BodyGuards
Volunteer Program

Handbook

BCM
Baylor College of Medicine

Dan L. Duncan Cancer Center
Baylor College of Medicine
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Dear Volunteer:

Thank you for your interest in the BodyGuards volunteer program. We value your time and energy, as you are a vital member of our team. This handbook should help you become more familiar with our Volunteer Program. Please know that we are always open to your suggestions, concerns and/or comments.

Here at Baylor College of Medicine, we are committed to working with each volunteer on an individual basis. We want to build a mutually beneficial relationship in which you, our valued volunteer, use your strengths, passions and dedication to not only benefit our volunteer program, but to positively enhance your own life and our community.

Volunteering for the BodyGuards program shows that you acknowledge the value of our mission. Thank you for your support and we look forward to working with you in the near future.

Sincerely,

Maria Jibaja-Weiss, EdD
Director, Office of Outreach and Health Disparities
Dan L. Duncan Cancer center
Baylor College of Medicine
**Faculty:**

**Maria Jibaja-Weiss, EdD** - Director, Office of Outreach and Health Disparities at the Dan L. Duncan Cancer Center

**Luis Rustveld, PhD** - Deputy Director, Office of Outreach and Health Disparities at the Dan L. Duncan Cancer Center.

**Volunteer Coordinators:**

**Lizette Rangel, MPH** - Research Coordinator II and Volunteer Coordinator, Sugar, Heart, and Life Program

**Anedny M. Laubscher, MA** - Project Manager and Outreach Officer, Office of Outreach and Health Disparities at the Dan L. Duncan Cancer Center

**Staff:**

**Glori Chauca, MD, MEd** - Project Manager & Outreach Officer, Office of Outreach and Health Disparities at the Dan L. Duncan Cancer Center

**Roshanda Chenier, MS** - Project Manager & Outreach Officer, Office of Outreach and Health Disparities at the Dan L. Duncan Cancer Center

**Lourdes Pelaez, MD** - Research Coordinator, Sugar, Heart and Life Program

**Anna Perales** - Office Manager, Office of Outreach and Health Disparities at the Dan L. Duncan Cancer Center

**Ivan Valverde, MS** - Data Analyst, Office of Outreach and Health Disparities at the Dan L. Duncan Cancer Center
Mission Statement

Our mission is to provide a variety of opportunities for individuals to work in community outreach events sponsored by Baylor College of Medicine, and to promote awareness, education and prevention for diseases affecting our underserved communities such as diabetes and cancer.

Goals and Objectives

To work with both:

- The Sugar, Heart and Life (SHL) Program
- and with the Office of Outreach and Health Disparities (OOHD) at the Dan L. Duncan Cancer Center to:

  - Educate the community about diabetes management prevention and health living.
  - Reduce cancer health disparities in underserved communities through cancer prevention and early screening.
  - Develop a group of dedicated volunteers and provide them with outreach opportunities in the community.
  - Enhance Baylor College of Medicine outreach efforts in the community.
Volunteer Incentives

Volunteer Benefits:

- Great Learning Experience
- T-Shirt
- Snacks and refreshments during events
- Community Service hour tracking
- Annual Appreciation Ceremony
- Letters of recommendation

- Volunteers will have the opportunity to participate in various health fairs and community events sponsored by Baylor College of Medicine.
- Volunteers will receive email announcements of upcoming events.
- Volunteers may choose to participate based on their availability and interest.
Dress Code:
BodyGuards T-shirts must be worn during entire shift. Jeans and khaki pants can be worn. Comfortable shoes are recommended.

Attendance:
Attendance to all community outreach events is not mandatory. You will be able to select the events in which you are available and of interest to you. If you are unable to make an event or running late, please contact the volunteer coordinator by phone or email.

Confidentiality:
Please read and sign the Confidentiality Policy included in the Volunteer Registration Form.

Drugs & Alcohol:
All events are substance-free environments; please respect this policy at all times. You may be asked to leave the event should this policy be broken.

Smoking:
BCM is a non-smoking facility.

Parking:
BCM does not assume any liability for loss or damages you or your car may sustain while providing volunteer services.

