

Volunteer Rules & Guidelines at Sedona Mago Retreat Center (“SMRC”)

Sedona Mago Retreat Center (“SMRC”) is operated by Tao Fellowship, an Arizona nonprofit corporation.

I. Volunteer Experience and Daily Living

1. Benefits of Being a Volunteer:

- Opportunity for physical, mental, and spiritual development.
- Guidance from the Volunteer Coordinator, if requested.
- Lodging includes basic linens and towels.
- Three meals per day.
- Program discount benefits for certain weekend retreats (must be applied for during the volunteering period; contact the Volunteer Coordinator for more information)
- Access to weekly classes and Tao rituals.
- Opportunity to build new skills and gain experience in various volunteer roles.
- Access to self-training and meditation sessions.
- Use of community facilities, including training rooms and shared lounges.

2. Participation in Tao Lifestyles:

- Weekly Volunteer Class with a Tao Instructor or Coordinator
- Tao Rituals and Ceremonies

3. Basic Daily Schedule

- Morning (6:00 am - 6:50 am): Self-Morning Meditation & Prayer
- Breakfast (7:00 am - 8:30 am): Followed by work or personal practice
- Lunch (11:30 am - 1:00 pm): Followed by work, personal practice, or self-training
- Dinner (5:30 pm - 7:00 pm): Followed by work, personal practice, self-training, or weekly class
- Bedtime (10:00 pm - 6:00 am): Quiet hours; minimize noise, turn off lights, and avoid showers

Note:

- Volunteering hours for long-term volunteers will range from 20 to 25 hours per week.
- The daily schedule may vary based on the Retreat Center’s schedule.

Guideline:

All volunteers must adhere to the standard schedule, Tao living rules, and SMRC-specific guidelines.

4. **Bedtime and Quiet Hours:** Bedtime is from 10:00 pm to 6:00 am. During this time, please respect the rest of others by turning off lights, refraining from using the shower, and keeping conversations to a minimum.

5. **Permission for Night work or Leaving the Premises:**

If you need to work or leave SMRC during bedtime hours, obtain permission from your team leader or the Volunteer Coordinator.

6. **Practice Diary:** Keep a practice diary throughout the week. A regular notebook can be used.

7. **Room Usage and Restrictions:** If you need to use any room other than your assigned room, first obtain permission from the Volunteer Coordinator. Volunteers are only permitted in work-related areas. Sleeping in assigned rooms is mandatory.

8. **Community Rules:** To support the Tao community lifestyle and retreat environment, meat consumption, alcohol, smoking, and illegal drug use are not permitted on the property. Guests may visit volunteers but must stay in guest rooms. Discuss with the Volunteer Coordinator for more information. SMRC reserves the right to terminate the program for any rule violations.

9. **Provided Supplies:** Bed linens, soap, cleaning supplies, coins for laundry, and toilet paper are provided. If supplies run low, notify the Volunteer Coordinator or Welcome Center.

10. **Room Sharing and Cleaning:**

- Volunteers may share a room with one other person.
- Volunteers must clean their rooms daily and conduct a full cleaning once a week, including bathrooms and common areas.
- Cleaning supplies are available from housekeeping.
- Rooms may be inspected by the Volunteer Coordinator. Monthly inspections will be conducted.

11. **End of Volunteer Period:** On the last day, volunteers must clean all bed linens and personal areas. This is not the responsibility of housekeeping.

II. Long-Term Volunteering

1. Most volunteer work is physically demanding.
2. Volunteers must adhere to their assigned schedule. If you anticipate being late or unable to work, notify the Volunteer Coordinator in advance.

3. If you need a day off for personal reasons, obtain approval from the Volunteer Coordinator in advance. Unauthorized absences for three days may result in dismissal.
4. Computers, telephones, and office equipment are for business use only. For personal use, use the facilities in the Welcome Center Lounge.
5. Encourage guests to focus on their programs. Do not invite them to go shopping or discuss personal challenges as a volunteer.
6. **Please note:** The volunteer program is designed to focus on personal growth. Volunteers are encouraged to maintain appropriate boundaries and focus on personal growth and community harmony during their volunteer period.
7. Volunteering Duration: Specify the start and end dates of your volunteering period:
From _____ to _____.
8. Monthly Volunteer Program Contribution Fee: \$300(Initial: _____) to help cover lodging, meals, utilities, and community facility usage.

III. Short-Term Program Staff Volunteering

1. Program staff volunteering is a short-term commitment, generally lasting less than 7 days.
 - Program Name: _____.
 - Volunteering Duration: From _____ to _____.
2. Volunteers may participate in designated programs during their off-duty hours.
3. Additional tasks may be assigned based on the needs of the team and availability.
4. Program staff volunteers do not receive the same benefits as long-term volunteers unless specified in advance (e.g., program discounts).
5. The Volunteer Coordinator reserves the right to terminate the short-term program if any issues arise during the period.

IV. Extra Days Off and Personal Time

1. Leaving the Premises:

Volunteers must inform the Volunteer Coordinator in advance if they need to leave the

property during their stay at SMRC. Driving SMRC vehicles or removing any property from the premises, including computers, tools, mats, and other items, are strictly prohibited.

