

United Way of Henry County & Martinsville Volunteer Policy and Procedure

Adopted: August 24, 2016

Purpose:

The purpose of this policy is to establish a volunteer management process so that the appropriate United Way employees know what their responsibilities are when recruiting, using and supervising volunteers on behalf of the organization. The purpose also is to:

- Provide United Way with an organized and consistent volunteer program.
- Create a good public relations between United Way and the community.
- Provide volunteers from all segments of the community a means of meeting the need to service to others.
- Provide residents 14 years of age or older an opportunity to become acquainted with United Way's role in the community and encourage volunteerism.

Definitions:

- Volunteer – Anyone who without compensation or expectation of compensation beyond reimbursement for expenses performs a task at the direction of and on behalf of United Way. A volunteer must be officially acknowledged by United Way prior to performing tasks. Volunteers must be at least 14 years old.
- Special Case Volunteer – United Way also has volunteers who are participating in student intern projects, corporate volunteer programs and other volunteer referral programs. In each of these cases, a special agreement must be in effect with the organization, school, corporation or program from whom the special case volunteers originate and must identify responsibility for management of the volunteers.

Policy:

With oversight of the United Way's Agency & Volunteer Relations Committee, all volunteer-driven program activities will be evaluated each year for their effectiveness, adherence to this policy's purpose and the volunteer experience.

Procedures:

- Potential volunteers will complete an application, which will include two requirements:
 1. Liability Waiver and Hold Harmless Agreement, which will state that the volunteer agrees to hold United Way harmless for an expenses incurred for the medial treatment in the event of accident or injury and waive all rights to recover medical expenses associated with such accident or injury.
 2. Photo Release Agreement, which will give us permission to take photos, video or other digital media to be used in print, including website and social media.
- With the exception of Day of Action, volunteers are required to attend a volunteer orientation session on United Way and if applicable on a special program so that outcomes are met.
- A record of volunteer hours will be maintained by United Way.
- Volunteers will be honored each year at United Way's Annual Meeting.
- If the volunteer opportunity is at another location, the location must provide a certificate of insurance and add United Way to this certificate.