**VOLUNTEER**

**HANDBOOK**



Updated May 25, 2021

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# WELCOME!

Welcome to the United Way of Douglas County team! We are so glad that you have decided to volunteer with us to fight poverty and improve lives by uniting Douglas County. This handbook is designed to introduce you to United Way of Douglas County and to provide a basic overview of the practices and procedures which provide guidance and direction to employees and volunteers. As volunteerism within the organization grows and changes, there may be a need to modify the practices, procedures, and other information described in this handbook. When such changes occur, you will be notified by an announcement or update. It is your responsibility to keep your handbook current and stay informed about practices and changes that affect you.

If you have any questions or need any clarification of the information contained in this handbook, please contact the Volunteer Program Director at [volunteer@unitedwaydgco.org](mailto:volunteer@unitedwaydgco.org)

***Thank you for Living United for Douglas County!***

# VOLUNTEER PROGRAM OVERVIEW

## United Way History

Born in 1940 out of the Lawrence business community’s desire to serve the most vulnerable members of our community efficiently, our first name was The Community Chest. Under the leadership of the Lawrence Chamber of Commerce, the Community Chest launched the first organized group fundraising effort of Lawrence residents, raising $9,000 for local social service agencies. Notable community members who have volunteered with the United Way include the father of basketball, Phog Allen and the 38th Kansas Governor, Robert Docking.

During the early 1950s, a different focus for the group led to a new structure for the organization and the name was changed to Lawrence United Fund. The first meeting of the Lawrence United Fund was held October 1, 1956. Eleven member agencies participated, setting a goal of $46,000. The Salvation Army, American Red Cross, Douglas County Association for Retarded Citizens, Girl Scouts, Social Service League, and the Boy Scouts were among the agencies that benefited from this effort.

In 1983, Wallace Galluzzi, first president of Haskell University, served on the United Fund Drive. In 1985, after his passing, the annual Galluzzi Aware was established in his honor. As the population in Douglas County continued to grow, the community was motivated by change and a focus on outcomes. In December, 1986, the Board of Directors voted to change the name to United Way of Douglas County, to reflect the population served by member agencies. At that time the United Way mission was "helping people to help each other through local human services."

In 1990, the Roger Hill Volunteer Center opened. Roger Hill was a former Lawrence Hallmark plant manager and involved in the community. To honor his commitment, the Roger Hill Volunteer Center was open to help connect volunteers with agencies who are in need. His legacy lives on today through volunteers like you.

In 2009, United Way adopted a new mission statement of “addressing human service needs by mobilizing community resources and building partnerships.” To achieve our mission and to keep our administrative costs as low as possible, United Way recruits community volunteers to assist with the allocation process, campaign fund drive, and communications-marketing campaign.

## Volunteer Engagement Philosophy

Volunteers are one of the greatest resources we have at the United Way. People like you, who give their time, energy, and talents to provide help and inspire hope, are essential to our ability to deliver quality services. We are committed to creating opportunities for the community to be involved in our work and recognize the important role of volunteers in meeting our organizational and community goals. Our program volunteers, Board and Advisory Committee members are priceless.

## United Way of Douglas County Volunteer Vision

Support the mission of the United Way by enhancing volunteerism in Douglas County through an engaged and integrated volunteer program while increasing the utilization of skilled volunteers.

## United Way of Douglas County Mission

Fighting poverty and improving lives by Uniting Douglas County.

## Vision

A thriving, healthy and resilient Douglas County.  
  
We focus on early education and jobs training as stairways leading to family-sustaining jobs for financial security, supported by healthy food and affordable housing. We believe that a community cannot be truly successful unless everyone in that community succeeds, most especially those with the least. We recognize structural racism and other forms of oppression have contributed to persistent disparities that United Way seeks to dismantle.

We work with residents, and public and private partners to co-create solutions that ensure everyone has the resources, support, opportunities, and networks they need to thrive. We commit to leveraging all our assets (convening, strategic investments, awareness building, advocacy) to create more equitable communities.

United Way of Douglas County is committed to serving all people in Douglas County with dignity and respect. To ‘Live United’ means supporting all people, celebrating the diversity of each individual including socioeconomic status, race and ethnicity, ability, age, religion, national origin, gender identity and/or expression, or sexual orientation.

The United Way of Douglas County is creating a more equitable community for us all. Through partnerships with nonprofits, local government, businesses, community advocates and volunteers, we are building a just and fair Douglas County with equitable inclusion in which all can participate, prosper, and reach their full potential. We invite you to join our fight. United, we can end poverty.

## United Way Statement of Principle on Diversity, Equity & Inclusion

United Way fosters and promotes an inclusive environment that leverages the unique contributions of diverse individuals and organizations so that we can collectively and effectively create opportunities for a better life for all. United Way takes the broadest possible view of diversity, going beyond visible differences to affirm the essence of all individuals including the realities, identities, background, experiences, skills and perspectives that make each person who they are. Engaging the power of diverse talent and Community Impact Partners results in innovative solutions and the community ownership necessary to address complex community issues.

United Way of Douglas County is committed to serving all people in Douglas County with dignity and respect. To ‘Live United’ means supporting all people, celebrating the diversity of each individual including socioeconomic status, race and ethnicity, ability, age, religion, national origin, gender identity and/or expression, or sexual orientation.

## Volunteer Handbook Purpose

United Way of Douglas County is committed to fostering and promoting an inclusive environment. Leveraging the caring power of individuals and communities to achieve their full potential for education, health and financial stability. United Way’s volunteer engagement strategy is the vehicle through which we relate directly to individuals and demonstrate a commitment to those who want to make a difference. 

This handbook describes the structure & provides the policies/procedures required for:

* Volunteer Recruitment/Application
* Volunteer Orientation
* Volunteer Opportunities
* Volunteer Evaluation
* Volunteer Recognition

These detailed policies regarding volunteerism at United Way of Douglas County are to provide overall guidance and direction to staff and volunteers engaged in our opportunities.

**Volunteer Program Outcomes**

Bringing community residents together on issues of shared importance that will:

* Provide a constant flow of program, administrative and fundraising volunteers who assist with program development, implementation, office work and event management.
* Provide everyone an opportunity to be involved in community change.
* Increase United Way staff capacity to more efficiently and effectively meet the needs of individuals and the community.
* Support a culture of engagement with the expectation that the community is represented and involved.
* Embrace Diversity and Equity that recognizes everyone has the opportunity to be involved.

Bridging volunteer opportunities to community impact builds a stronger community and an avenue for United Way to learn from the full diversity of resident perspectives. United Way volunteer engagement strives to maintain a coordinator role with other programs utilizing volunteers in the community and assisting in community-wide efforts to recognize and promote volunteering.

# DEFINITION OF A VOLUNTEER

You are considered a volunteer if you, without compensation or expectation of compensation beyond reimbursement for volunteer related expenses, perform a service at the direction of and on behalf of the agency.

This includes participating in program activities or serving on the Board of Directors or Advisory Committees. As a volunteer, you will be accepted officially and enrolled by the agency prior to performance of your tasks.

United Way welcomes adults, youth, families, and groups to volunteer within our agency and our partner agency’s programs and does not discriminate against any volunteer because of race, color, age, gender, sexual orientation, national origin, religion, or disability.

## Employees as Volunteers

If you are already an employee of United Way, you may volunteer with any partner agency program’s offering volunteer opportunities. Under no circumstances are employees expected to volunteer their time nor are they ever expected or allowed to volunteer for duties they normally are paid to do. United Way employees receive 2 hours of release time for work per month for volunteer activities.

## Minors as Volunteers

Volunteers under the age of 18 who wish to participate in an ongoing volunteer opportunity must have written permission of a parent or guardian before they may begin service. The volunteer tasks assigned to a minor shall be performed in a non-hazardous environment and shall comply with all appropriate requirements of child labor laws.

## Court Ordered Volunteers

The United Way will accept volunteers performing court-ordered community service.  Volunteers who are performing court-ordered community service must disclose the nature of their conviction to the Volunteer Program Director.

The United Way will not accept volunteers who have been convicted of violent crimes, crimes of a sexual nature or identity theft crimes. The United Way also reserves the right to decline any volunteer or to limit which days or hours a volunteer can work.  All court-ordered volunteers must sign the “Volunteer Agreement” prior to beginning assigned tasks, like other volunteers. The United Way reserves the right to dismiss a volunteer at any time during their scheduled time.  Court-ordered volunteers are responsible for tracking their own hours and obtaining appropriate signatures from the Volunteer Program Director.

**Group Volunteers**

Many United Way programs accept one-time volunteer service from groups, including high school and college service groups, church groups, and employees on corporate service days. In these instances, the Event Volunteer Form is used in lieu of the formal agency application, and no interview is required. Youth may participate in one-time group volunteering activities with the permission and supervision of their leaders. Group leaders assume responsibility for obtaining any necessary parent/guardian permission.

## Volunteering vs. Interning vs. Service Learning

As opposed to most volunteer opportunities, internships are primarily educational experiences with an emphasis on learning academic or career-related skills. In accordance with COA (Council on Accreditation) standards, “interns will be directly supervised by licensed or otherwise accountable professionals.” Interns may receive academic credit for their experiences if they arrange this with their school ahead of time.

Service Learning occurs when a class or group works with a community partner, such as United Way, on a plan to implement solutions for a student-identified community need.

