VOLUNTEERS

PURPOSE

The purpose of the policy is to provide clarification of InspireAbilities of Anderson County Volunteer Program, the standards under which the program will operate, and the opportunities and expectations for volunteers.

VOLUNTEER DEFINED

A volunteer is considered a person or group who performs tasks, assists with activities and/or provides services for InspireAbilities of Anderson County without compensation for performing said tasks. Externs/Intern/Students who are under the jurisdiction of a program directly administered by a school or college are considered a volunteer. Pre-Trial Intervention client is considered a volunteer.

InspireAbilities of Anderson County employees, either full-time, part-time, or substitute are **NOT** to perform volunteer services for the organization without the prior **written** approval from the Director of Human Resources and Volunteer Coordinator.

VOLUNTEER TYPES

- **Individual or group** who volunteer for a **one-time** event/activity.
- **Individual or group** who volunteer for **ongoing** scheduled activity.
- **Extern/Intern/Student** who is completing coursework through a school
- **Pre-Trial Intervention** clients completing court ordered hours.

VOLUNTEER OPPORTUNITIES

- **Individual or group (one-time events/activities)** - Opportunities include home improvements, landscaping, gardening; parties, picnics, outings, teaching or assisting a class; or organizing a group activity for individuals served.
- **Individual or group (ongoing scheduled activity)-** Opportunities include office assistance, workshop and contract support, gardening, holiday decorating, outings and recreational activities (movies, museums, shopping, religious services, etc.), tutoring, teaching or assisting a class, mentoring, and organizing a group activity for the individuals served.
- **Extern/Intern/Student (E/1/S)** - Learning opportunities could include information technology, tutoring, mentoring health services, marketing, fundraising, and office support activities.
- **Pre-Trial Intervention (PTI)** -Volunteer opportunities to meet court ordered program.

VOLUNTEER APPLICATION AND SCREENING

- **Individual or group** who volunteers for a **one-time** event/activity will need to review and complete the Release and Waiver of Liability and Agreement and Health Insurance Portability and Accountability Act (IDPPA) forms.

- **Individual or group** who volunteers on an **ongoing** schedule will need to review and complete the appropriate paperwork: Application; emergency contact form, criminal background form (for each volunteer of a group), Confidentiality Health Insurance Portability and Accountability Act (HIPAA), Rules and Regulations, Standards of Behavior, and the Release and Waiver of Liability and Agreement.

  A **physical exam** is required if volunteering more than 10 hours a week.

Extern/Intern/Student who teaches; tutors or presents a clinical requirement for school will need to review and sign the Release and Waiver of Liability and Agreement and Health Insurance Portability and Accountability Act (HIPAA) forms. A school affiliation contract will be instituted if requested by the school.

***Minors** -The Release and Waiver of Liability and Agreement form is required to be signed by a parent or guardian for each volunteer applicant under the age of 18 years old.

Pre-Trail Intervention: Pre-Trial Intervention clients will need to review and complete the following paperwork: Application, emergency contact form, Confidentiality Health Insurance Portability and Accountability Act (HIPAA), Rules and Regulations, Standards of Behavior, and the Release and Waiver of Liability and Agreement, criminal background form. Any individual with a felony record will automatically be denied.

*The Executive Director will review the application and indicate an acceptance or denial of the Aforementioned applicant on the application form.

Screening Process:

- Application - On-going individuals, group representatives, group volunteers, or pretrial intervention clients will complete volunteer forms as stated above.

- Interview - Volunteer Coordinator or his/her designee will interview the volunteer applicant, E/J/S or PTT client. E/J/S will also be interviewed by department director of desired assignment location.

- Required Forms -As listed above.

- Criminal Background Check - All volunteer applicants except those serving on a fundraising, marketing, community engagement committee, a one-time event/activity, teaching or extern/intern/student are not required to receive a criminal background check.

- The background check will include the following South Carolina entities/services:

  - South Carolina Law Enforcement Department (SLED)
  - Office of Inspector General (OIG)
  - National Sex Offender Registry. On all applicants (16 years of age and older).

Note: Any applicant who has a history of abuse, neglect, and/or exploitation will NOT be allowed to be a volunteer unless approved in writing by the Executive Director.

- Physical Assessment will be required by those volunteering more than 10 hours a week.
    - Health Assessment by an organization nurse
    - Tuberculosis Test: Required by location placement

Note: Any applicant who fails ANY part of the physical exam will NOT be allowed to volunteer.

When the screening process has been completed, and the applicant has been determined as suitable to participate in the volunteer program based on availability, skills and need, the Volunteer Coordinator or his/her designee will be responsible for contacting the volunteer site supervisor to set a start date.

VOLUNTEER ORIENTATION AND ANNUAL, MANDATORY IN-SERVICE TRAINING

Volunteer Orientation will be provided as needed to all volunteers prior to beginning their volunteer role. Group leaders are responsible for going through orientation and share all information with their respective group of volunteers. All training and paperwork will be completed prior to scheduling the volunteer(s). Each volunteer must remain current in all required training in order to remain an active volunteer. Volunteers who fail to remain current in all training requirements will be notified by the Volunteer Coordinator or his/her designee.