Feedback:
If at any time you would like to share your thoughts regarding your experience, do not hesitate to contact a volunteer coordinator by phone or email.
DO’s & DON’Ts...

Volunteers MUST:
- Respect the mission and goals of the BodyGuards volunteer program.
- Be friendly and courteous.
- Report any problems or concerns to a Volunteer Coordinator.
- Have FUN!

Volunteers must NOT:
- Give out medical/health advice to anyone during an event.
- Answer any specific questions related to diabetes or cancer treatment, instead refer person to a health care provider.
Volunteer Opportunities

The following job descriptions are just a few examples of the opportunities BodyGuards Volunteers will have while representing either/or:

1. **The Sugar, Heart and Life (SHL) Program**
2. **Office of Outreach and Health Disparities (OOHD) at the Dan L. Duncan Cancer Center**

**Office Administration:**
- Help with bag assembly, stuffing, sorting
- Assist with inventory control
- Provide general office assistance
- Support data entry
- Provide written translation services

**Event Coordination:**
- Assist with event ‘day of’ duties such as set up, registration, and clean-up
- Support marketing and advertising plans
- Responsible for table display materials

**Exhibit Management:**
- Oversees exhibit table at events
- Responsible for collecting data for surveys or database
- Assist with promoting OOHD projects
- Support OOHD goal to disseminate educational materials

**Media Assistance:**
- Photograph or video events for promotion
- Graphic design of materials for publications
- Help with newsletters, flyers, programs, brochures
- Assists with sorting digital photographs

**Outreach Services:**
- Assist with exhibit table
- Promote importance of healthy eating and exercise
- Accompany Salad Lady and Toni the Art Cart
- Refill and distribute outreach and awareness materials
A bilingual diabetes educational program to improve Type 2 diabetes management and promote a healthy lifestyle for the whole family.

Two components of the program:
1) An Interactive telenovela
2) An Info-market section with various interactive games

Available on DVD and online at www.bcm.edu/shl in both English and Spanish.
Info-Market

In our Info-market table, participants are able to navigate through our online version of the SHL program. Suitable for all ages, participants are able to play interactive games and activities to learn how to live healthier.

Create-A-Plate Game

In our Create-A-Plate Game, participants learn how to create a healthy plate by identifying the proper portions of the different food groups (veggies, carbohydrates, and protein).
About OOHD

BodyGuards Volunteers will have the opportunity to work with the:

Office of Outreach and Health Disparities (OOHD)

OOHD is part of the Dan L. Duncan Cancer Center at Baylor College of Medicine. It strives to:

1. Coordinate and integrate outreach activities across affiliate institutions
2. Foster state-of-art care to the underserved
3. Disseminate research-based solutions to reduce health care disparities in the greater Houston community and across Texas.

OOHD is convinced that Education is the bridge to reducing cancer health disparities, that is why we continuously strive to reach our community with innovative and interactive educational resources that will provoke interest and are culturally and linguistically appropriate.
Community Arts Program

Theater has the power not just to entertain, but to also educate. OOHD sponsors a series of plays and monologues that promote cancer awareness and ignite behavior change through engaging story lines. These plays are being performed at local churches and community centers for African American and Hispanic audiences.

Toni the Art Cart

Back in 2010, OOHD partnered with The DeBakey High School for Health Professions Art Club to decorate a golf cart (now known as “Toni the Art Cart”) with produce to remind everyone that eating more fruits and vegetables is a great way to prevent cancer.

Toni the Art Cart is well showcased by making appearances in community events. “Salad Lady” will often accompany Toni at events, where she will remind children and their parents the importance of healthy eating and physical activity!
Please contact us if you have any questions or would like to become a member of our

**BodyGuards Volunteer Program**

One Baylor Plaza
Houston, TX. 77030

Phone: 713-798-3636
Fax: 713-798-2716

Sugar, Heart and Life Program
www.bcm.edu

Dan L. Duncan cancer Center,
Office of Outreach and Health Disparities
www.bcm.edu/cancercenter/outreach

**Volunteer Coordinators:**

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Community Cancer Education at Baylor College of Medicine