# CLASSIFICATION OF VOLUNTEERS

## Ongoing Volunteers (Regularly Scheduled)

When a volunteer accepts a position with a regular schedule and an agreement to serve for a minimum of one year, they are considered ongoing volunteers. Board and Advisory Committee members are also considered ongoing volunteers when they accept terms of service. Regularly scheduled ongoing volunteers are eligible to receive keys to the building and United Way office if necessary, for the performance of work, upon background check clearance and a signed volunteer agreement.

## Special Event or Episodic Volunteers

People who serve as volunteers only once or occasionally in an event situation are considered special event or Episodic volunteers. Examples of this include Day of Caring or Day of Service activities, occasional business group service, or short-term regular volunteer shifts. Special event volunteers will need to complete an Event Volunteer Form in lieu of the regular volunteer application.

## Direct Service Volunteers

Direct service volunteers provide service directly to clients. There are additional background check screening requirements for these volunteers.

## Volunteer Team Leaders

Volunteer team leaders supervise other volunteers. For example, the volunteer who coordinates the BackSnack program is considered a volunteer team leader.

## Professional or Skills-Based Volunteers

Professional volunteers are those who provide a volunteer service using their license, registration, or certification as required by the profession. These credentials must be current if they are providing that professional skill as a volunteer.

**Community Match Volunteer-**

Individuals or groups who contact the United Way via phone, email or by accessing the volunteer website, who are matched with a community agency.

# UNITED WAY VOLUNTEER OPPORTUNITIES

# Governance

As with all non-profit agencies, the United Way of Douglas County has a Board of Directors who serve as both a connection to the community we serve and as a governing body for our organization. Board membership is voluntary and as such board members should adhere with all guiding principles outlined in this document.

# Committees & Affinity Groups

Committees that are convened by the United Way of Douglas County rely on volunteer members to help provide local perspectives to inform and direct initiatives among non-profit agencies. A full list of committees can be found within the United Way of Douglas County Org Chart in Appendix A. Affinity Groups also depend on volunteer membership to try and cultivate increased activity amongst, and services for, specific subsections of the Douglas County populace.

Current Affinity Groups include

* Students United – a student led group that seeks to address issues within the KU student population and increase interaction between students and the surrounding community.
* *Women’s United – a group focusing on issues pertaining to women and the issues which most affect them.*
* *Pride United – a group which addresses issues pertaining to LGBTQ members of Douglas County*.
* Youth Service Coalition- a youth lead group that seeks to provide service opportunities to youth while focusing on a community need.

# United Way Programs and Operations

The United Way of Douglas County provides a direct service program focusing on early education and jobs training as stairways leading to family-sustaining jobs for financial security, supported by healthy food and affordable housing.

Those programs include the Brainfood program and United Readers.

* Brainfoods is a volunteer led program that provides free age-appropriate books to qualifying youth throughout Douglas County. This program coincides with the BackSnack program which is administered by Harvesters.
* United Readers is an on-site, supervised reading program that places volunteers at schools and nonprofits with young children in a controlled individual or group setting.

The United Way of Douglas County also has a range of more operations focused opportunities for volunteers including Marketing, Event Photography, and Administrative Volunteering. These positions are overseen by United Way of Douglas County staff and require a commitment of at least one year of regular service.

# Partner Organizations

In addition to volunteer opportunities present within the United Way of Douglas County, we also act as a matching service for organizations with whom we partner. A full list of our Community Partners and other non-profits in the area can be found on [unitedwaydgco.org](https://uwdgco.sharepoint.com/sites/Impact/Shared%20Documents/Backup/Volunteer11/Volunteer%20Handbook%20and%20Forms/Handbook/unitedwaydgco.org). A wide array of volunteer opportunities can also be found at the website [volunteerdouglascounty.org](https://uwdgco.sharepoint.com/sites/Impact/Shared%20Documents/Backup/Volunteer11/Volunteer%20Handbook%20and%20Forms/Handbook/volunteerdouglascounty.org), which is a site facilitated by the United Way of Douglas County.

# RECRUITMENT AND SELECTION PROCEDURES

## Recruitment

United Way uses a variety of different methods to recruit volunteers, including VolunteerDouglasCounty.com, social media platforms, print publications, resource fairs, and by word of mouth. We also encourage you to let your friends and family know about our volunteering opportunities.

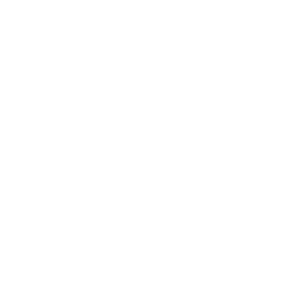
## Applications

As a volunteer, you will be required to complete a Volunteer Application. Specific programs may also require supplemental forms. If you are participating as a volunteer in a one-time event, you will need to fill out the Event Volunteer Form, providing us with your contact information and emergency contact information.

## Interviews

Most ongoing volunteer positions require an interview with the Volunteer Program Director. Interviews help volunteers clarify the responsibilities of the opportunity and help supervisors decide if the prospective volunteer is a good fit. If you are participating as a volunteer in a one-time event, then an interview before the event may not be necessary.

## References & Background Check

United Way requires volunteers for ongoing positions (minimum of one year), who have access to vunerable populations, or to undergo a background/criminal records check and sex offender registry check prior to beginning service. United Way covers the cost of all background and criminal records checks for volunteers. Direct service volunteers undergo a background screening every three years or if there is a break of 18 months between volunteering. 

## Volunteer Position Descriptions

As a volunteer, you will be given a Volunteer Position Description outlining the specific responsibilities of your role. It is your responsibility to read about your position, gain an understanding of the requirements, and seek any necessary clarification. Signing the Volunteer Agreement Form demonstrates that you are aware of the duties your position entails and agree to perform them to the best of your abilities.

# VOLUNTEER SCREENING, ORIENTATION & ONBOARDING PROCESS

## Volunteer Screening & Intake Process:

1. Volunteer Application
2. One-on-One Interview with Volunteer Program Director
3. Clearances (e.g., Criminal Background Check, etc.)
4. Group Volunteer Orientation
5. Job-Specific/On-the-Job Training



## United Way Volunteer Application

Prospective volunteers are required to complete an application form for consideration in the volunteer program. Applications are available online at UnitedWayDouglasCounty.org or by emailing [volunteer@unitedwaydgco.org](mailto:volunteer@unitedwaydgco.org)

## One-on-One Interview

Prior to being assigned or appointed to a position, all volunteers will be interviewed to determine their suitability for, and interest in, a position. The interview will offer the opportunity to learn more about the prospective volunteer and give the prospective volunteer the opportunity to learn more about the United Way.

## Clearance Checks

All regular, ongoing volunteers are required to clear a criminal background check for volunteer positions at the United Way. Any positions involving direct service with vulnerable populations, such as children, elders, or people with disabilities will be required to also undergo an FBI fingerprint check prior to beginning volunteer service.

## Group Volunteer Orientation

All ongoing volunteers will be required to complete an orientation to United Way Douglas County prior to beginning volunteer service. Orientations are held quarterly. Prospective volunteers will be enrolled in an orientation after completing the one-on-one interview.

## On the Job Training

As a new volunteer, your program will provide you with its own job-specific training required for your volunteer position.

## Supervision & Support

As a volunteer, you will have a clearly identified supervisor who will directly oversee your role within the program. This supervisor will be available to you for support and assistance. One-time volunteers will also be informed of their supervisor in case questions or problems arise. The Volunteer Program Director is also a point of contact to support agency volunteers throughout their service.



As a volunteer, you are an essential part of our program operations. Therefore, we believe it is very important to recognize the time and effort that you put into your service. Recognition opportunities will occur at the agency level, as well as the program level.

For volunteer roles that are ongoing, supervisors will reach out to the volunteer bi-annually to evaluate progress, expectations and ongoing needs of both the volunteer and the agency. Volunteers serving longer than one year will complete an evaluation annually.

# VOLUNTEER POLICIES

## Recording Time

Keeping track of the time given by our volunteers is very important to us. Each volunteer is required to record hours on their VolunteerDouglasCounty.org profile. Hours should be logged at the end of each shift.

## Attendance

Volunteer attendance is important to the operation of each program. Volunteers should notify their supervisor in advance if they are unable to be present on their scheduled day.

## Progress Report

Event volunteers will be sent a survey after the event in relation to the event. Volunteers who are helping with specific projects or are long term volunteers will be sent an optional survey annually to update the UW. The survey may include but is not limited to, progress report, success stories, or input on their experience. All long-term volunteers are required to complete an annual evaluation.

## Corrective Action

In appropriate situations, corrective action may be taken following an incident or evaluation. Examples of corrective action include the requirement of additional training, re-assignment of a volunteer to a new position, suspension of the volunteer, or dismissal from volunteer service.

## Concerns & Grievances

Decisions involving corrective action of a volunteer will be reviewed for appropriateness by the Volunteer Program Director and the VP of Community Impact. If corrective action is taken, the volunteer shall be informed of the procedures for expressing their concern or grievance. A volunteer has the opportunity to provide a written request to air their concerns to the Volunteer Program Director and the VP of Community Impact.

## Drug Free Policy

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is not allowed at the United Way. Additionally, volunteers may not be impaired by any substance while serving. Such action may result in your immediate dismissal from the volunteer position.

## Non-Smoking Policy

In keeping with UWDC’s intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace (building and entrance walkways), including disposal of cigarette butts. This policy applies equally to all employees, volunteers and visitors.

## Safety and Work Environment

A safe and healthful work environment for employees, volunteers, and visitors is a top priority for UWDC. Each employee and volunteer is expected to obey safety rules and to exercise caution in all work activities, including complying with all workplace safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. Volunteers must immediately report any unsafe condition to the appropriate supervisor. Volunteers who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including suspension and/or termination of service.

