



LEGACY CIVIC™



LEARN
SERVE
GROW
BELONG

More Than
A Job.
A Future.

People
Progress
Purpose
Legacy.™

A Stronger
Tomorrow.™



VOLUNTEER ^{TO} EMPLOYEE

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OFFICIAL PARTICIPANT HANDBOOK

PEOPLE • PURPOSE • OPPORTUNITY • A STRONGER TOMORROW.™



TRAIN
GET INVOLVED



LEARN
RECEIVE TRAINING



GAIN EXPERIENCE
BUILD SKILLS



DEMONSTRATE
SHOW READINESS



EMPLOYEE
ACHIEVE OPPORTUNITY

SAME PEOPLE. A BRIGHTER TOMORROW.™

A MESSAGE TO OUR PARTICIPANTS

Welcome to the Legacy Civic™ Volunteer to Employee Initiative!

You are beginning a journey built around learning, service, professional growth, and opportunity. The Volunteer to Employee Initiative is designed to help participants understand how Legacy Civic works, develop practical skills, gain supervised experience, strengthen professional habits, and prepare to pursue employment opportunities when appropriate positions become available.

As a participant, you are more than a helper. You are part of a learning community. Your progress will be shaped by your willingness to learn, your reliability, your respect for others, the quality of your service, and your ability to apply what you have been taught. Through training, mentorship, certification, and hands-on assignments, you will have opportunities to demonstrate your growth.

This handbook is your guide. It explains the Initiative's mission, pathway, service areas, training expectations, points and recognition, professional standards, confidentiality and safety requirements, certification process, employment-readiness process, and the records used to document your development.

Please read this handbook carefully and keep it available throughout your participation. Ask questions whenever you need clarification, use coaching as an opportunity to improve, and remember the Legacy Civic principle: Each One Teach One.

Completion of volunteer service, training, points, assessments, or certification does not guarantee employment. Employment consideration depends on available positions, organizational needs, qualifications, demonstrated readiness, and completion of the applicable hiring process.

Same People. A Brighter Tomorrow.™

THE LEGACY CIVIC TEAM

TGC Enterprises™ | Legacy Civic Essentials Sessions™

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WELCOME TO THE INITIATIVE

The Legacy Civic Volunteer to Employee Initiative is a structured training and professional-development pathway designed to help participants learn how Legacy Civic operates, serve the community, build practical workplace skills, earn recognition for demonstrated progress, and become better prepared to pursue employment opportunities with Legacy Civic, TGC Enterprises divisions, or participating partners when opportunities are available.

This handbook explains the standards, learning pathway, volunteer assignments, performance expectations, certification process, advancement framework, and employment-consideration process. It is intended to give every participant a clear understanding of what successful participation looks like from the first day forward.

Important: Participation, training, certification, points, or completion of this Initiative does not promise or guarantee employment, a paid position, a particular schedule, compensation, or placement. Employment decisions depend on organizational needs, available positions, qualifications, performance, legal requirements, and the applicable hiring process.

1. Mission and Purpose

The Initiative connects community service with guided learning. Its purpose is to create a practical bridge from volunteer participation to professional readiness while supporting Legacy Civic's mission of education, technology access, advocacy, media, entrepreneurship, and community development.

- Introduce participants to Legacy Civic's mission, programs, standards, and operating structure.
- Develop dependable workplace habits, communication skills, technology skills, and service skills.
- Provide supervised opportunities to practice skills through real assignments.
- Recognize learning, punctuality, teamwork, initiative, service quality, and successful completion of training.
- Create a transparent pathway for qualified participants to be considered for future employment opportunities when available.
- Encourage an "Each One Teach One" culture in which participants learn, share knowledge, and help others progress.

2. Guiding Principles

- Purpose: Understand why the work matters and how it serves participants and communities.
- Structure: Follow procedures, assignments, schedules, communication channels, and leadership direction.
- Prosperity: Build transferable skills and professional habits that can support long-term growth.
- Respect: Treat participants, coworkers, volunteers, instructors, partners, and community members with dignity.

PROGRAM OVERVIEW - CONTINUED

- Service: Protect the quality, reputation, and community-centered mission of Legacy Civic.

3. Who May Participate

The Initiative may accept individuals who are interested in learning, community service, technology education, participant support, communications, creative media, operations, merchandise, or other Legacy Civic functions. Acceptance into the volunteer program is separate from hiring.

