Instruction. It is evident that the foundation and program of the institution grew out of the sacrifice and devotion of those who pioneered. There are abundant reasons for believing that, should this same spirit of sacrifice and devotion be lost, the purpose and the objectives of the institution would, in the same measure, be lost.

Fletcher Academy is a charter member of Adventist-laymen's Services and Industries (ASI) which was established in 1947 and is a cooperative network of lay individuals, professionals, business owners, and ministries who collectively support the global mission of the Seventh-day Adventist Church.

## **SETTING AND LOCATION**

Located on approximately 500 acres of farm, field, and forest, Fletcher Academy provides a lovely rural setting. Our campus is two miles from the Fletcher / Mt. Home Exit 44 interchange of Interstate 26, seven miles north of Hendersonville, and eighteen miles south of Asheville, North Carolina. Fletcher Academy is one of the organizations operated under Fletcher Academy, Inc., a 501(c)(3) corporation. Other organizations operated by FAI on our

campus include Captain Gilmer Christian School, Fletcher Park Inn, the Lelia Patterson Fitness & Aquatics Center, and Fletcher Farm. Many of our students are employed by these organizations. AdventHealth Hendersonville, a regional hospital that is part of the AdventHealth network, is located just across the street from our campus.

### **ACCREDITATION**

Fletcher Academy is nationally accredited by Cognia (formerly AdvancEd). Cognia is the world leader in providing improvement and accreditation services to education providers of all types in their pursuit of excellence in serving students. The Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) is an accreditation division of Cognia. Cognia serves as a trusted partner to more than 32,000 schools and school systems. Cognia conducts rigorous, on-site external reviews of schools and school systems to ensure that all learners realize their full potential. This accreditation demonstrates our dedication to continuous improvement in all that we do. In addition, Fletcher Academy is approved by the State of North Carolina, and is recognized by the Southern Union Conference of Seventh-day Adventists.

### **NON-DISCRIMINATION POLICY**

Fletcher Academy admits single students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Young people of a religious persuasion other than the Seventh-day Adventist Church are welcome to apply as long as they agree to uphold the ideals, standards, and principles as set forth in the Student Handbook.

### **STATEMENT OF COMMITMENT/AUTHORIZATION OF BACKGROUND CHECK**

Before becoming a Pioneer Volunteers, you will need to sign a *Statement of Commitment & an Authorization for a Background Check* before volunteering at Fletcher Academy Incorporated. Pioneers sign this commitment indicating they understand and agree to the responsibilities, potential hazards, benefits, and other conditions of volunteering at Fletcher Academy Incorporated.

### **BECOMING A FLETCHER PIONEER**

Simply go to [fletcheracademy.org/serve](http://fletcheracademy.org/serve)

- A signed waiver and background check are necessary to become a volunteer.
- Read the [Pioneer Volunteer Handbook](#)
- Print, complete, and return [Application](#) to the Pioneer Volunteer Office in the Administration / Classroom Building on the main campus of Fletcher Academy.
- After the application is reviewed and processed, a staff member will contact you.

We offer Pioneer volunteer opportunities at Fletcher Academy, Leila Patterson Fitness & Aquatics Center, Fletcher Park Inn, Captain Gilmer Christian School, Fletcher Academy Farm, and more.

The ideal volunteer is:

- Friendly, reliable, and adaptable
- Have a professional demeanor and attitude about serving others
- Demonstrate a sustained interest and enthusiasm for volunteering
- Believe in quality Christian education
- Of any age, but capable of self-supervision

### **BENEFITS AND RECOGNITION**

Serving as a Pioneer will add new purpose to your life! *No matter the size of the task, you will make a difference!*

As a Pioneer volunteer you will receive a unique t-shirt which immediately identifies you as a valued member of our volunteer team. You'll be invited to join various social activities, too; the main semi-annual events are held in the fall and spring.

### **RIGHTS AND RESPONSIBILITIES**

The Pioneer Volunteer program is based on a philosophy of partnership. Pioneer Volunteers and employees work together to share visions, ideas, and responsibility for the success of the mission of our ministries.

Our Pioneer volunteers are highly valued by our whole team, and represent an outstanding extension of the character of Christ's outreach ministry as they serve. Each member should know that the entire program is strengthened with the cooperation of each team member.

We invite you to join our team of volunteers - from gardening to tutoring grade school children - and to experience the joy of serving together on our large Christian campus.

### **GIFT OF RIGHT OF PUBLICITY**

Pioneer Volunteers have the opportunity, through the Pioneer volunteer agreement, to give or withhold permission for Fletcher Academy Incorporated to use their names and/or pictures in various media forms (including newsletters and the FAI website).