## Adverse Conditions Policy

If USD 497 is closed for all or part of a day because of bad weather, UWDC and the United Way will remain closed for the duration of the USD 497 closure. Additionally, any events or activities planned for a time when USD 497 is closed, will be rescheduled.

If weather or other conditions (lack of power or water) prevent the United Way from performing daily activities for more than two (2) hours, UWDC will close for the day. An email to all staff and scheduled volunteers will be sent if such a condition occurs that is more localized and therefore does not affect USD 497.

## Policy on Violence and Weapons Prohibition

UWDC seeks to provide a safe workplace by eliminating the hazard to health and job safety created by violence in the workplace. We believe this goal to be in the best interest of our employees, volunteers, and our community partners.

It is the policy of UWDC that employees or volunteers who engage in violence or bring a weapon to the workplace may be subject to disciplinary action up to and including termination.

UWDC prohibits the possession, use, or exchange of any weapon in the UWDC, grounds, or UWDC-sponsored events except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty.

## Workplace Respect and Safety

All employees and volunteers should be always treated with courtesy and respect. Conduct that threatens, intimidates, or coerces another employee, a volunteer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the report should be as specific and detailed as possible. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

**Affectionate Language, Physical Contact, and Hours of Operation**

In order to protect the safety of both participants and volunteers, we request that the following rules be followed while working with minors and adults:

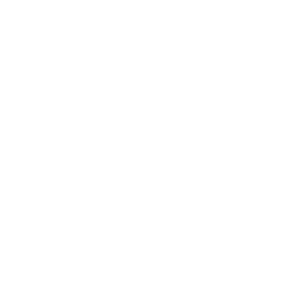
* If a volunteer wishes to touch a participant or another volunteer, they must first receive their permission and follow respectful, socially accepted forms of platonic touching relationships (i.e., pats on the back, hugs when appropriate, etc.).
* United Way recognizes consent as something that can be given and withdrawn by the consenting individual at any time and expects volunteers to recognize this and respect all changes in consent.
* Volunteers must always respect the bodies and self-determination of the participants.
* Volunteers will use positive and appropriate words, language, and reinforcement when working with participants in all UWDC programs.

**Transportation of Program Participants**

Volunteers are not authorized to provide transportation to program participants. If transportation becomes a barrier to program participation, please reach out to your supervisor.

## Office Technology Policy

UWDC information technology systems (computers, software, cameras) are tools that are provided to employees and volunteers to enhance productivity and performance on the job and should be used for business purposes only. Employees and volunteers should have no expectation of privacy to any data, information, or files that are created or stored on UWDC’s information systems, including information of a personal nature transmitted through or saved on UWDC property. Employees are expected to exercise good judgment in their use of e-mail and the Internet and understand that access to these media is a privilege, not a right.

All system passwords or access codes must be made available to the volunteer’s immediate supervisor as required to access the UWDC information technology systems. Employees and volunteers may not use passwords or access codes that are unknown to their supervisor or UWDC. 

Examples of inappropriate uses of technology:

* Installing unauthorized software on UWDC computers.
* Any use violating law or government regulation.
* Any unauthorized access to computer systems or networks.
* Any use promoting disrespect for an individual, including ethnic jokes or slurs.
* Viewing, copying or transmitting material with sexual or profane content.
* Transmitting unsolicited advertising or chain letters.
* Knowingly using copyrighted material without permission or legal right.
* Creating or sending derogatory statements about individuals, companies or their products.
* Any use of systems for recreational games or other recreational purposes.
* Any use that involves corruption or destruction of data, including knowingly launching a virus, worm, or other malicious software.

UWDC assumes no liability for any direct or indirect damages arising from an employee or volunteer’s use of the UWDC information technology systems, computers, the Internet or social media. Employees are solely responsible for any material that they access and disseminate through the Internet or social media.

Employees or volunteers who misuse the UWDC information technology systems, computers, the Internet and/or social media in violation of these policies may result in suspension of privileges or other disciplinary action, up to and including termination. If any employee or volunteer discovers that he or she has unintentionally violated this policy, he or she should notify their supervisor immediately.

## Use of Equipment

When using UWDC property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Please notify your supervisor or the designated person if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

## Dress Code

As a volunteer, you are responsible for presenting a positive image to clients and to the community as a representative of United Way. You should dress appropriately for the conditions and performance of your duties.

## Liability and Insurance

In May of 1997, Congress approved legislation that shields volunteers for nonprofit organizations from liability lawsuits. HR911 limits the occasions when volunteers, as well as directors, officers, and trustees, may be sued in connection with their actions on behalf of a nonprofit. While the legislation removes a volunteer (but not the nonprofit) from liability if an individual commits negligent acts or omissions while acting within the scope of his or her responsibility, it does not protect the person if such acts were caused by willful or criminal misconduct or gross negligence.

## Confidentiality Policy

United Way recognizes confidentiality as a living principle based on the sanctity and dignity of the person. Agents of the United Way of Douglas County must maintain confidentiality with respect to any and all information found in the offices of all agencies located within the United Way. Disclosure of any information relating to clients, including the very fact that an individual is served or has sought service by an agency, cannot be made public knowledge unless specifically authorized by the client. This principle of confidentiality applies also to persons who seek prevention education or other services in person or by phone. In addition, agents of the United Way of Douglas County are expected to maintain the privacy of all agency staff, donors and volunteers by not releasing personal information, including their addresses and phone numbers. Donor information including pledge amounts or donation history, may not be released without donor authorization.

**Participant Concerns**

If participants in United Way programming bring you concerns about their household or other issues, please be sure they speak to United Way personnel. United Way may have programs and services to help! If you have concerns about a student’s performance in school, or hear of bullying and other youth concerns, please communicate with your supervisor.

**Non-Mandatory Reporting**

Volunteers are encouraged to communicate with their direct supervisor promptly, thoroughly, and confidentially about any social, legal and/or health issues they may encounter with any program participant during their work. These may include evidence of domestic violence, child abuse, elder abuse, or criminal behavior. Volunteers are also encouraged to maintain confidentiality regarding these issues, excepting communication with their direct supervisor. In the case of child abuse, if your direct supervisor cannot be reached, the volunteer will call the Director of Community Engagement or the CEO.

## Harassment Policy

The United Way of Douglas County (“UWDC”) believes that each employee is an important member of the organization and deserves to be treated with respect and dignity.

Discrimination, harassment, or different treatment, because of an employee’s race, sex, religion, color, national origin, age, ancestry, sexual orientation, gender identify, gender expression, disability, or any other category protected by law is forbidden by local, state, and federal laws, and will not be tolerated. This may include, but is not limited to, any verbal, written, or physical act in which such a protected characteristic is used to make an employee feel uncomfortable at work or which interferes with an employee’s ability to perform his or her job.

Sexual harassment is a form of discrimination on the basis of sex and will not be tolerated. Sexual harassment is defined as follows:

* Unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature constitute sexual harassment when:
* submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment.
* submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
* such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive environment.

Sexually harassing behavior includes, but is not limited to, sexually oriented conduct, offensive comments, innuendoes, and other sexually oriented statements, regardless of the audience, which unreasonably interfere with an employee’s work performance or create an intimidating, hostile, or offensive environment.

All UWDC employees and volunteers are responsible for creating an atmosphere free from discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers. If the UWDC determines that an employee or volunteer has been harassing another employee or volunteer, appropriate disciplinary action may be taken against the offending representative.

Employees or volunteers who feel they may have been treated differently because of race, sex, religion, color, national origin, age, ancestry, sexual orientation, gender identity, gender expression, disability, or any other category protected by law should report the incident promptly to their supervisor, who will investigate the matter and take appropriate action. If it would be inappropriate to discuss the matter with your supervisor, or if you for any reason feel uncomfortable reporting the matter to your supervisor, please report it directly to the President/CEO of UWDC or directly to a member of the Board of Directors (the “UWDC Board”). All complaints will remain confidential to the maximum extent allowed by law.

## Disability Accommodation

UWDC is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations for qualified individuals with known disabilities will be made unless to do so would be an undue hardship.

This policy is neither exhaustive nor exclusive. UWDC is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

## Whistleblower Protection Policy

In an effort to eliminate and promptly reduce perceived workplace discrimination, harassment, retaliation, illegal or dishonest activities, and fraudulent behavior, UWDC utilizes an internal investigation process in response to complaints of such conduct.

Examples of illegal or dishonest activities, and other fraudulent behavior, include violations of federal, state or local laws, billing for services not performed or for goods not delivered, and other fraudulent financial reporting.

Any employee or volunteer who believes he or she has been subjected to or who has witnessed discrimination, harassment, retaliation, illegal or dishonest activities, or fraudulent behavior, should report the conduct immediately to the President/CEO, or the Board President. Appropriate UWDC officials will undertake a prompt, effective, thorough and objective investigation of the matter. The employee or volunteer must exercise sound judgment to avoid baseless allegations. An employee or volunteer who knowingly or intentionally files a false report of wrongdoing may be subject to disciplinary action, up to and including termination.

In all cases involving a report of discrimination, harassment, retaliation, illegal or dishonest activities, and fraudulent behavior, UWDC will make all reasonable efforts to protect the privacy of the individuals involved. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. The UWDC will not retaliate against a reporting individual. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action, such as termination, compensation decreases, or poor work assignments, and threats of physical harm. Any reporting individual who believes he or she is being retaliated against must contact the President/CEO or Board President immediately. The right of a reporting individual for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly reviewed and investigated, and the appropriate corrective action may be taken at the sole discretion of UWDC.