- Participants must complete the required registration or application process.
- Participants may be asked to provide accurate contact information and a clear identification photo/selfie for program identification and administrative purposes.
- Participants must be willing to follow attendance, conduct, confidentiality, technology, and training requirements.
- Role placement may depend on experience, interests, program needs, training completion, and supervisor approval.
- Additional screening or documentation may be required for particular assignments or future paid roles.

4. Program Pathway: Volunteer → Training → Certification → Employment Readiness

Stage	Primary Focus	Typical Evidence of Progress
1. Application & Intake	Interest, availability, basic information, role interests	Completed intake and required acknowledgments
2. Orientation	Mission, structure, rules, communication, safety, privacy	Orientation attendance and understanding
3. Core Training	Legacy Civic systems, participant service, technology and role skills	Training modules, activities, assessments
4. Supervised Service	Real assignments with coaching	Completed tasks, punctuality, quality and teamwork
5. Skills Validation	Demonstrating independent and consistent performance	Supervisor review, competencies and corrective coaching completed
6. Certification / Completion	Required learning and assessments	Applicable completion recognition or certificate
7. Employment Readiness	Resume, interviewing, role fit, reliability, professional conduct	Readiness review and application eligibility

ORIENTATION & VOLUNTEER SERVICE AREAS

	need + timing process	selected
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5. Orientation

Every participant should receive an orientation before beginning independent assignments.

Orientation may include:

- Legacy Civic and TGC Enterprises mission, divisions, programs, and public-facing services.
- Volunteer to Employee Initiative pathway and expectations.
- Role descriptions, reporting relationships, and escalation procedures.
- Participant/customer service standards and professional communication.
- Attendance, punctuality, scheduling, absence notification, and timekeeping procedures.
- Technology platforms, file organization, approved communication channels, and account security.
- Privacy, confidentiality, intellectual property, media, and records handling.
- Safety, respectful workplace expectations, incident reporting, and emergency procedures.
- Training requirements, assessments, points/recognition, coaching, and advancement.

6. Volunteer Service Areas

Participant Services

Welcome and guide participants, answer approved program questions, assist with enrollment navigation, provide reminders, route support needs, and document service interactions as directed.

Instructor Support

Prepare session materials, help organize virtual or onsite learning environments, support attendance and participant questions, and assist instructors without replacing instructor authority.

Technology

Support approved device, account, meeting, file, and platform tasks; help with basic troubleshooting; protect credentials and follow data-security procedures.

Customer Support

Respond professionally to routine inquiries, use approved information, escalate issues outside the volunteer's authority, and maintain accurate service notes when required.

Marketing & Communications

Assist with approved outreach, event information, social content, community communications, proofreading, and campaign support. Only authorized personnel may publish official statements or make commitments on behalf of Legacy Civic.

TRAINING, POINTS & ADVANCEMENT

...their own graphics, logos, names, photography, training, and organizational materials while following brand, consent, copyright, and content-approval requirements.

Merchandise

Assist with product organization, mockups, inventory or fulfillment coordination, customer-facing information, and quality checks according to approved procedures.

7. Training Framework

Training is competency-driven. Time in the program alone does not establish readiness. Participants advance by learning procedures, completing assigned training, demonstrating the skill correctly, and applying it consistently.

- Foundational learning: mission, programs, terminology, professional conduct, communication, privacy, and safety.
- Role-specific learning: tools, workflows, participant service, technical tasks, media, operations, or merchandise duties.
- Observation: watch an instructor, supervisor, mentor, or experienced team member perform the task.
- Guided practice: perform the task with coaching.
- Independent demonstration: complete the task correctly with minimal assistance.
- Reinforcement: repeat the task consistently and teach or assist others when authorized.

Where a Legacy Civic Essentials Sessions course, assessment, or certification is assigned as part of a participant's development plan, the participant must meet the applicable course requirements.

Legacy Civic Essentials Sessions commonly uses a 70% passing standard for assigned session assessments; the exact requirement for a Volunteer to Employee training activity will be communicated before assessment.

8. Points, Recognition, and Advancement

Legacy Civic may use a points or recognition system to document positive participation. Points are a developmental tool, not wages and not a promise of employment. The specific point values may be published separately and may be updated as program needs evolve.

- Possible recognition categories include attendance, punctuality, completed training, task quality, initiative, teamwork, participant service, professionalism, improvement, mentoring, and "Each One Teach One" contributions.
- Points should never be awarded for favoritism or for work that was not actually completed.
- A participant may ask for a review if they believe a record is inaccurate.
- Serious conduct, safety, privacy, dishonesty, or attendance concerns may affect advancement regardless of points accumulated.
- Supervisors should consider the whole performance record, not points alone.

