Volunteer Policy

Approved by Board of Trustees 8/8/13
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INTRODUCTION

Welcome to the Community Foundation of Northeast Alabama Volunteer Program! We appreciate and value your contribution of time, talent, energy and enthusiasm to help us create lasting legacies. The purpose of this policy is to guide you in your volunteer experience with us. While the content is intended to inform you of your responsibilities as a volunteer, it is also intended as a reference to be utilized at your convenience should you have any questions during your volunteer service with the Community Foundation of Northeast Alabama. The content and materials in this guide may be modified at any time in order to provide you with the most updated information available.

The Community Foundation of Northeast Alabama defines a volunteer as person that actively takes on a task, responsibility, or project on his or her own accord without needing to be assigned, ordered, or told to do so. Volunteers freely spend time doing something that aims to benefit others (individuals or groups) while having no legal or financial concern or interest. Volunteers at the Community Foundation of Northeast Alabama include board trustees, board committee members (including grant and scholarship reviewers), unpaid interns, or other various unpaid individuals serving the organization.
POLICIES AND PROCEDURES

Equal Volunteer Opportunity Program
The Community Foundation of Northeast Alabama (CFNEA) offers equal consideration of an applicant’s volunteer interests to available volunteer opportunities. We do not discriminate on the basis of age, race, ethnicity, sexual orientation, religion, or any other federally protected class.

Confidentiality
Information relating to the activities of the Community Foundation of Northeast Alabama is confidential and protected from improper use or disclosure under state and federal law. We value and respect your confidentiality as a volunteer. We will never disclose, sell or distribute any of your information. Volunteers who disclose any confidential information regarding donors, grantees, clients, trustees, co-volunteers or employees of the Community Foundation of Northeast Alabama are subject to disciplinary action, up to and including dismissal. All volunteers are required to sign a Confidentiality Policy.

Ethics and Conduct
The successful business operation and reputation of the Community Foundation of Northeast Alabama is built upon the principles of fair dealing and ethical conduct of our employees and volunteers. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of the Community Foundation of Northeast Alabama is dependent upon our grantees’, clients' and donors' trust and we are dedicated to preserving that trust. Volunteers owe a duty to act in a way that will merit the continued trust and confidence of the public.

The Community Foundation of Northeast Alabama will comply with all applicable laws and regulations and expects its trustees, officers, employees and volunteers to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. All volunteers are required to sign the Conflict of Interest Disclosure Document and the Ethics Policy.

In general, the use of good judgment, based on ethical principles, will guide volunteers with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor or with the President & CEO for advice and consultation.
Compliance with this policy of ethics and conduct is the responsibility of every Community Foundation volunteer. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including dismissal.

**Public Relations**

While the Community Foundation of Northeast Alabama is happy to obtain the names of potential media contacts that volunteers may know, it is imperative that all public relations efforts and activities be initiated and coordinated through the public relations department. The Community Foundation of Northeast Alabama has a designated person who is responsible for speaking with the press and making written and oral statements for publication. Any request for information or interviews by the media should be referred to the Vice President of Advancement and Communications at the Community Foundation of Northeast Alabama.

**The Community Foundation of Northeast Alabama Logo**

Written permission is required to use the Community Foundation of Northeast Alabama logo. You must have approval from the Vice President of Advancement and Communications prior to using these logos for any reason. The logos are protected and trademarked properties of the Community Foundation of Northeast Alabama.

**Fundraising**

The Community Foundation of Northeast Alabama requires you to have express permission from the Community Foundation of Northeast Alabama before raising any funds for The Community Foundation of Northeast Alabama in any way. You may not fundraise or request donations on behalf of Community Foundation of Northeast Alabama without prior written consent from the President & CEO to do so. We appreciate your ideas and suggestions and are more than willing to consider them.

**Representation**

To avoid any conflict of interest, all volunteers agree to represent the Community Foundation of Northeast Alabama and no other organization or private business when serving the Foundation in any capacity, including attending board or committee meetings, reviewing grant or scholarship applications, giving a Foundation presentation or participating in a community event as a Foundation representative. Volunteers may not make personal recommendations or solicit clients for their own business or agency. When speaking with the public, volunteers agree to support all Community Foundation of Northeast Alabama policies and to refrain from voicing personal views that may differ from Community Foundation of Northeast Alabama policies.
When representing the Community Foundation of Northeast Alabama, volunteers agree that they will not attempt to influence legislation, proselytize, or participate or intervene in any political campaign on behalf of any candidate for public office.

**Volunteer Protection Act**

The Volunteer Protection Act of 1997 provides immunity from lawsuits filed against a not-for-profit’s volunteer where the claim is that he/she carelessly injured another in the course of helping the not-for-profit. The Volunteer Protection Act is similar to the Good Samaritan Act.

**Attendance**

We rely on our volunteers. Should anything happen to prevent you from participating in an activity or event please contact us immediately. We understand that occasionally circumstances may arise which interfere with a volunteer’s ability to fulfill their scheduled commitment. Please help us by letting us know as soon as possible.

**Dress Code**

In most instances, professional business attire is required. If you have any questions about appropriate attire, please contact the Vice President of Advancement and Communications of the Community Foundation of Northeast Alabama.