VOLUNTEERS' HOURS AND ASSIGNMENT

Each volunteer's assignment will be determined based on need, availability and skill by the volunteer coordinator and site supervisor.

- The volunteers' hours will be mutually agreed upon between volunteer and supervisor.
- The time sheet will be kept at the location site and the volunteer will sign in and out for each volunteer session.
- Each month the supervisor will email volunteer hours performed to the volunteer coordinator.
- The Volunteer Coordinator will be responsible for maintaining records and verifying all hours documented.

STANDARDS OF BEHAVIOR FOR VOLUNTEERS

In order to provide quality services and to support the efficient operation of InspireAbilities of Anderson County, all volunteers will be expected to conduct themselves in a manner that reflects positively on the volunteer and in the best interest of InspireAbilities of Anderson County, its consumers and staff.

Each volunteer, as stated above, will also receive a copy of the "Standards of Behavior for Volunteers" guide, which outlines behaviors that are considered unacceptable. Any volunteer determined to have engaged in any of the behaviors outlined in the Standards of Behavior Guide, or other unacceptable behavior, may be subject to removal from the volunteer program.

DDSN Policy Reference:

603-02-DD Employee Health Requirements
334-04-DD Drug-Free Workplace Policy and Alcohol and Drug Testing For Employees Policy

Attachments:

Attachment I:	Volunteer Application
Attachment 2:	Standards of Behaviors for Volunteers
Attachment 3:	Rules and Regulations
Attachment 4:	Release and Waiver of Liability & Volunteer Agreement
Attachment 5:	Investigation and Disclosure Authorization
Attachment 6:	Health Insurance Portability and Accountability Act
Attachment 7:	Emergency Contact Information

Date of Issue: **June 14, 2018**

Approved by the Board of Directors on: _____

_____ _____
Chairperson Date

_____ _____
Josh Kernells Date
Executive Director

STANDARDS OF BEHAVIORS FOR VOLUNTEERS

Any volunteer found engaging in these behaviors will be subject to removal from the volunteer program.

-Engaging in inappropriate behavior that disrupts the work environment

-Failing to wear clothing conforming to the standards set by the organization (see dress code guidelines below)

-No low cut or mid-drift tops.

-Dresses, skirts, skorts, walking shorts, or slits in skirts will be no more than a respectable two inches above the knee.

-No spaghetti straps, sports, or tank tops allowed.

-Excessive or inappropriate accessories, clothing with offensive graphics or text, or clothing that could pose a safety hazard are not permitted.

-Reporting to assigned location in possession of or under the influence of alcohol or illegal substance

-Harassment, of any type, towards another person is NOT tolerated

-Unauthorized use of or theft of equipment/property

-Violation of smoking policy

-Unauthorized selling, soliciting, distributing and/or posting unauthorized material

-Performance and/or quality of work does not meet expectations of agency

-Abuse, neglect, or exploitation of individuals

-Negligence involving the safety of staff or individuals

-Using threatening or abusive language towards others in the work place

-NO firearms and/or other dangerous weapons permitted on premises

-Intentional omission, falsification, adjusting or altering of records or documents

-Falsification, misrepresentation, or intentional omission of important information of the volunteer application

-Unauthorized use or release of confidential information

-Misappropriation of organizational funds

-Conviction of a felony involving violence or moral turpitude

Please sign below your understanding of the standards of behavior for volunteers at InspireAbilities of Anderson County.

_____ _____

Signature Date

InspireAbilities of Anderson County

RULES AND REGULATIONS

InspireAbilities of Anderson County strives to have a safe and pleasant work environment for their employees and volunteers. Cooperation and commitment to following the organization's volunteer rules and regulations are gratefully appreciated.

- All information about the individuals we serve MUST be kept confidential. Names, incidents, and individuals conditions are not to be spoken to anyone other than InspireAbilities of Anderson County personnel.
- All interactions and occurrences while volunteering are to be kept confidential.
- If anyone witnesses inappropriate behavior by staff members, individual served, or visitors, you must notify a supervisor or volunteer coordinator immediately.
- A staff member is to be present at all times with a volunteer.
- Under NO circumstance is anyone allowed to possess or be under the influence of alcohol or illicit drugs on the organization's premises.
- Do NOT bring any weapon (knife, gun, etc.) of any kind on the organization's premises.
- Please arrive on time and complete the hours agreed upon. Notify appropriate personnel, as soon as possible, if you are unable to fulfill your commitment.
- Be sympathetic and understanding and show your genuine concern, but do not ask personal questions or offer advice to individuals served.
- Volunteers are NOT permitted to take photos or videos while volunteering. This includes "selfies".

- Medications are only to be administered by appropriate staff members.
- Personal calls are discouraged. Please get approval from your supervisor should you need to make or receive a call.
- Do not call any individual's family or friends.
- Do not accept gifts or gratuities from individuals served or their families.
- This is a smoke-free facility. Smoking is only permitted in designated areas.
- Please do not bring anything of value to your volunteer site. We cannot be responsible for your property.

Your cooperation in familiarizing yourself with the rules and regulations will aid you in being an integral part of our team. Any volunteer who does not follow the above rules will be released from their volunteer duties.
Please sign below that you have read and understand the above rules and regulations.

Signature_____Date_____