ATTENDANCE, CONDUCT & PARTICIPANT SERVICE

- Arrive or sign in on time and be ready to work or train at the scheduled start.
- Follow the assigned schedule and timekeeping process.
- Notify the designated supervisor as early as possible when an absence, lateness, or emergency affects participation.
- Do not falsify attendance, training completion, time records, or task records.
- Repeated unexcused lateness, missed assignments, or failure to communicate may result in coaching, reassignment, a pause in participation, or removal from the Initiative.
- Volunteers should not perform unauthorized work outside their approved assignment or schedule.

10. Professional Conduct

Participants are expected to:

- Communicate respectfully and professionally.
- Follow lawful and reasonable instructions connected to the assignment.
- Avoid harassment, discrimination, bullying, threats, retaliation, fighting, intimidation, or abusive behavior.
- Avoid working while impaired by alcohol, illegal drugs, or any condition that makes the assignment unsafe.
- Protect Legacy Civic property, participant property, equipment, accounts, and records.
- Avoid conflicts of interest and disclose situations that could improperly influence decisions.
- Never request personal favors, loans, gifts, passwords, or confidential information from participants.
- Never represent themselves as an employee, licensed professional, attorney, caseworker, or authorized spokesperson unless that status and authority have actually been granted.
- Use Legacy Civic names, logos, media, documents, and systems only for authorized purposes.

11. Participant and Community Service Standards

Volunteers may be among the first people a participant encounters. Service should be welcoming, accurate, patient, and solution-oriented.

- Listen first and clarify the request.
- Give only information you are trained and authorized to provide.
- Do not guess about eligibility, legal rights, financial outcomes, program guarantees, or matters outside your role.
- Escalate complaints, safety concerns, legal issues, payment disputes, accommodation needs, or sensitive matters to the appropriate supervisor.
- Document interactions accurately when the role requires documentation.

12. Technology, Accounts, and Cybersecurity

- Use only approved accounts, devices, software, storage locations, and communication channels for Initiative work.
- Keep passwords, verification codes, access links, and account credentials private.
- Do not share participant records through personal email, text, social media, or unapproved cloud storage.
- Lock or sign out of devices when unattended.
- Do not install software, connect unknown storage devices, change administrative settings, or grant permissions without authorization.
- Report suspicious messages, account access, lost devices, accidental disclosures, or cybersecurity concerns immediately.
- Do not upload confidential Legacy Civic or participant information into public AI tools or third-party services unless specifically approved.

13. Confidentiality, Privacy, and Records

Participants may encounter names, contact details, enrollment information, internal procedures, training records, business information, creative works, or other nonpublic information. Such information must be used only for authorized Initiative purposes.

- Access only the information needed for the assigned task.
- Do not photograph, copy, forward, publish, discuss, or retain nonpublic information without authorization.
- Return or securely delete records as directed when an assignment ends.
- Privacy obligations continue after a participant leaves the Initiative.
- Report accidental disclosure or loss promptly so Legacy Civic can respond appropriately.

14. Media, Branding, Copyright, and Intellectual Property

- Official Legacy Civic branding must follow approved designs and instructions.
- Do not publish photos, videos, participant stories, testimonials, music, graphics, or recordings without the required approval and consent.
- Do not copy third-party copyrighted material into Legacy Civic work unless its use is authorized.
- Work created for an Initiative assignment may be subject to separate written ownership, license, credit, or usage terms. Participants should not assume ownership or transfer of rights without written terms.
- Only authorized representatives may approve final public-facing materials.

SAFETY, COACHING & MENTORSHIP

Safety applies to onsite, virtual, event, technology, and community assignments. Participants should not take risks beyond their training or authority.

- Immediately report emergencies, injuries, threats, unsafe conditions, lost property, suspected abuse, security incidents, or serious conflicts to the designated supervisor or emergency services when appropriate.
- Do not physically intervene in dangerous situations unless trained and authorized to do so.
- Follow venue, event, equipment, transportation, and emergency procedures.
- For virtual work, protect personal information, use professional meeting practices, and report inappropriate or unsafe online conduct.

16. Coaching, Performance Reviews, and Corrective Action

Coaching is part of the learning model. A participant may receive informal feedback, documented coaching, retraining, reassignment, a performance improvement plan, suspension from an assignment, or removal from the Initiative depending on the situation.