2. Eligibility for Extra Days Off:

Volunteers who have completed three months of service are eligible for up to three extra days off for personal time. Those who have completed six months of service may take a maximum of six extra days off. These extra days off will be included when calculating volunteer benefits.

3. Scheduling and Flexibility:

Scheduling of extra days off and personal time will depend on the operational needs of the team. If a specific group has a deadline or urgent tasks, volunteers may be required to work during their scheduled days off. Flexibility and cooperation are expected to accommodate the team's needs.

4. Approval and Schedule Adjustments:

Due to operational requirements or unforeseen circumstances, specific requests for days off may not be granted. The Volunteer Coordinator reserves the right to adjust schedules as necessary.

5. Consequences of Unauthorized Absence:

Leaving the premises without prior permission from the Volunteer Coordinator may result in the immediate termination of the volunteer program.

V. Support and Counseling

1. It is recommended to connect with the Volunteer Coordinator to discuss and apply for SMRC programs that align with your personal growth and development goals.
2. If you need counseling or support during your volunteering period, inform the Volunteer Coordinator to schedule a session.
3. Share positive information and encouragement with co-volunteers. If conflicts or issues arise, make an appointment with the Volunteer Coordinator for resolution and guidance.

VI. Condition of Acceptance and Exclusion

1. Acceptance Process:

- The initial one-week period will serve as a mutual evaluation period.
- SMRC reserves the right to terminate the program within the first week or for any rule violations.

2. Termination of Relationship:

Either the volunteer or SMRC may terminate the relationship at any time with or without cause. Grounds for dismissal include but are not limited to: Fighting, insubordination, harassment (sexual, verbal, or otherwise).

Acknowledgment and Agreement

Tao Fellowship Volunteer Program's Alcohol, Tobacco, and Drug Policy

TAO FELLOWSHIP's Volunteer Program supports a holistic and healthy environment. Therefore, the use or sale of illegal or illicit drugs is strictly prohibited. Smoking, alcohol consumption, and eating meat are not permitted anywhere on Tao Fellowship's property.

Agreement

In consideration of participation in the Volunteer Program ("Program") of Tao Fellowship, I, the undersigned, for myself, my personal representatives, assigns, heirs, and next of kin, agrees to the following terms:

1. I understand that there are no medical practitioners on staff at Tao Fellowship. I also agree that, in the event of illness or injury, I will seek appropriate medical attention from a physician.
2. I understand that the Program is designed for emotionally and physically healthy individuals. I certify that I have been examined by a licensed physician within the past six months and have been found to be in suitable condition to perform normal daily physical and mental activities. I also agree to cover any medical or psychotherapeutic expenses incurred while participating in the Program.
3. I understand that either Tao Fellowship or I may terminate the relationship between Tao Fellowship and me at any time with or without cause. In particular, I understand that participants of the Program should abide by the rules and regulations of Tao Fellowship and the Program, and that individuals who fail to adhere to the boundaries of the Program or are not seen as a good fit with the Program (as determined by Volunteer Program administrators), will be asked to leave the Program.
4. Any dispute or claim relating in any way to the Program, the relationship between me and any of the Benefited Parties (as defined below), or any products or services provided by any of the Benefited Parties (hereafter referred to as a "Dispute") shall be resolved through binding arbitration rather than in court. The arbitration shall be conducted by the American Arbitration Association ("AAA") in accordance with its rules, which are available at www.adr.org or by calling 1-800-778-7879. Payment of all filing, administration, and arbitrator fees shall be governed by the AAA's rules.

The arbitration shall be conducted by a single neutral arbitrator and shall take place in the State of Arizona or at another mutually agreed location. Any arbitration, lawsuit, or other proceeding to resolve a Dispute shall be conducted on an individual basis and not as part of any class, consolidated, collective, or private attorney general action. If, for any reason, a Dispute proceeds in court rather than arbitration, Tao Fellowship and I waive any right to a jury trial.

All aspects of the arbitration shall remain strictly confidential, and no information related to the arbitration shall be made public. This Agreement, and any and all Disputes, shall be governed by and construed in accordance with the Federal Arbitration Act, applicable federal law, and the laws of the State of Arizona, without regard to conflict of law principles.

For purposes of this paragraph, the term "Benefited Parties" includes Tao Fellowship; any persons or entities that referred me to Tao Fellowship; any persons or entities to whom Tao Fellowship referred or may refer me; any persons or entities participating in the delivery of the Program; and the owners or lessors of the premises used for the Program, together with all of their respective employees, servants, agents, principals, directors, managers, volunteers, shareholders, founders, officers, and affiliates.

5. I certify that all information provided in this application is true and complete. I authorize Tao Fellowship to contact the listed references for the purpose of determining my suitability as a volunteer. I understand that withholding or providing false information may result in termination of my participation in the Program at Tao Fellowship.

Volunteer

Signature _____

Date _____

Volunteer Coordinator

Signature _____

Date _____