## Code of Ethics Policy

The United Way of Douglas County (UWDC) plays a unique role as a local philanthropic leader. Throughout our local area, the UWDC and its community partners have earned the public trust, nurtured by years of ethical, honest and responsible charitable service. The continued success of the UWDC depends upon public confidence and broad public support fostered by the ethical conduct of each organization (United Way and its member agencies) as well as the ethical conduct of all employees and volunteers of each organization.

This code of ethics is the policy of the UWDC and expresses our fundamental values. Accordingly, this Code guides the conduct of all employees and members of the board ofdirectors and allocations panel of the UWDC and is intended to foster an environment that promotes ethical conduct in carrying out responsibilities.



Responsibilities of Employees and Volunteers:

**Conduct:**

* Foster positive relationships with the public.
* Comply with all federal, state and local laws.
* Respect and seek out the truth; avoid misrepresentation.
* Set an example, as employees or volunteers of a leading nonprofit organization, for high standards of professionalism and high levels of performance.
* Promote public confidence in philanthropic institutions.
* Exhibit respect for coworkers, contributors and volunteers.
* Manage personal finances so as not to cause embarrassment or lack of confidence in the UWDC.

**Financial responsibility**

* Commit to the mission of the organization and ensure resources are used to achieve our stated purposes.
* Make a full and fair disclosure of all relevant information to contributors, who have a right to know how their dollars are spent.
* Spend contributor’s money wisely, efficiently and objectively and demonstrate good stewardship of contributions, grants or other earnings. Practice sound financial management. Assure that accurate financial records are kept.

**Personal Gain**

* Refrain from asking United Way to reimburse for food, transportation, or entertainment unless directly related to UWDC business.
* Request reimbursement for only those travel and related expenses that are incurred on a basis consistent with the mission of the UWDC.
* Refrain from using the employee’s or volunteer position at UWDC to influence a political campaign for public office or a political issue unless directed by the UWDC board of directors.

**Disclosure:**

It is the responsibility of all United Way personnel and representatives, including members of the Board of Directors and volunteers, to adhere to the spirit of this code of ethics when making policy or otherwise managing the affairs of the organization.

UWDC employees and members of the board of directors and allocations panel are required to disclose any conflicts of interest or perceived breaches of the Code of Ethics of which they are aware. Disclosure should be made to a supervisor or the President of the Board of Directors. Any reported breaches will be investigated and appropriate action, if needed, will be taken. Confidentiality will be maintained for the person disclosing the breach unless the matter raises serious legal implications. In such instances, the person disclosing the breach will be notified.

All employees and volunteers (including the Board of Directors) will be required to sign this Code. Any demonstrated violation of this Code of Ethics is punishable up to termination of the relationship with United Way of Douglas County.

## Conflict of Interest Policy

Avoid any activity or outside interest that conflicts or appears to conflict with the best interest of UWDC. Any financial involvement or participation in the governance structure of a current or potential UWDC vendor, grantee, or competing organization may violate this code and should be cleared with the CEO or the board of directors.

Refrain from participating in or influencing any decision or other action of UWDC that could result in a direct or indirect benefit to the employee's family or any organization with which the employee is substantially affiliated.

Refrain from accepting gratuities, gifts or favors, other than promotional gifts of nominal value, for themselves or their families.

## Media Conduct

Please be careful not to represent yourself as a spokesperson or representative for the United Way under any circumstances without prior approval. Volunteers may not take pictures of program participants unless the volunteer has written consent from the participant (and parent or legal guardian if applicable) on file at UWDC.

**Social Networking Policy**

Volunteers are also expected to refrain from unprofessional online interaction with our participants or employees. Thus, volunteers are not permitted to friend, follow, or communicate with participants they serve on social networking sites. Volunteers are also not allowed to connect or communicate with participants when they are not actively volunteering. If evidence of unprofessional interaction is found, United Way will take steps to resolve the issue which may include temporarily suspending the volunteer or permanently dismissing the volunteer. Volunteers may not post pictures of program participants unless the volunteer has written consent from the participant (and parent or legal guardian if applicable) on file at UWDC.

## Proselytizing

United Ways’ program participants, staff and volunteers hold a variety of political, social, religious, and personal beliefs. Volunteers must be respectful of the views and opinions held by others with whom they come in contact while volunteering with the organization. Unless instructed to do so as part of the organization’s mission and program, volunteers must refrain from advocating or proselytizing for the specific political, social, and/or religious beliefs in these situations.

## Partisanship

While working on behalf of the United Way, volunteers must never present partisan information (supporting or endorsing political parties or candidates for office) in accordance with our organization’s 501(c)(3) status.

## Change of Placement

If you wish to seek a change in your volunteer position or placement, please see the Volunteer Program Director or your supervisor. Assignment to a new volunteer position may require additional screening, background checks, training, and application acceptance.

**Persons Previously Served Policy**

Please notify your supervisor when you plan to exit service. Once a participant or volunteer exits a program, it is assumed that involvement between volunteers and participants will be conducted in a professional and ethical manner. Volunteers are free to continue their relationships with participants after a program exit. Volunteers are welcome to discuss possible relationships with current or former participants with their supervisor prior to involvement so that any concerns may be addressed.

It is recommended that all parties (participant, volunteer, parents/guardians etc.) openly discuss the continuation of the relationship and give their consent to continue the relationship, understanding that they are no longer connected through a United Way program.

## Reimbursement of Expenses

In certain situations, volunteers may be eligible for reimbursement of actual out of pocket expenses. Such expenses must be pre-approved by the Volunteer Program Director.

## Volunteer Record Keeping System

A system of records will be maintained on each volunteer with the organization. The record will include volunteer application, volunteer agreement, emergency information, background check clearance, dates of services, and position held.

**Visitors and Recruitment**

We welcome more volunteers. If you would like to bring a friend or family member to volunteer or check out the program, please obtain permission from your supervisor first. The best way to recruit more volunteers is by having YOU help spread the word! However, depending on the volunteer opportunity or other conditions, we may need to conduct additional screening before a visit.



# APPENDIX

1. Volunteer Interest Form
2. Volunteer Agreement Form
3. Volunteer Waiver
4. Minor Volunteer Permission Form
5. Event Volunteer Release & Consent Form
6. Volunteer Manual Acknowledgment

Volunteer Event Evaluation

1. Volunteer Program Evaluation
2. Volunteer Positions

# APPENDIX A: Volunteer Interest Form

**VOLUNTEER APPLICATION**

FULL NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

GENDER PRONOUN: ◻ She/Her ◻ He/Him ◻ They/Their CONTACT METHOD: ◻ Phone ◻ Email ◻ Text

PHONE: (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Street) (City, State) (Zip)

EMPLOYER (IF APPLICABLE): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMERGENCY CONTACT NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELATIONSHIP TO YOU: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHICH UNITED WAY GOALS ARE YOU MOST INTERESTED IN? (select all that apply)

◻ Education ◻ Financial Stability ◻ Health ◻ Racial Equity

PREFERRED VOLUNTEER ROLE

(Mark all that apply)

◻ Administrative/Clerical ◻ Group Volunteering ◻ Program Evaluation ◻ Community Outreach

◻ Event Assistance ◻ Marketing ◻ Resource Development ◻ Community Impact

◻ United Way Readers ◻ Brainfood Program ◻ Back to School Drive ◻ Youth United

◻ Board of Directors ◻ Grant Review Committee ◻ Student United ◻ Unsure

**SKILLS**

◻ Adobe Photoshop ◻ Adobe In-Design ◻ Microsoft Word ◻ Microsoft Excel

◻ Microsoft PowerPoint ◻ Graphic Design ◻ Copywriting ◻ Event Planning

◻ Fundraising ◻ Advocacy ◻ Photography ◻ Grant Writing

◻ Skilled trade ◻ Community Organizing ◻ Filing/General Office ◻ Program Evaluation

◻ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ◻ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HIGHEST LEVEL OF EDUCATION: ◻ GED ◻ High School ◻ 2-Year College ◻ 4-Year College ◻ Graduate School

CERTIFICATIONS/DEGREES (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What other skills or experience do you bring that you would like us to know about? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you want to volunteer with the United Way? Goals? Hope to Gain? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How do you like to be recognized? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you learn about United Way volunteer opportunities? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TIME COMMITMENT**

HOW LONG ARE YOU INTERESTED IN VOLUNTEERING?

◻ Long-term Ongoing (1 year+) ◻ Short-term Ongoing (one year or less) ◻ Special Events & Projects

HOW MANY HOURS ARE YOU INTERESTED IN VOLUNTEERING? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ hours a ◻ week / ◻ month

WOULD YOU LIKE TO RECEIVE E-NEWS ABOUT THE DOUGLAS COUNTY UNITED WAY? ◻ Yes ◻ No

ARE YOU VOLUNTEERING FOR REQUIRED COMMUNITY SERVICE HOURS? ◻ Yes ◻ No

*If yes, please specify the following:*

Is Community Service Required for (check one)? ◻ Class/School Credit         ◻ Court order

How many hours are you required to complete? \_\_\_\_\_\_\_\_\_ What is your service completion deadline? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Information You Feel It Would Be Beneficial for Us to Know:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**UNITED WAY VOLUNTEER PROGRAM CONTACT:**A close up of a sign

Description automatically generated

Volunteer Program Director

[volunteer@unitedwaydgco.org](mailto:volunteer@unitedwaydgco.org) | (785) 843-6626 x 1005 | 1307 Massachusetts., Lawrence KS 66044



**OFFICE USE ONLY**

Volunteer Position Placed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Contacted: \_\_\_\_\_\_\_\_\_\_\_\_ Added to Database? (DATE): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5/13/2021

https://uwdgco.sharepoint.com/sites/Impact/Shared Documents/Volunteer/Volunteer Handbook and Forms/VOLUNTEER INTEREST FORM 5.13.2021.docx

# APPENDIX B: VOLUNTEER AGREEMENT



**UNITED WAY DOUGLAS COUNTY VOLUNTEER AGREEMENT**

This Volunteer Agreement demonstrates how we value our volunteers. We want to assure you that we appreciate your contribution to our organization. We are dedicated to ensuring that you have a quality volunteer experience which is both productive and rewarding.