- Performance discussions may consider reliability, quality, communication, learning progress, teamwork, service, policy compliance, and role-specific competencies.
- Participants should be told what needs improvement, what successful performance looks like, and when progress will be reviewed whenever practicable.
- Some serious conduct, safety, confidentiality, dishonesty, violence, harassment, or security issues may justify immediate removal from an assignment or the Initiative.
- Corrective action in the volunteer program is not the same as employee discipline and does not create an employment relationship.

17. “Each One Teach One” Mentorship

Participants who demonstrate a skill consistently may be invited to help newer participants learn it. Mentorship is a responsibility: mentors must teach the approved process, avoid inventing rules, remain patient, and refer questions beyond their authority to a supervisor.

- Demonstrate the task correctly.
- Explain the reason behind important steps.
- Observe the learner practicing.
- Correct errors respectfully.
- Confirm understanding and report progress accurately.

CERTIFICATION & EMPLOYMENT READINESS

Completion recognition is based on the requirements assigned to the participant's pathway. Requirements may include orientation, training modules, assessments, supervised practice, role competencies, attendance expectations, final reviews, or other program-specific work.

A certificate or completion record confirms the training or program milestone stated on that document. It is not a professional license, employment contract, promise of a job, or guarantee of future earnings.

19. Employment Readiness and Consideration

Participants who demonstrate strong performance may become eligible to apply for appropriate openings with Legacy Civic, TGC Enterprises divisions, or participating partners. Eligibility to apply is not the same as selection.

Employment consideration may include:

- An available and approved position.
- A completed employment application and required documentation.
- Review of relevant training, skills, experience, reliability, and role fit.
- Interview or skills demonstration.
- Reference, identity, eligibility-to-work, background, credential, or other lawful verification when applicable to the role.
- Agreement on duties, work location, schedule, compensation, classification, and employment policies.
- A written offer from an authorized representative before paid employment begins.

No volunteer should begin paid work based on an informal promise. Paid employment begins only after the required hiring steps are completed and an authorized offer or employment agreement has been issued.

20. Volunteer Status and Compensation

The Initiative is intended as a training and volunteer-development pathway. Unless a participant has separately entered a valid paid employment arrangement, volunteer participation is not paid employment. Volunteers should not be used to perform work in a manner that violates applicable wage-and-hour, nonprofit, labor, or employment laws. Legacy Civic should review role design and participant classification with qualified legal or HR counsel before implementation, especially where a for-profit entity, commercial activity, internships, stipends, or partner placements are involved.

Any stipend, reimbursement, scholarship, prize, merchandise, meal, transportation support, or other benefit should be described separately in writing and should not be assumed unless specifically authorized.

EQUAL OPPORTUNITY, CONCERNS & COMPLETION

Legacy Civic intends the Initiative to be respectful and accessible. Program decisions should be based on legitimate program and role requirements rather than unlawful discrimination. Participants should use the designated contact to request a reasonable adjustment or accommodation related to participation. Requests should be handled privately and in accordance with applicable law and organizational policy.

22. Complaints, Concerns, and Non-Retaliation

Participants should promptly raise concerns about harassment, discrimination, retaliation, safety, privacy, fraud, misconduct, unfair treatment, or other serious program issues through the designated supervisor or reporting contact. Good-faith reporting should not be punished merely because a participant raised a concern. Deliberately false reports or knowingly falsified records may be addressed as misconduct.

23. Leaving or Completing the Initiative

- A participant may choose to leave the Initiative by notifying the designated program contact.
- Legacy Civic may end or pause participation based on program needs, performance, safety, conduct, attendance, eligibility, or other legitimate reasons.
- Upon exit, participants must return Legacy Civic property, credentials, files, equipment, identification materials, and other assigned resources as directed.
- Access to systems and confidential records may be ended immediately.
- Participants should receive confirmation of completed training or service records when applicable and available.

24. Participant Success Checklist

- ☐ I completed intake and orientation.
- ☐ I understand my role and who supervises it.
- ☐ I know my schedule and attendance procedure.
- ☐ I completed required training and assessments.
- ☐ I can perform my assigned tasks safely and correctly.
- ☐ I protect confidential information and account credentials.
- ☐ I communicate professionally and ask questions when unsure.
- ☐ I document my work accurately.
- ☐ I accept coaching and demonstrate improvement.
- ☐ I understand that points and certification do not guarantee employment.