### **PIONEER VOLUNTEERS HAVE THE RIGHT & RESPONSIBILITY TO:**

- Be respected as a peer / co-worker (not just free help!)
- Expect a suitable and worthwhile role
- Be well-informed
- Receive quality orientation and/or training related to their role
- Have appropriate and safe working conditions
- Be involved in planning, organizing, etc.
- Be recognized and receive expressions of appreciation
- Be trusted and respected by faculty and staff
- Be valued as a person capable of unique contributions
- Choose assignments suited to personal interests, talents and skills
- Dress and perform in the professional manner as a representative of Fletcher Academy Incorporated
- Participate in appropriate orientation, training, and evaluation
- Respect confidences and exercise personal integrity



- Uphold and follow policies and procedures
- State any personal limitations
- Follow through and complete assignments once assumed, or notify the supervisor if unable to fulfill the assignment
- Communicate both problems and successes
- Work as a team member
- Follow the reasonable directions of faculty and staff

### **EMPLOYEES HAVE THE RIGHT & RESPONSIBILITY TO:**

- Review and evaluate Pioneer Volunteers
- Clearly define expectations and responsibilities of needs for volunteers
- Be informed regarding project status
- Have their expectations met
- Request information and services available through Pioneers
- Give clear job descriptions and reasonable timeframes
- Communicate clearly and provide constructive feedback
- Treat Pioneers as co-workers with acceptance, trust and respect
- Provide information and keep Pioneers up-to-date

### **ATTENDANCE & RECORDING HOURS**

Pioneer Volunteer work schedules may vary depending on the assignment. Volunteers work with their supervisors to set a schedule that is mutually acceptable. If unforeseen circumstances arise and result in tardiness or possible cancellation of the shift, appropriate notice is needed.

All Pioneers can obtain a sheet from the volunteer website or from the volunteer coordinator to track your hours, or email your hours to [Volunteer@fletcheracademy.org](mailto:Volunteer@fletcheracademy.org).

Fletcher Academy Incorporated fiscal year runs July 1 through June 30. Pioneer Volunteer hours will be recorded for the same period.

### **REIMBURSEMENT OF EXPENSES**

There may be times when Pioneers may need to purchase necessary items to carry out a volunteer activity. A supervisor's approval for reasonable and necessary expenses should be obtained before purchase, and if approved, will be reimbursed.

### **DRESS CODE**

As a representative of Fletcher Academy Incorporated, all Pioneer volunteers are responsible for adhering to Fletcher Academy Incorporated's dress code and presenting a positive image to our community and constituents. Pioneers should practice common sense rules of neatness, good taste, modesty, and comfort, and are asked to refrain from wearing jewelry. For reference, a complete copy of the dress code can be obtained from Human Resources in the Administration / Classroom Building, or by going online to [www.FletcherAcademy.org](http://www.FletcherAcademy.org) -Campus life > Campus Information > Dress Code > Student Handbook

## **PIONEER VOLUNTEER DISMISSAL**

In the unlikely event that a Pioneer volunteer does not adhere to the policies of Fletcher Academy Incorporated, or fails to perform his/her duties in a responsible manner, Fletcher Academy Incorporated reserves the sole right to terminate his/her involvement with the organization. Reasons for termination include any conduct inconsistent with the mission and policies of Fletcher Academy Incorporated. Fletcher Academy Incorporated reserves the right to request that a volunteer leave immediately if circumstances warrant such action.

## **SAFETY**

### Accidents & Injuries

In the case of an immediate threat to life and/or property, dial 911 immediately.

All property damages and personal injuries that occur while functioning as a Pioneer Volunteer (on or off campus) should be documented via an FAI Incident Report (any supervisor can supply), and a Police / Sheriff's report, if appropriate.

The Pioneer Coordinator must also be notified as soon as possible.

Fletcher Academy Incorporated does not cover damages or injuries to volunteers who choose to use their personal vehicles for volunteer activities.

## **FAI POLICIES**

Alcohol, narcotics, tobacco/nicotine - Fletcher Academy Incorporated desires to maintain a campus environment that is free of the influence of harmful substances and promotes a lifestyle in accordance with this desire. For these reasons, FAI prohibits the unlawful use, manufacture, possession, distribution, sale or dispensing of alcohol, narcotics and/or tobacco/nicotine on any FAI property or during FAI activities which may be on or off campus.

Vehicle Operation - Vehicles operated on our campus must be operated safely. Please comply with posted traffic signs, parking regulations & speed restrictions to promote a safer campus for all.

Internet Access & Use - The FAI networked systems are a private network, and are available only to authorized users.

Confidentiality & Password Security Statement - I understand that during my volunteer service, I may have access to information which is protected by privacy and confidentiality laws as well as Fletcher Academy, Inc. Ministries policies. I agree to the following responsibilities:

- My login and password are equivalent to my legal signature, and I will be responsible and accountable for all work using this password.
- I will not disclose my login and password to anyone, nor will I attempt to learn another person's login and password.
- I will treat all employee, student, alumni, and donor information (both written and electronic) as private and confidential and only release it to persons with a need to know.

## ***Pioneers Volunteer Handbook***

- I will access student information only on those students necessary to assist me in performing my job.
- I understand it is my responsibility to immediately contact IT if I have reason to believe that another associate has learned my login and password.
- I understand that electronically-stored communications that are transmitted, received or contained in the FAI's information systems are property of FAI and are to be used for business purposes only. Offensive jokes, "for-profit" messages, solicitation, chain letters, or other information deemed inappropriate may not be forwarded via FAI electronic communication systems.
- No documents containing student information or other FAI information may be removed or copied for personal use.