Volunteer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of Term: ☐6 months ☐12 months ☐Ongoing ☐\_\_\_\_\_\_\_\_\_\_\_ hours

Volunteer Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Schedule: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Time Location

Volunteer Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Volunteer Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**United Way of Douglas County commits to the following:**

1. To provide adequate information and training so you may meet the expectations as described in your volunteer role description.
2. To allow for a six-week trial period.
3. To explain what is required of you and to support and provide encouragement to help you achieve the desired results.
4. To assign you with a named supervisor who will provide you with regular support and supervision meetings and act as a ‘go to’ person.
5. To always treat you with respect and courtesy.
6. To be receptive to any comments and feedback from all our volunteers.
7. To value and recognize our volunteers as a significant resource in achieving the goals of our organization.

**The Volunteer commits to the following:**

1. To fulfil my role and terms of service as outlined in the attached volunteer role description.
2. To perform my volunteer role to the best of my ability.
3. To follow the organization’s policies and procedures.
4. To meet time and task commitments and to provide sufficient notice when not available.
5. To act in a way that is in line with the aims and objectives of the organization and that enhances the work of the organization.

**Agreed to by:**

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

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

# APPENDIX C: VOLUNTEER WAIVER & CONFIDENTIALITY AGREEMENT



**VOLUNTEER WAIVER & CONFIDENTIALITY AGREEMENT**

**THIS IS A LEGAL DOCUMENT. PLEASE READ CAREFULLY.**

**Disclosure:** I understand that the United Way of Douglas County project or event will involve the normal level of risk associated with such a project or event. I agree that this signed form shall waive any rights, claims of responsibility or liability, or cause of action resulting from personal injury in the United Way program and agree to indemnify the United Way of Douglas County and its employees or representatives from any such claims.

**Medical Care Authorization:** At any time, due to such circumstances as accident or sudden illness, I hereby give permission for emergency medical treatment to be obtained for me. I understand that a United Way representative or the partnering agency will call my emergency contact prior to leaving or upon arrival at the emergency destination, and that I will be responsible for all related expenses incurred (i.e., ambulance).

**Confidentiality:** United Way of Douglas County believes confidentiality is a hallmark of professionalism among staff and volunteers. We therefore agree to:

* Ensure all information privileged or nonpublic is not disclosed.
* Respect the privacy of all individuals in the performance of their United Way duties.
* Refrain from the use of confidential information gained during our United Way duties for personal gain.
* Ensure that the United Way computer and management information systems are protected from unauthorized use.
* Respect the wishes of donors that prefer to remain anonymous by not releasing any information unless required to by law.
* Recognize that all information, whether hard copy or electronic, is the property of United Way and may not be copied or removed without expressed permission.

☐ **Photographic Release:** In the event that I am photographed or filmed for publicity purposes while participating in a United Way project, the photo or video may be used by United Way or media outlets for promotional purposes.

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMERGENCY CONTACT:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME PHONE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELATIONSHIP

**I understand and agree to the United Way of Douglas County Volunteer Waiver & Confidentiality Agreement.**

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

Guardian Signature (Minors) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

## APPENDIX C2: CONSENT FORM FOR MINORS



**UNITED WAY DOUGLAS COUNTY CONSENT FORM FOR MINORS**

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteers under 18 who are not accompanied by a parent or legal guardian are required to bring a signed waiver (below) to the Volunteer Director the day of the project. Without it, the minor will not be able to volunteer. A parent or legal guardian of each minor volunteering must read and agree to the following:

I understand that my minor child or ward, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is voluntarily spending the day as a volunteer for United Way Douglas County, a nonprofit charitable organization. I attest that I am over 18 years of age and I warrant that I have legal authority to execute this agreement on his/her behalf. I attest that my child or ward is physically fit and prepared for this event and all related activities. I grant full permission for United Way Douglas County, its nonprofit partner agencies, and its officers and directors, partners, employees, agents, and volunteers (“Releasees”), to use photographs, video, and audio of my child or ward, and quotations from my child and ward. In accounts, promotions and publications of this event and these activities, and I hereby waive my right of publicity in connection with such uses.

United Way Douglas County does not provide Workers’ Compensation insurance coverage for volunteer participants, who are excluded from requirements for such coverage by law. In connection with my child or ward’s voluntary involvement in activities for United Way Douglas County, I hereby agree, for me and my child or ward, our heirs, assigns, executors and administrators to release and discharge Releasees from all claims, demands and actions for injuries or death sustained to my child or ward and/or damage to or destruction, loss or theft of my property of my child or ward and to the property of others as a result of my child or ward’s involvement in such activities, whether or not resulting from my child or ward’s negligence or the negligence of any other individual, or from accidents without negligence, or from the international actions of other individuals, and I agree to release and hold Releasees harmless from any cause or action, claim or suit arising there from.

I attest that my child or ward’s attendance and involvement in such activities is fully voluntary, that I am allowing my child or ward to participate at his or her own risk, and that I have read the foregoing terms and conditions of this document.

**By signing in below, I am agreeing to all stipulations as stated above.**

Parent or Legal Guardian’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Legal Guardian’s full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor’s birth date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPENDIX D: EVENT RELEASE AND CONSENT FORM

| \_\_ Volunteering with a company/organization  Name of Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_ Volunteering as an individual  Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- |



**UWDC VOLUNTEER RELEASE AND CONSENT FORM**

**THIS IS A LEGAL DOCUMENT. PLEASE READ CAREFULLY.**

**Disclosure:** I understand that the United Way of Douglas County project or event will involve the normal level of risk associated with such a project or event. I agree that this signed form shall waive any rights, claims of responsibility or liability, or cause of action resulting from personal injury in the United Way program and agree to indemnify the United Way of Douglas County and its employees or representatives from any such claims.

**Medical Care Authorization:** At any time, due to such circumstances as accident or sudden illness, I hereby give permission for emergency medical treatment to be obtained for me. I understand that a United Way representative or the partnering agency will call my emergency contact prior to leaving or upon arrival at the emergency destination, and that I will be responsible for all related expenses incurred (i.e., ambulance).

**Confidentiality:** United Way of Douglas County believes confidentiality is a hallmark of professionalism among staff and volunteers. We therefore agree to:

* Ensure all information privileged or nonpublic is not disclosed.
* Respect the privacy of all individuals in the performance of their United Way duties.
* Refrain from the use of confidential information gained during our United Way duties for personal gain.
* Ensure that the United Way computer and management information systems are protected from unauthorized use.
* Respect the wishes of donors that prefer to remain anonymous by not releasing any information unless required to by law.
* Recognize that all information, whether hard copy or electronic, is the property of United Way and may not be copied or removed without expressed permission.

☐ **Photographic Release:** In the event that I am photographed or filmed for publicity purposes while participating in a United Way project, the photo or video may be used by United Way or media outlets for promotional purposes.

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMERGENCY CONTACT:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME PHONE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELATIONSHIP

**I understand and agree to the United Way of Douglas County Volunteer Waiver & Confidentiality Agreement.**

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

Guardian Signature (Minors) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

# APPENDIX E: VOLUNTEER MANUAL ACKNOWLEDGMENT

United Way of Douglas County retains the right to modify, interpret or cancel, in whole or in part, any of the published or unpublished policies of the company without advance notice to employees and volunteers, and without having to give cause or consideration to any employee.

The policies set forth in this Volunteer Manual are not intended and should not be construed as an expressed or implied employment contract. These policies do not in any way guarantee any employee employment for any specified period.