25. Supervisor Readiness Review

Competency	Developing	Meets Standard	Notes
Attendance & punctuality	☐	☐	
Professional communication	☐	☐	
Role knowledge	☐	☐	
Task quality	☐	☐	
Technology/security	☐	☐	
Participant service	☐	☐	
Teamwork	☐	☐	
Initiative & learning	☐	☐	
Policy compliance	☐	☐	
Employment readiness	☐	☐	

26. Participant Acknowledgment

I acknowledge that I received or had access to the Legacy Civic Volunteer to Employee Initiative Handbook. I understand that I am responsible for following the Initiative’s current rules, training requirements, safety expectations, confidentiality requirements, and assigned procedures. I understand that volunteer participation, training, points, certification, or completion does not guarantee employment. I understand that policies and procedures may be updated and that I should ask my designated supervisor when I need clarification.

Participant Name: _____

Signature: _____

Date: _____

Program Representative: _____

Signature: _____

Date: _____

PROGRAM CONTACT INFORMATION

Legacy Civic Essentials Sessions™

TGC Enterprises™

Website: www.LegacyMobileSessions.com

Email: Support@LegacyMobileSessions.com

Handbook administration note: Before formal rollout, Legacy Civic should insert the current program director/supervisor name, reporting contact, emergency/incident reporting method, approved schedule/timekeeping procedure, detailed points schedule (if used), and any jurisdiction-specific volunteer/employment notices.

APPENDICES - PROGRAM ADMINISTRATION FORMS

A. Volunteer Intake & Placement Record

Participant name: _____

Preferred contact information: _____

Emergency contact (if required by program policy):

Availability: _____

Areas of interest: _____

Relevant skills/experience: _____

Requested service area: _____

Assigned service area: _____

Supervisor/mentor: _____

Orientation date: _____

Start date: _____

B. Individual Learning & Development Plan

Current skill level: _____

Assigned training modules: _____

Required assessments: _____

Role-specific competencies: _____

Mentor or trainer: _____

Target learning milestones: _____

Support/resources required: _____

Review dates: _____

Participant goals: _____

Supervisor notes: _____

ATTENDANCE, COMPETENCY & PERFORMANCE FORMS

Date: _____

Scheduled start/end: _____

Actual start/end: _____

Training or assignment completed: _____

Supervisor initials: _____

Participant notes: _____

D. Competency Sign-Off

Competency/task: _____

Observed: _____

Guided practice completed: _____

Independent demonstration completed:

Meets standard: _____

Additional coaching required: _____

Trainer/supervisor signature: _____

Date: _____

E. Performance & Development Review

Attendance and punctuality: _____

Professional communication: _____

Role knowledge: _____

Task quality and accuracy: _____

Technology/security practices: _____

Participant service: _____

Teamwork: _____

Initiative: _____

Learning progress: _____

Policy compliance: _____

PERFORMANCE & READINESS FORMS - CONTINUED

Development priorities: _____

Next milestone: _____

Participant comments: _____

Supervisor comments: _____

F. Employment Readiness Review

Required training complete: _____

Required assessments complete: _____

Role competencies validated: _____

Attendance/reliability reviewed: _____

Conduct record reviewed: _____

Resume/application readiness: _____

Interview preparation: _____

Open-position match: _____

Additional development required: _____

Eligible to apply when an appropriate opening exists:

G. Confidentiality & Systems Acknowledgment

I will access only information required for my assignment.:

I will not share passwords, verification codes, private links, or participant records.:

I will use approved systems and storage locations.:

I will report suspected loss, disclosure, or unauthorized access promptly.:

I understand confidentiality responsibilities may continue after my participation ends.:

INCIDENT & COMPLETION RECORDS

Date/time: _____

Location/platform: _____

People involved: _____

Type of concern: _____

Factual description: _____

Immediate action taken: _____

Who was notified: _____

Witnesses: _____

Follow-up required: _____

Reporter signature/date: _____

Supervisor review: _____

I. Completion & Transition Record

Orientation completed: _____

Core training completed: _____

Role training completed: _____

Competencies validated: _____

Applicable certification/completion issued:

Legacy Civic property returned: _____

System access closed/adjusted: _____

Employment application invited (if applicable):

Referred for additional development:

Program completion date: _____

Final supervisor comments: _____

PARTICIPANT BENEFITS & DEVELOPMENT

Legacy Civic's Volunteer to Employee Initiative is designed to provide more than training. During your participation, you will have opportunities to learn, grow, build professional experience, and take part in recognition activities created to make the journey meaningful and rewarding.