**Orientation**

All volunteers will receive an orientation to the Community Foundation of Northeast Alabama. Trustee orientation is scheduled by the President & CEO. The orientation for grant and scholarship reviewers is scheduled by the Vice President of Grants, Scholarships and Initiatives. Orientation for all other volunteers will be scheduled as needed by the Vice President of Advancement and Communications. Any paperwork that needs to be completed will be done prior to the start of your volunteer assignment.

**Training**

All volunteers will receive a volunteer position description regardless of your length of service to us. Any specific training required may be done onsite prior to the event, or may require additional attendance. We may offer ongoing educational and training opportunities that may be beneficial to you during your service to Community Foundation of Northeast Alabama.

**Supervision**

All volunteers will report directly to the assigned staff member of the
Community Foundation of Northeast Alabama. Should you have any questions, comments or suggestions, please feel free to bring them to our attention at any time.

**Recognition**
The Community Foundation of Northeast Alabama appreciates and values the contributions of all our volunteers. Individualized recognition will be made as appropriate.

**Personal Business and Cell Phone Usage**
Please attend to personal business when you are not volunteering. Personal telephone calls and/or visitors during your volunteer time should be limited to emergency situations only.

Using your cell phone to text, check email, play games, or visit websites (including Facebook) during your volunteer time should be limited to breaks. Please turn off your cell phone ringer during volunteer hours.

**Code of Conduct**
While volunteering for the Community Foundation of Northeast Alabama, we expect you to conduct yourself with common courtesy to others at all times. We want your experience to be a most positive one! If at any time you are seen or believed to be engaging in the following, you will be dismissed from your volunteer assignment immediately. These situations/behaviors/acts include, but are not limited to, the following:

- Bringing a weapon or anything constructed to be a weapon to any event, sponsored location or assigned volunteer site.
- Arriving to your volunteer assignment intoxicated or perceived to have been engaging in any drug or alcohol use prior to your assignment.
- Verbally abusing or name-calling towards anyone.
- Inflicting intentional physical harm towards anyone.
- Participating in any form of sexual harassment.
- Removing Community Foundation of Northeast Alabama property without permission.
- Intentionally damaging or destroying Community Foundation of Northeast Alabama property.

**Drug-Free Volunteer Policy**
The Community Foundation of Northeast Alabama maintains a drug-free workplace and volunteer environment. CFNEA strictly prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance in the volunteer environment.
Tobacco-Free Volunteer Policy

The Community Foundation of Northeast Alabama maintains a tobacco-free workplace and volunteer environment. CFNEA strictly prohibits the use of any nicotine product in the volunteer environment.

Sexual Harassment

Whether it’s in the form of a joke, comment, picture, or any kind of printed or reproduced article, sexual comments can be offensive and distasteful. You are required to comply with all national, state, and local laws at all times while representing The Community Foundation of Northeast Alabama in any capacity.

Grievances

If a volunteer has any problems or concerns related to his/her volunteer position or to other Community Foundation of Northeast Alabama employees or volunteers, he/she should speak with their direct volunteer supervisor. The Community Foundation of Northeast Alabama will make every attempt to address the concern. If you are not comfortable speaking with the volunteer supervisor, you may bring your concerns to the President & CEO of the Community Foundation of Northeast Alabama.

Change of address, email or phone

If you should move and have a change of address, email or phone number, please let your volunteer supervisor know at your earliest convenience.

Incident Reporting

Any incident in which you may be harmed or injured in any way should be immediately reported to your volunteer supervisor within 24 hours.

Background Checks

Volunteers may be required to submit to a background check, credit check or other type of investigative activity depending upon the volunteer position. The Community Foundation of Northeast Alabama will pay the cost of all required investigative activities.

Felony Convictions

Any volunteer applying for an opportunity with Community Foundation of Northeast Alabama who has been convicted of a Class 1, 2 or 3 felony is not eligible to volunteer with the Community Foundation of Northeast Alabama.
COMMUNITY FOUNDATION OF NORTHEAST ALABAMA

Volunteer Release

I agree to release, discharge, indemnify, and hold harmless the Community Foundation of Northeast Alabama for any and all damages to me or my personal property while performing my volunteer services to Community Foundation of Northeast Alabama in a voluntary capacity.

I recognize that while performing my volunteer services in a voluntary capacity, there exists a risk of injury including personal physical harm. On behalf of myself, my heirs, personal representatives and executors, I hereby release, discharge, indemnify and hold harmless the Community Foundation of Northeast Alabama, its agents, employees and volunteers from any and all claims, causes of action or demands of any nature or cause connected with my Volunteer Agreement. This might include costs and attorney’s fees and court costs incurred by Community Foundation of Northeast Alabama in connection with my volunteer services based on damages or injuries which may be incurred or sustained by me in any way. Such damages or injuries might include, but are not limited to accidents, injuries and personal property damage.

I understand that public relations are an important part of volunteering with the Community Foundation of Northeast Alabama program. I therefore agree on behalf of my heirs, personal representatives and executors to allow Community Foundation of Northeast Alabama to use any photographs taken of me for use in public relations efforts. The Community Foundation of Northeast Alabama will use reasonable efforts to notify me, but such notification is not a condition of the photograph’s release for public relations purposes.

Printed Name

Signature Date

Volunteer Supervisor Signature Date