I, (Print full name here) , acknowledge that I have read the Volunteer Manual or that it has been read to me, and that I understand its contents.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Signature Date





# APPENDIX F: VOLUNTEER EVENT EVALUATION

# APPENDIX G: ONGOING VOLUNTEER EVALUATION

# APPENDIX H: VOLUNTEER POSITIONS

## Volunteer Position Description Template

| **Program Name** | Name of the program (ex: BrainFood) | |
| --- | --- | --- |
| **Position Title** | Try not to use “volunteer” in the title – “volunteer” is a pay grade, not a position | |
| **Purpose** | Describe how the position relates to your organization’s mission. | |
| **Location** | Provide address if work is on site, or if virtual, make that clear | |
| **Reports to** | Provide name, title and contact info (if not different from contact below, you could eliminate this line.) | |
| **Desired Outcome** | Be specific. How will you and the volunteer know that the job is being done well or that the project is successful? | |
| **Key Responsibilities** | Give potential and limits. A prioritized bulleted list is helpful. | |
| **Qualifications** | What is needed to be successful in the position? A certain personality type, any specific skills? Ability to meet a specific deadline? Also, if you are looking for volunteers who have access to their own equipment, please list that here. For example, do they need a car, a camera, or their own laptop? | |
| **Appointment Length** | Be specific. Is this an ongoing opportunity, or time limited? When do you expect it to be completely wrapped up if time is limited? If you are looking for a commitment that is a minimum of x months, state that up front. You put a lot of time into working with volunteers and it is fine to let them know you are looking for a return on that investment. | |
| **Time Commitment** | Again, be specific. How many hours a week do you estimate that it will take to do the job? Are there specific days and times that the volunteers are needed? | |
| **Support Provided** | How will this position be supported on an ongoing basis? Are there regular meetings, or as needed? Will the supervisor schedule a time for mutual feedback? If you treat this more like a “real job” your volunteers will too. | |
| **Volunteer Benefits** | Be creative. You are not going to give them money, but what will they gain by volunteering with you? Satisfaction from helping achieve the mission, a great reference, new job skills, satisfaction from being part of a great team, invitation to staff parties, etc. | |
| **Contact Information** | Provide name, email, phone, and preferred method of contact. If there are specific contact hours, list those as well. | |
| By signing below the volunteer and staff member agree to fulfill their part of the above agreement. | | | |
| **Volunteer Name** |  |  | |
| **Volunteer Signature** | **Date** | | |
| **Staff Name** |  |  | |
| **Staff Signature** | **Date** | | |
| Date Position Created/Updated: |  | | |

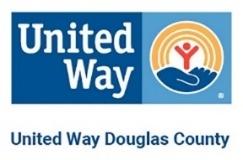
| **Volunteer Position Description** | | |
| --- | --- | --- |
| **Program Name** |  | |
| **Position Title** |  | |
| **Purpose** |  | |
| **Location** |  | |
| **Reports to** |  | |
| **Desired Outcome** |  | |
| **Key Responsibilities** |  | |
| **Qualifications** |  | |
| **Appointment Length** |  | |
| **Time Commitment** |  | |
| **Support Provided** |  | |
| **Volunteer Benefits** |  | |
| **Contact Information** |  | |
| By signing below the volunteer and staff member agree to fulfill their part of the above agreement. | | | |
| **Volunteer Name** |  |  | |
| **Volunteer Signature** | **Date** | | |
| **Staff Name** |  |  | |
| **Staff Signature** | **Date** | | |
| Date Position Created/Updated: |  | | |

## BrainFood Program Coordinator

| **Program Name** | **BrainFood** | |
| --- | --- | --- |
| **Position Title** | **BrainFood Program Coordinator** | |
| **Purpose** | Coordinate ongoing program to assure that books are being distributed to schools in the appropriate quantities at the appropriate reading levels for each partner school. | |
| **Location** | 1307 Massachusetts, Lawrence, KS 66044, with potential for traveling to partnering schools. | |
| **Reports to** | Kjrsten Abel Ruch, Director of Community Engagement | |
| **Desired Outcome** | elementary students are prepared to success in later grades; children enter school developmentally on track in terms of literacy and social, emotional, and intellectual skills. | |
| **Key Responsibilities** | * Manage inventory of books, book sorting, organized, and ready for distribution * Maintain list of participating schools, which includes contact information, number of participating kids at each grade level, and distribution plan * Arrange for distribution of books to each school according to each plan * Manage other volunteers who are assisting with sorting and distribution * Track book collections - who did it, how to contact them, and approximate number of books collected. | |
| **Qualifications** | * Detail orientated * Highly organized * Ability to work with partnering schools and agencies | |
| **Appointment Length** | 9-month appointment (current school year) | |
| **Time Commitment** | Estimated 2-10 hours a week, during the school year, depending on whether other volunteers are assisting.  Time is flexible according to the volunteer's schedule. | |
| **Support Provided** | Orientation to United Way, access to program area, and material. | |
| **Volunteer Benefits** | Help promote literacy and access to books and readiness to achieve in school. And spread the love of books among children and youth. | |
| **Contact Information** | Kjrsten Abel Ruch, Director of Community Engagement at [volunteer@unitedwaydgco.org](mailto:volunteer@unitedwaydgco.org) or 785-843-6626 ext. 1005 | |
| By signing below the volunteer and staff member agree to fulfill their part of the above agreement. | | | |
| **Volunteer Name** |  |  | |
| **Volunteer Signature** | **Date** | | |
| **Staff Name** |  |  | |
| **Staff Signature** | **Date** | | |
| Date Position Created/Updated: | March 10, 2014/updated 1/26/2021 | | |

## BrainFood Book Distributor

| **Program Name** | **BrainFood** | |
| --- | --- | --- |
| **Position Title** | **BrainFood Book Distributor** | |
| **Purpose** | Support this United Way literacy program by transporting donated/purchased books from the United Way to partner schools in Douglas County, Lawrence Public Library or elsewhere as directed by the BackSnack Brain Food Coordinator. Books are distributed weekly during the school year to children who are a part of the BackSnack program delivered to very low-income families by Harvesters. | |
| **Location** | 1307 Massachusetts, Lawrence, KS 66044, with potential for traveling to partnering schools. | |
| **Reports to** | Kjrsten Abel Ruch, Director of Community Engagement | |
| **Desired Outcome** | Elementary students are prepared to success in later grades; children enter school developmentally on track in terms of literacy and social, emotional, and intellectual skills. | |
| **Key Responsibilities** | * Assist with counting out and boxing up age-appropriate books for each school as directed by Program Coordinator * Deliver books in a timely manner as requested by Program Coordinator * Be friendly and deliver books in a courteous manner * Ensure books are delivered to the appropriate person and retrieve empty bins and return to the United Way * Aid in facilitating communication between the school representatives and Brain Food Coordinator, such as by relaying any messages or information provided by school to Coordinator * Assist with moving and sorting books at United Way | |
| **Qualifications** | * Must have personal email or text access to allow easy communication from Program Coordinator * Must have own transportation, a valid driver’s license and liability insurance * Ability to lift and carry box/bags of books | |
| **Appointment Length** | 9-month appointment (current school year) | |
| **Time Commitment** | About 20 minutes-2 hours per month during the school year depending on need.  Time is flexible according to the volunteer's schedule. Deliveries occasionally need to be made within a few days to accommodate late requests by school coordinators. School hours vary but are typically between 7:30 am – 3:30 pm Monday-Friday. | |
| **Support Provided** | Brief orientation and overview of the program, including information about school locations and contacts and tour of United Way book storage area. | |
| **Volunteer Benefits** | Help promote literacy and access to books and readiness to achieve in school. And spread the love of books among children and youth. | |
| **Contact Information** | Kjrsten Abel Ruch, Director of Community Engagement at [volunteer@unitedwaydgco.org](mailto:volunteer@unitedwaydgco.org) or 785-843-6626 ext. 1005 | |
| By signing below the volunteer and staff member agree to fulfill their part of the above agreement. | | | |
| **Volunteer Name** |  |  | |
| **Volunteer Signature** | **Date** | | |
| **Staff Name** |  |  | |
| **Staff Signature** | **Date** | | |
| Date Position Created/Updated: | 12/24/15-On Hold March 2020, Updated April 2021 | | |



## Marion Mengel Swim Pass Delivery Team

| **Program Name** | Marion Mengel Swim Pass | |
| --- | --- | --- |
| **Position Title** | Marion Mengel Swim Pass Delivery Team | |
| **Purpose** | To distribute annual free swim passes to agencies who serve disadvantaged children and youth | |
| **Location** | Flexible for counting passes, delivery will involve travel to various locations around Douglas County | |
| **Reports to** | Kjrsten “KJ” Abel Ruch, Director of Community Engagement | |
| **Desired Outcome** | Spread summer joy!  Deliver all available swim passes to be used by children and families in need. | |
| **Key Responsibilities** | * Count out and bundle the swim passes according to the list provided by United Way. * Create a form for each agency to go with each bundle of swim passes. * Let the United Way know what day(s) you plan to make deliveries. We will publicize via Facebook and would like to get photos of volunteers delivering passes at UW building for submitting to the Lawrence Journal World. * Take form and the passes to each agency. * Introduce yourself and tell the agency representative that you are volunteering for United Way to deliver their swim passes from the Marion Mengel fund. * Ask them to sign and date to confirm that they received the passes. Please be sure the recipient’s name is legible in case we need to read it. * Keep the bottom portion of the form and return all receipts to United Way when finished. * Return any undeliverable swim passes to United Way. * Provide feedback to United Way about your volunteer experience. | |
| **Qualifications** | Friendly, positive demeanor in representing United Way; some organizational skills to keep track of and turn in all documentationto United Way | |
| **Appointment Length** | Short Term – Less than 1 Month | |
| **Time Commitment** | Estimated one week to count out passes and then deliver to all agencies.  Should be completed by June 1st. | |
| **Support Provided** | The United Way will provide all supplies and a contact list for agencies. | |
| **Volunteer Benefits** | Opportunity to meet new people and find out about the services of local agencies when making deliveries, and share a positive experience helping children in our community. | |
| **Contact Information** | Kjrsten “KJ” Abel Ruch, Director of Community Engagement, [**kabelruch@unitedwaydgco.org**](mailto:kabelruch@unitedwaydgco.org)or 785-843-6626 ext 1005 | |
| By signing below the volunteer and staff member agree to fulfill their part of the above agreement. | | | |
| **Volunteer Name** |  |  | |
| **Volunteer Signature** | **Date** | | |
| **Staff Name** |  |  | |
| **Staff Signature** | **Date** | | |
| Date Position Created/Updated: | Updated April 2021 | | |