Your 30-45 Day Training Journey

Training will typically take approximately 30 to 45 days, depending on your assigned learning path, progress, attendance, completed coursework, assessments, and demonstrated readiness. During this period, participants receive structured guidance, hands-on learning, coaching, and opportunities to demonstrate the skills and professional habits needed for advancement.

Participant Benefits & Recognition

- **Special Event Opportunities**

Access to selected special events, community activities, celebrations, and Legacy Civic experiences when available.

- **Gift Cards & Recognition**

Opportunities to earn or win gift cards, prizes, and recognition awards through approved program activities, achievements, and special occasions.

- **Trips & Group Experiences**

Selected participants may be invited to approved trips, outings, educational visits, or group experiences as opportunities become available.

- **Meals & Appreciation Events**

Legacy Civic may provide lunches, dinners, and breakfast on selected occasions, including training days, meetings, celebrations, and participant appreciation events.

- **Specialized Training**

Role-specific and advanced learning opportunities may be provided to help participants strengthen workplace, technology, communication, leadership, and professional skills.

- **Certifications**

Participants may have opportunities to complete Legacy Civic training, assessments, certificates of completion, and other applicable certification pathways.

- **Coaching & Mentorship**

Participants receive guidance designed to strengthen confidence, reliability, teamwork, service skills, and employment readiness.

- **Growth Opportunities**

Strong participation may lead to additional responsibilities, advanced training, leadership development, mentorship opportunities, and consideration for available employment opportunities.

A Program Built Around Your Development

Throughout the 30-45 day training experience, you will learn firsthand how Legacy Civic supports its Volunteer to Employee participants. Our goal is to create a structured environment where learning, recognition, service, professional development, and opportunity work together to help participants move forward.

Benefits, tickets, meals, trips, gift cards, prizes, training opportunities, and certifications are offered when available and as approved by Legacy Civic. They are not guaranteed compensation or a promise of employment.

PARTICIPANT ACKNOWLEDGMENT & SUPPORT

Participant Handbook Acknowledgment

I received or had access to the current Legacy Civic Volunteer to Employee Initiative Participant Handbook.

I understand the program rules, learning requirements, conduct standards, confidentiality expectations, and technology requirements.

I understand that participation, points, training, certification, or program completion does not guarantee employment.

I understand that any future employment consideration depends on available positions, qualifications, demonstrated readiness, organizational needs, and completion of the applicable hiring process.

I know how to ask questions and report concerns, safety issues, incidents, or accommodation needs.

Participant name: _____

Participant signature: _____

Date: _____

Program Support & Reporting

Questions about participation, training, assignments, progress, or program expectations may be directed to the appropriate Legacy Civic program contact below.

Legacy Civic Director: lcdirector@LegacyMobilesessions.com

Legacy Civic Supervisor: lcsupervisor@LegacyMobilesessions.com

Safety concerns, incidents, participant concerns, or other matters requiring prompt attention should be reported directly to the Legacy Civic Director or Legacy Civic Supervisor. For an immediate emergency involving danger to life or safety, contact local emergency services first.

Participants should keep this handbook available throughout the Initiative and use these contacts whenever clarification or assistance is needed.

HANDBOOK CONTROL & ADMINISTRATION

Handbook title: Legacy Civic Volunteer to Employee Initiative - Official Participant Handbook

Version number: 1.0

Effective date: October 2026

Approved by: Legacy Civic Administration

Program administration: Legacy Civic Director and Legacy Civic Supervisor

Director contact: lcdirector@LegacyMobilesessions.com

Supervisor contact: lcsupervisor@LegacyMobilesessions.com

Next review date: October 2027

Supersedes version: Initial issue

Change Summary

Initial participant-facing issue. Establishes the Initiative pathway, participation standards, training and certification framework, service expectations, employment-readiness process, participant forms, support contacts, and handbook acknowledgment.

Participant Notice

This handbook explains the Legacy Civic Volunteer to Employee Initiative and the standards that apply to participants. It is a program guide and does not create a promise or guarantee of employment, compensation, a particular assignment, or continued participation. Legacy Civic may update program procedures and participant requirements when necessary. Participants will be informed when a material handbook update affects their participation.

Participants should direct handbook questions to the Legacy Civic Director or Legacy Civic Supervisor using the contacts listed above.