

# Volunteer Rules & Guidelines at Sedona Mago Retreat (revised Feb 2019)

## I. Life and Practice

1. Benefits of being a volunteer:
  - An opportunity to develop yourself physically, mentally and spiritually.
  - Guidance from Tao Masters (If you need)
  - Lodging including basic linens and towels.
  - Three meals per day.
  - Program discount benefits (applicable to certain weekend retreats if you apply for them during volunteering. Contact the volunteer coordinator for more information.)
  
2. As a volunteer you will be encouraged to participate in the following aspects of the Tao Lifestyles:
  - Daily morning prayer and Meditation
  - Weekly Volunteer Class with a Tao Master
  - Tao Rituals and Ceremonies

### Basic Daily Schedule

	Time	Description
Morning	6:00am-6:50am	Self-Morning Meditation & Prayer
	7:00am-8:00am	Breakfast
	8:00am – 8:45am	Tao Yoga & Meditation Class
Afternoon	9:00am-11:30am	Work or Personal practice
	12:00pm-1:00pm	Lunch
	2:00pm-4:00pm	Work or Personal practice
	4:00pm-6:00pm	Self-Training
	6:00pm-7:00pm	Dinner
Evening	7:30pm-8:30pm	Self-Meditation or Group Meditation
	10:00pm	Sleep

\*\* The daily schedule will be changed based on Retreat center schedule.

### Basic Saturday Schedule

	Time	Description
Morning	8:00am-8:45am	Morning Class
	Afternoon	Clean Room

### Sunday Day Off

All volunteers are required to observe the standard schedule and Tao living rules as well as the specific rules for SMRC volunteers.

3. Bedtime is from 10:00pm-5:30am. During this time it is important to be respectful to others as they sleep: turn off lights, refrain from using the shower and conversing with others. Also do not wander outside during bedtime.
4. If you need to work during bedtime or need to go outside of SMRC, please do so with permission from your team leader or the Volunteer Coordinator.
5. Participate in regular meditation: Morning: 6:00am-6:50am.
6. Keep a practice diary throughout the week (a regular notebook can be used for the exercise diary).
7. If you need to use a room or training room other than your assigned room or the volunteer training room, first get permission from the Volunteer Coordinator.
8. Do not enter a place other than a work-related place. All volunteers must sleep in their own designated rooms.
9. There is No meat, No Alcohol, No Drugs, No Smoking, No Guests, No Medicinal Ceremonies, No Loud Music and No Pets on this property, Sedona Mago Retreat Center. Guests can visit volunteers but must stay in guest rooms. Please discuss with Volunteer Coordinator. We reserve the right to terminate your program for any infraction or reason.
10. We offer bed linens, soap, cleaning supplies and tools, coins for laundry and toilet paper for free. If you are running low on these items, notify the Volunteer Coordinator.
11. Volunteers use shared room, 2-4 persons per room.
12. Volunteers must clean their own rooms daily and must do all cleaning every Saturday, i.e. clean bathrooms, floors, common areas, etc. Cleaning supplies are available from housekeeping. Rooms may be routinely checked by the Volunteer Coordinator. Dirty or unkempt rooms are not acceptable and can be subject to a warning or dismissal from the program. There will be monthly inspections and cleaning for all volunteer rooms.
13. **IMPORTANT: On the last day of your volunteer period, clean all bed linens and surrounding personal areas. This is not the job of the housekeeping department.**

## **II. Volunteer Work**

1. Most volunteer work is physically demanding.
2. Observe your work time. If you think you may be late or cannot work, get approval beforehand from volunteer coordinator. If you could not get permission beforehand for a certain reason, please inform them immediately afterward.
3. If you need to request a day off for personal reasons other than your assigned day off, i.e. illness, please get permission from the volunteer coordinator beforehand. If you are absent

without permission for three days, you may automatically be dismissed from the program.

4. The computers, telephones, music and office equipment in the training rooms and offices are for business use only. Please use the computers and telephone in the Welcome Center Lounge for personal use.
5. When you meet other guests i.e., visitors, program participants during work or at meals, encourage them to focus on their own program. For example, the following behavior is not acceptable: suggest going shopping together, talk about your personal issues and challenges as a volunteer, or other negative information.
6. **Please note:** The volunteer program is designed to give the participant a rare opportunity to focus on one's individual growth. While we encourage you to share and be friendly with others, having overly strong friendships and romantic relationships can distract you from the overall experience of connecting with yourself deeply. We encourage you to focus on your own growth and develop relationships when your volunteer period is over.

### **III. Days Off or Personal Time**

1. If you are leaving or have to go outside of Sedona Mago Retreat Center (SMRC) during your stay, please inform the Volunteer Coordinator, this is for the volunteer's safety. Volunteer Coordinator needs to be informed before leaving Sedona Mago Retreat Center. Volunteers are not allowed to driving Sedona Mago Retreat Center's vehicles or property at any time. Volunteers are not allowed to take or remove any of Sedona Mago Retreat Center's property from SMRC for example computers, grills, tools, healing tools, mats, etc. This means nothing.
2. Three days off are allowed for personal time for a volunteer who has worked more than three months. For a six months volunteer, maximum of six days are applicable.
3. Every off day, including weekends, are arranged according to the needs of the particular team you are serving. For example, if a particular group has a deadline, they may need to assist on weekends. The volunteer should be flexible to meet the needs of their team.
4. Because of the needs of your team, or because of the circumstances at the time, you may not get the day off that you requested.
5. If you leave property without permission, we reserve the right to terminate your program.

### **IV. Counseling**

1. When you apply for SMRC programs while on volunteer duty, please do so through Volunteer coordinator. If there is a change in your personal condition, please inform Volunteer Coordinator.
2. All counseling concerns should be notified to Volunteer Coordinator. If you need counseling

from another master, you can make an appointment through the Volunteer Coordinator.

3. Share positive information with your co-volunteers for their soul's growth. If you need counseling for negative emotions or have a conflict, please make an appointment with Volunteer Coordinator.

**V. Condition of Acceptance and Exclusion**

1. If you pass the review process at Sedona Mago Retreat Center (SMRC). SMRC will be doing a background check and drug test requirement for the safety of our staff, volunteers and guests. Upon passing review process and background check, SMRC will do a formal video conference interview. Upon passing, all these tests, SMRC will review the potential volunteer's application and the potential volunteer will be notified within 1 – 2 weeks of the interview. The volunteer will be on a one-week temporary volunteer period, then you will officially start your volunteer job. We reserve the rights to terminate your volunteer programs within 1 week for any reason. We may also not accept a person who is considered inappropriate for community life.
2. Either you or Sedona Mago Retreat Center may terminate the relationship between you and Sedona Mago Retreat Center at any time with or without cause. In particular, if you do not follow the rules as a volunteer at Sedona Mago Retreat Center, or if we conclude you as an inappropriate for community life, we may dismiss you. ( e.g., Fighting, Insubordination, Sexual or other unlawful, verbal and unwelcome harassment etc).

I understand and agree to all the above rules for volunteering. I promise to follow the rules faithfully and I will accept any volunteering task given to me voluntarily for my own growth and development.

Volunteer  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Volunteer Coordinator  
Signature \_\_\_\_\_ Date \_\_\_\_\_