## Special Event Photographer

| **Program Name** | **Marketing & Outreach** | |
| --- | --- | --- |
| **Position Title** | **Special Event Photographer** | |
| **Purpose** | Based on the needs of the project, the photographer will take pictures of people, settings, and events. | |
| **Location** | United Way of Douglas County, 1307 Massachusetts, Lawrence KS 66044 | |
| **Reports to** | Daniel B, Smith, Director of Marketing & Resource Development | |
| **Desired Outcome** | Deliver effective marketing photos that will help United Way growth. | |
| **Key Responsibilities** | * Select and assemble proper equipment, and choose settings and props based on event theme * Assist in marketing activities such as content development, advertising, events and planning * Collaborate and coordinate brand awareness * Retouch, resize and enhance images as needed using Photoshop or other photography software * Determine assignment criteria by discussing ideas and outcomes with staff to create a plan to achieve the specific details or look that is desired | |
| **Qualifications** | * Proficiency in photo editing software * Solid computer skills, including MS Office, Adobe Photoshop * Well-organized and detail orientated and creative aesthetic * Good communication and people skills, with the ability to discuss complex artistic concepts in easy-to-understand terms | |
| **Appointment Length** | As needed for special projects and events. | |
| **Time Commitment** | 1- 2 hours per week to start and flexible schedule that will include normal business hours for interaction with United Way. | |
| **Support Provided** | United Way Impact Director and Director of Marketing & Resource Development will share strategies and provide additional support as needed. | |
| **Volunteer Benefits** | The United Way fights for the Health, Education and Financial Stability of every person in every community by mobilizing resources and we see you inspiring others to join the fight against the community’s most pressing issues. | |
| **Contact Information** | Daniel B Smith, Director of Marketing & Resource Development, United Way of Douglas County at [dsmith@unitedwaydgco.org](mailto:dsmith@unitedwaydgco.org) or (785) 843-6626 Ext 1003 | |
| By signing below the volunteer and staff member agree to fulfill their part of the above agreement. | | | |
| **Volunteer Name** |  |  | |
| **Volunteer Signature** | **Date** | | |
| **Staff Name** |  |  | |
| **Staff Signature** | **Date** | | |
| Date Position Created/Updated: | 11/16/2018 | | |

## Volunteer Site Data Assistant

| **Program Name** | Volunteer Program |
| --- | --- |
| **Position Title** | Volunteer Site Data Assistant |
| **Purpose** | Conduct volunteer site maintenance to help United Way of Douglas County and other agencies leveraging volunteers. |
| **Location** | Preferably work will be conducted in-person at 1307 Massachusetts St Lawrence, KS 66044. Virtual service may be negotiated. |
| **Reports to** | Jasmine Bates, Program Coordinator  [americorps@unitedwaydgco.org](mailto:americorps@unitedwaydgco.org)  785.843.6626 x 1006 |
| **Desired Outcome** | At the conclusion of the position the volunteer site will have:  Up-to-date agency records and contact information  Up to date “ongoing” opportunity listings    Volunteer will work with supervisor to develop procedure for volunteer work developed for future web maintenance volunteers |
| **Key Responsibilities** | * Set a schedule for volunteer hours * Regular weekly check-ins with supervisor * Track all hours on volunteerdouglascounty.org * Contact supervisor if a shift will be missed * Maintain a positive service attitude during communication with United Way staff and all partner agencies * Document all work conducted * Record procedures that are successful to assist Volunteer Program in offering this opportunity in the future |
| **Qualifications** | * Ability to work at United Way's offices at 1307 Massachusetts Street * Comfort making phone calls and sending emails * Adequate proficiency in computers including use of Microsoft Excel, Word, and Outlook     *If you want to volunteer but have concerns about accessibility for any reason, please contact us so we can find a way for you to participate.* |
| **Appointment Length** | This is a project-based appointment that will last until completion of the project as outlined. |
| **Time Commitment** | Flexible hours will be negotiated with the supervisor based on volunteer and supervisor availability. |
| **Support Provided** | * Program Coordinator will attend all meetings to provide staff support. * Staff Impact Team will manage grant applications, spending, and reporting. * United Way staff will leverage existing community connections to assist in projects and provide training as needed. |
| **Volunteer Benefits** | Volunteer will gain knowledge of local agencies and an understanding of the volunteer site through their service. |
| **Contact Information** | The primary contact for this program is the Program Coordinator. If a volunteer or volunteer guardian has any concerns or conflict with the Program Coordinator, they should contact the Director of Community Engagement.    Jasmine Bates, Program Coordinator  [americorps@unitedwaydgco.org](mailto:Americorps@unitedwaydgco.org)  785.843.6626 x 1006  Kjrsten “KJ” Abel Ruch, Director of Community Engagement  [kabelruch@unitedwaydgco.org](mailto:Kabelruch@unitedwaydgco.org)  785.843.6626 x 1005 |

| By signing below the volunteer and staff member agree to fulfill their part of the above agreement. | | |
| --- | --- | --- |
| **Volunteer Name** |  |  |
| **Volunteer Signature** | **Date** | |
| **Staff Name** |  |  |
| **Staff Signature** | **Date** | |
| Date Position Created/Updated: | March 10, 2021 | |

## Community Impact Committee Member

| **Program Name** | Community Impact |
| --- | --- |
| **Position Title** | Community Impact Committee Member |
| **Purpose** | Formed in 2009, this committee was originally charged with implementing the change from individual agency funding through an annual allocation process to a community-program funding structure, targeting the three Community Goals.  The purpose of the Community Impact Committee is to help support and monitor the work of the Community Impact Partner organizations. The Community Impact Committee also establishes funding priorities, provides direction on the allocation of resource investments, and measures the results of our funded partner activities to best position the UWDGCO in meeting our community impact goals.  The Community Impact Committee meets on a quarterly basis to:  1.Review United Way Community Impact Partner quarterly reports and provide feedback to Community Impact Partners.  2.Report on Community Impact Partner activities, successes, and challenges.  3.Provide recommendations for project revisions and increased partner support.  Each committee member will be assigned a portfolio of Community Impact Partner organizations to support. The committee member is responsible for meeting with their assigned organizations on a semi-annual basis for site visits and project updates. |
| **Location** | Preferably work will be conducted in-person at 1307 Massachusetts St Lawrence, KS 66044. Virtual service may be negotiated. |
| **Reports to** | Lea Roselyn, VP of Community Impact |
| **Desired Outcome** | The Community Impact Committee will annually review grant proposals and make funding recommendations based on proposals, or, on off-cycle years, will review annual reports and make recommendations for multi-year funding adjustments as needed. |
| **Key Responsibilities** | The Community Impact Committee will annually review grant proposals and make funding recommendations based on proposals, or, on off-cycle years, will review annual reports and make recommendations for multi-year funding adjustments as needed.  The Community Impact Committee meets on a quarterly basis to:  1.Review United Way Community Impact Partner quarterly reports and provide feedback to Community Impact Partners.  2.Report on Community Impact Partner activities, successes, and challenges.  3.Provide recommendations for project revisions and increased partner support. |
| **Qualifications** | Good analytical skills. Ability to be objective and thorough in the review process. Ability to keep information in proposals confidential. Ability to meet deadlines and attend required meetings. Access to a computer with internet necessary for review of proposals online.  Membership 1. UWDGCO Board Member Health representative  2. UWDGCO Board Member Education representative  3. UWDGCO Board Member Financial Stability representative  4. 3-5 Community member subject matter expert representatives  5. UWDGCO Community Impact Director, Ex-officio non-voting member  6. UWDGCO CEO, Ex-officio non-voting member  Members of the Community Impact Committee may not have a conflict of interest as a board member, staff, or immediate family member of funded partner organizations. |
| **Appointment Length** | Community members serve a two-year, renewable term limit. New members shall be selected by the Community Impact Committee Chair and Director of Community Impact. |
| **Time Commitment** | Approximately 4 hours in meetings, plus time to review estimated 10-20 written proposals. |
| **Support Provided** | An overview of the background and current status of United Way funding will be provided. A scoring rubric will be provided. |
| **Volunteer Benefits** | Opportunity to impact community by selecting programs with the most potential for community change. |
| **Contact Information** | Lea Roselyn, VP Community Impact  [lroselyn@unitedwaydgco.org](mailto:Lroselyn@unitedwaydgco.org)  785.843.6626 x 1002 |

| By signing below the volunteer and staff member agree to fulfill their part of the above agreement. | | |
| --- | --- | --- |
| **Volunteer Name** |  |  |
| **Volunteer Signature** | **Date** | |
| **Staff Name** |  |  |
| **Staff Signature** | **Date** | |
| Date Position Created/Updated: | Purpose created July 18, 2018 | |

