

VOLUNTEER POLICY

It is the policy of NAME OF ORGANIZATION that members of the community who wish to join NAME OF ORGANIZATION as a Volunteer must meet the following qualifications:

- 1) 21 years of age or older.
- 2) Agree to a background check, including a national criminal and child abuse registry check.
- 3) Commit to the length of service required in their desired sidekick opportunity.
- 4) Possess or commit to gaining familiarity with Nebraska's foster care system.
- 5) Sign a confidentiality statement.
- 6) Agree to regular contacts with a NAME OF ORGANIZATION staff member

If providing transportation of members, potential volunteers must also meet the following qualifications:

- 1) Agree to a State Patrol traffic history check.
- 2) Provide a copy of a valid driver's license and insurance (liability insurance is acceptable).
- 3) Maintain functioning safety equipment on their vehicle.
- 4) Agree to follow traffic laws.
- 5) Agree to call and introduce oneself to youth they will be transporting prior to picking them up.
- 6) Accept responsibility for any traffic or parking violations received.
- 7) Report any major traffic and/or criminal violations to the NAME OF ORGANIZATION staff contact immediately.

SCREENING

It is the policy of NAME OF ORGANIZATION that every person who is volunteering in a capacity requiring contact with a NAME OF ORGANIZATION member must agree to undergo a national criminal and child abuse registry and criminal history background checks. If volunteering to provide transportation, Volunteers will provide a state patrol driving record history. Required releases are collected by the local Youth Advisor and submitted to the Volunteer Coordinator for processing. Also, see related One-Time or Non-member Volunteering policy.

ORIENTATION

Upon completion of a Volunteer Application and passing of all required background checks and screening by the local Youth Advisor, volunteers will be contacted to schedule an orientation. Orientations are held periodically by local council Youth Advisors; in partnership with neighboring councils when possible. Volunteers may be asked to attend a council event, after completing an orientation and before providing volunteer services.

VOLUNTEER TYPES

One-Time or Non-Member Related Volunteering

Individuals providing one-time services such as workshops or skill building opportunities for members or assisting with events, activities and projects where members will not be present are not required to complete a background check or attend volunteer orientation. Volunteers only meet this condition so long as their involvement continues exclude contact with members or occur less than once every six months. Individuals wishing to complete community service hours or under the age of 21 are restricted to this level of involvement.

Ongoing Engagement

Maintaining volunteer involvement requires ongoing engagement of interested individuals. Local Youth Advisors are responsible for maintaining regular contact and building relationships with Volunteers through keeping them aware of volunteer activities and council happenings. The Volunteer Coordinator is responsible for updating files and background checks according to the File Maintenance policy.

TRAINING

Training is approximately a two hour meeting facilitated by NAME OF ORGANIZATION staff. The purpose of the training is to provide volunteers information that will enhance their ability to meet their responsibilities. Topics may include but are not limited to the following:

- Mandatory Reporting of child abuse and neglect
- NAME OF ORGANIZATION Overview
- Council
- Opportunity Passport
- Job Readiness
- Needs Based Fund
- Transportation
- Reimbursement
- Mandatory Reporting
- Incident Reporting
- Liability / safety

FILE MAINTENANCE

It is the policy of NAME OF ORGANIZATION that Youth Advisors conducting volunteer Orientation will begin a file for each volunteer including a volunteer Application, background check releases and returned background checks. All volunteer files will be maintained by the local council for which the Volunteers with an electronic copy housed with Volunteer Coordinator. All denied volunteer paperwork will be housed with the Volunteer Coordinator. Each September, the Volunteer Coordinator will contact all volunteers to confirm contact information, desired level of involvement and willingness to submit to an updated background check.

INQUIRIES

It is the policy for NAME OF ORGANIZATION staff to follow up with volunteer inquiries within 48 hours of received inquiry from potential volunteer. Staff will then work with potential volunteer to match them with the best volunteer opportunity for their needs.