## Administrative Scanning Support

| **Program Name** | Office Administration | |
| --- | --- | --- |
| **Position Title** | Administrative Scanning Assistant | |
| **Purpose** | Assist staff in scanning and storing documents and files electronically. | |
| **Location** | United Way of Douglas County 1307 Massachusetts St. Lawrence, KS 66044 | |
| **Reports to** | Meredith Inman, Office and Finance Manager, [minman@unitedwaydgco.org](mailto:minman@unitedwaydgco.org) | |
| **Desired Outcome** | Increase storage space and maintain historical records digitally. | |
| **Key Responsibilities** | * Removing staples and paperclips from historical documents. * Scanning files into the computer and saving files in a designated format. * Maintaining file integrity and organization upon completion of scanning. | |
| **Qualifications** | * Ability to utilize a computer and scanner to save documents. * Ability to climb a flight of stairs in order to access equipment. | |
| **Appointment Length** | Flexible. Until files are completed. | |
| **Time Commitment** | Flexible. Prefer volunteers to be able to scan for 1-2 hours at a time, working with staff and volunteer schedule. Preferred time slot availability Monday –Friday 10:00 a.m. - 6:00 p.m. | |
| **Support Provided** | Training on use of the scanner, formatting for file names, and use of computer. Staff available to answer questions as they arise. | |
| **Volunteer Benefits** | Contribute to our community through giving time to a non-profit. Connection to the United Way mission of fighting poverty and improving lives in Douglas County. | |
| **Contact Information** | Kjrsten “KJ” Abel Ruch, Director Community Engagement,  [volunteer@unitedwaydgco.org](mailto:volunteer@unitedwaydgco.org), 785-843-6626 ext 1005 | |
| By signing below the volunteer and staff member agree to fulfill their part of the above agreement. | | | |
| **Volunteer Name** |  |  | |
| **Volunteer Signature** | **Date** | | |
| **Staff Name** |  |  | |
| **Staff Signature** | **Date** | | |
| Date Position Created/Updated: | March 2021 | | |

## School Supply Committee Member

| **Program Name** | Back-to-School Drive | |
| --- | --- | --- |
| **Position Title** | School Supply Committee Member | |
| **Purpose** | This position will support the United Way Education goal by helping to ensure that our communities’ children have the necessary supplies to start the school year.  To develop, plan, and implement a back-to-school supply drive to support agencies and families in need in Douglas County, Kansas. | |
| **Location** | Meetings will be virtual until COVID-19 restriction ease. Additional activities will be in Douglas County, KS | |
| **Reports to** | Jasmine Bates, Program Coordinator  Kjrsten “KJ” Abel Ruch, Director of Community Engagement | |
| **Desired Outcome** | Develop, plan, and implement a back-to-school supply drive to fill parent/guardian or teacher’s requests received from agencies in Douglas County. Including Collection and distribution of required school supplies for students in Douglas County. | |
| **Key Responsibilities** | Practice your leadership skills while supporting a school supplies drive to equip Douglas County students for the school year by serving as a School Supply Committee Member for our school supplies drive.  All donations will stay in Douglas County and be distributed to clients of local agencies. Other key responsibilities include:   * Project Planning * Brand the effort as United Way experience * Identify beneficiaries * Set the schedule * Recruit volunteers * Ability to work with community partners * Recruit Business to host drive or collection bins * Collection & distribution of supplies | |
| **Qualifications** | Strong organization and communications skills. Ability to work in a group setting. | |
| **Appointment Length** | April – September | |
| **Time Commitment** | Up to 3 – 5 hours per week for planning and recruitment of volunteers and collection sites to assist at the Day of Event (called collection drives). | |
| **Support Provided** | All materials are provided by the United Way and partner agencies. An initial list of store contacts has been established by the United Way. The United Way will assist in the promotion of the drive and recruiting volunteers. | |
| **Volunteer Benefits** | The volunteer will benefit from participating as a member of a team of volunteers that is providing an important service to our communities’ children, as well as practicing leadership skills. | |
| **Contact Information** | Jasmine Bates, Program Coordinator  [americorps@unitedwaydgco.org](mailto:americorps@unitedwaydgco.org)  785.843.6626 x 1006  Kjrsten “KJ” Abel Ruch, Director of Community Engagement, kabelruch@unitedwaydgco.org  785-843-6626 ext 1005 | |
| By signing below the volunteer and staff member agree to fulfill their part of the above agreement. | | | |
| **Volunteer Name** |  |  | |
| **Volunteer Signature** | **Date** | | |
| **Staff Name** |  |  | |
| **Staff Signature** | **Date** | | |
| Date Position Created/Updated: |  | | |

| **Read United | BookNook Summer Reading Guide** | |
| --- | --- |
| **Purpose** | We recognize education, literacy in particular, as a key point of intervention in our mission to fight poverty in Douglas County. |
| **Location** | This is a hybrid program that could be entirely virtual. In-person orientation will take place at 1307 Massachusetts Street. In-person reading can take place at an agreed upon location convenient for the young reader and reading guide, |
| **Reports to** | Jasmine Bates, they/them or she/her, Program Coordinator |
| **Desired Outcome** | This is a new program, we recognize that the success of any reading pair depends on how viable this new model is. Our desired outcome is that reading guides and readers will be able to meet on a consistent basis and successfully use the BookNook platform to measurably strengthen the reader’s literacy skills. |
| **Responsibilities** | * Show up on time to all orientations, trainings, and reading sessions. * Notify program coordinator if you anticipate being late or absent. * Read with your reader at the agreed upon frequency and times. * Respect reader and caregiver boundaries, maintain appropriate conduct. * Communicate any questions, concerns, or grievances to the program coordinator in a timely manner. |
| **Qualifications** | * Comfort using a computer or tablet to access BookNook (program does not work on a smartphone) * Desire to engage in learning with young readers * Access to a reliable internet connection * Access to a reliable device (laptop, desktop, tablet) * Reliable transportation * Background check, screening, and interview required |
| **Appointment Length** | Volunteers will be expected to complete the full summer session from June 1st to the start of school in mid-August. There may be options for continued involvement in this project beyond this period. |
| **Time Commitment** | Determined by reading pair availability and reader need. Minimum time commitment 5 hours of training, 1 hour reading session every other week. |
| **Support Provided** | Onboarding and training  Facilitated “match” interview to match reading guide with young reader  Direct contact with program coordinator for ongoing support  Scheduled team check-ins (monthly at minimum, more frequently as needed) |
| **Volunteer Benefits** | Help strengthen the next generation in Douglas County, form a meaningful connection with a student and their family! |
| **Contact Information** | Jasmine Bates, Program Coordinator, [americorps@unitedwaydgco.org](mailto:americorps@unitedwaydgco.org)  KJ Abel Ruch, Community Engagement Director, [kabelruch@unitedwaydgco.org](mailto:kabelruch@unitedwaydgco.org) |

| By signing below the volunteer and staff member agree to fulfill their part of the above agreement. | | |
| --- | --- | --- |
| **Volunteer Name** |  |  |
| **Volunteer Signature** | **Date** | |
| **Staff Name** |  |  |
| **Staff Signature** | **Date** | |



# APPENDIX I: Court Ordered Volunteer Information Form

 NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   CONTACT METHOD:   □ Phone □ Email    □ Text

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Street) City, State) (Zip)

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Home □ Mobile □ Work   EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(NAME) (PHONE) (RELATIONSHIP)

EMPLOYER/OCCUPATION (IF APPLICABLE): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WEEKLY AVAILABILITY (HOURS): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

What skills or experience do you bring? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Court Information and background information:**

Current charge(s) that require court ordered community service hours is:

\_\_\_\_\_\_\_\_ Other       \_\_\_\_\_ Violent Crime    \_\_\_\_ Crime of Sexual Nature      
\_\_\_ Identity Theft     \_\_\_ Child Neglect/Endangerment

Is CSW Timesheet from Douglas County Provided? \_\_ Yes \_\_ No **(if no please complete box below)**

| Number of hours required: \_\_                 Deadline for completion: \_\_\_/\_\_\_\_\_\_/ \_\_\_\_\_\_  Court of Jurisdiction:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Your Case Manager’s name, if applicable:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Case Manager’s phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- |

 Have you ever pleaded or been found guilty of a felony besides the charge for which you are currently required to fulfill community service hours? \_\_\_Yes \_\_\_No   
If yes, please check appropriate line to indicated nature of charge:

\_\_\_\_\_\_\_\_ Other       \_\_\_\_\_ Violent Crime    \_\_\_\_ Crime of Sexual Nature      
\_\_\_ Identity Theft     \_\_\_\_\_\_ Child Neglect/Endangerment

The United Way will accept volunteers performing court-ordered community service.  The United Way reserves the right to reject or refuse any applicants at its sole discretion. Volunteers who are performing court-ordered community service must disclose the nature of their conviction to the Volunteer Program Director.  The United Way may run complete background checks on CSV applicants before scheduling intake interviews or assignments

The United Way will not accept volunteers who have been convicted of violent crimes, crimes of a sexual nature or identity theft crimes. The United Way also reserves the right to decline any volunteer or to limit which days or hours a volunteer can work.  All court-ordered volunteers must sign the “Volunteer Agreement” prior to beginning assigned tasks, similar to other volunteers. The United Way reserves the right to dismiss a volunteer at any time during their scheduled time.  Court-ordered volunteers are responsible for tracking their own hours and obtaining appropriate signatures from the Volunteer Program Director

**United Way of Douglas County commits to the following:**

To provide adequate information and training so you may meet the expectations as described in your volunteer role description.

To explain what is required of you and to support and provide encouragement to help you achieve the desired results.

To assign you with a named supervisor who will provide you with regular support and supervision meetings and act as a ‘go to’ person.

To always treat you with respect and courtesy.

To be receptive to any comments and feedback from all our volunteers.

To value and recognize our volunteers as a significant resource in achieving the goals of our organization.

**The Volunteer commits to the following:**

To fulfil my role and terms of service as outlined in the volunteer role description.

To perform my volunteer role to the best of my ability.

To follow the organization’s policies and procedures.

To meet time and task commitments and to provide sufficient notice when not available.

To act in a way that is in line with the aims and objectives of the organization and that enhances the work of the organization.

**Agreed to by:**

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

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





OFFICE USE ONLY

Volunteer Position Placed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Added to Database? (DATE): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_