RECOGNITION

It is the policy of NAME OF ORGANIZATION to recognize volunteers. NAME OF ORGANIZATION will recognize volunteers at least once a year when volunteers are present and additional recognition can be given when necessary. Recognition is determined by each individual council and can include but is not limited to the following:

- 1) Thank you note
- 2) Dinner
- 3) Banquet
- 4) Gift bags/ small gifts
- 5) Deserts

TRANSPORTATION OF MEMBERS

It is the policy of NAME OF ORGANIZATION that volunteers will provide a copy of a valid driver's license and proof of insurance to the Youth Advisor or Volunteer Coordinator prior to transporting members. While providing transportation, the volunteer will be the only driver and follow all traffic and safety laws. Seatbelts are to be worn by all members and Volunteers. Volunteers will utilize the most direct route and refrain from running personal errands while transporting members. Transporting non-members or other unapproved persons while transporting members is not permitted without prior authorization from a NAME OF ORGANIZATION Staff.

REIMBURSEMENT

Reimbursement for miles driven while transporting members can be reimbursed at the rate set by NAME OF ORGANIZATION. Volunteers requesting reimbursement must submit a completed Expense Reimbursement form within ninety days of the event to receive reimbursement for expenses accrued while providing NAME OF ORGANIZATION members. Reimbursement for other expenses will be arranged on a case-by-case basis prior to the event or expense.

BOUNDARIES

Follow NAME OF ORGANIZATION Social Media Policy and Guidelines.

It is the policy of NAME OF ORGANIZATION that all volunteers maintain a professional mentoring relationship with all youth involved NAME OF ORGANIZATION. Volunteers will maintain appropriate personal boundaries with members at all times during and outside NAME OF ORGANIZATION Events. Areas of engagement include, but not limited to, social media sites, verbal exchanges, text messages, etc. While each volunteer will establish his/her personal boundaries, the following boundaries will be maintained at all times:

- 1) Volunteers will not engage in any romantic relationships with NAME OF ORGANIZATION members.
- 2) Volunteers will never lend personal or program funds to NAME OF ORGANIZATION members.
- 3) Volunteers will discuss interacting with a youth outside of NAME OF ORGANIZATION events prior to doing so with a staff member of NAME OF ORGANIZATION.
- 4) Volunteers will keep information about NAME OF ORGANIZATION members confidential unless the well-being of the member is at risk.

PROHIBITED CONDUCT

Volunteers are expected to serve as trusted role models for NAME OF ORGANIZATION Council members. Positive, appropriate and trustworthy behavior is necessary to fulfill this role successfully. Sidekicks are expected to be aware of, adhere to, promote and uphold the NAME OF ORGANIZATION Code of Conduct.

The following behaviors will result in a verbal warning that is documented in the file:

- 1) Inappropriate communications with Council members, including the promotion of gang activity, alcohol or drug use, and excessive swearing at any time, including time not directly involved in a NAME OF ORGANIZATION activity. Communications include verbal exchanges as well as via text or social media sites.
- 2) Arriving late or leaving early without prior notification.
- 3) Providing tobacco products to Council members, regardless of the council members' age.

The following behaviors will result in dismissal however; any serious inappropriate behavior not listed could be grounds for dismissal:

- 1) Repeated documented verbal warnings.
- 2) 'No call/no show' to a Sidekick obligation.
- 3) Communications of a sexual nature with NAME OF ORGANIZATION members at any time, including time not directly involved in a NAME OF ORGANIZATION activity. Communications include verbal exchanges as well as via text or social media sites.
- 4) Providing alcoholic beverages or drugs to NAME OF ORGANIZATION members at a Volunteer.
- 5) Participating in a NAME OF ORGANIZATION event while intoxicated or under the influence of a controlled substance.

If dismissal is warranted, the following protocol will be followed:

A NAME OF ORGANIZATION staff member will address the behavior or incident with the Volunteer verbally within 24 hours of becoming aware of the incident. The Volunteer will be informed of their immediate dismissal at that time.

- 1) If the NAME OF ORGANIZATION staff member is unable to reach the Volunteer in person or by phone within 24 hours of learning of the incident, they will proceed immediately to Step 2.
- 2) The date of dismissal will be documented in a letter that outlines the circumstances surrounding the dismissal. This letter will be sent to the Volunteer and a copy will be retained on file at the NAME OF ORGANIZATION office.

A Volunteer dismissed from volunteer service is not eligible for future volunteer opportunities.

GRIEVANCE

If a Volunteer feels they have received a warning or dismissal in error, they are encouraged to contact the direct supervisor of the individual delivering the warning or dismissal. Volunteers not satisfied with the response of the direct supervisor are encouraged to utilize the existing chain of command.