VOLUNTEER POLICY

POLICY: The agency utilizes volunteers for a variety of functions. Volunteer includes (but not limited to) unpaid direct care assistants such as interns, practicum students and other community service helpers. All volunteers will be approved through the Volunteer Coordinator. At no given time will a volunteer be left alone with an Individual/student.

PROCEDURE:
For Individual Volunteers Assisting with Individuals/Students: Must be 18 and over, unless they are a High School sponsored student (Students who are required to volunteer for a class and are given permission by the school).

1) All volunteers who have direct contact with the Individuals/students must fill out a Volunteer Application and meet with the Volunteer Coordinator for an interview.

2) Volunteers will undergo an initial screening by the Volunteer Coordinator. Volunteers must agree to pay for the fingerprint and background check initially but will be reimbursed after they have volunteered consecutively for a 90 day period. (That can be once every two weeks, if they are consistent.) Once the applicant is determined appropriate, the following will occur:
   a. A Volunteer Agreement, Volunteer Requirements and Volunteer Handbook will be signed.
   b. Documentation of a physical and TB test within the last year will be turned into the Volunteer Coordinator.
   c. It is the Volunteer’s responsibility to get fingerprints done, so we can do a background check.*
   d. Once we receive a background check, we have 14 days to review it, have the volunteer come in for drug & alcohol screening, and check their references.*
   e. After the Volunteer passed all of the checks listed above, the Volunteer Coordinator will give the appropriate Program Coordinator a copy of the Volunteer’s application and interview.
   f. The Program Coordinator will set-up the Volunteer’s first day where they will complete HIPAA/FERPA and Abuse & Neglect training.
   * High School sponsored students are not required to do these things.

3) All volunteer hours will be arranged through the Volunteer Coordinator. The Volunteer Coordinator must approve all hours a volunteer spends with the Individuals/students. Administrative staff may assist or have input regarding hours approved for interns or observers.

4) Volunteers will not be scheduled to work any shifts during Beyond the Rainbow: 7-8:45 a.m. or 3:15-6 p.m. Additionally, individuals that volunteer for 4 hours or more, must take a 30-minute lunch break.

Rev. 1/23/09, 10/22/2019
5) Volunteers will never be left alone with an Individual/student per policy.

6) Volunteers are not allowed to go to any Community Access venues with our Individuals/students.

7) A paid staff member cannot volunteer for any tasks that they are required to do as part of their job descriptions.

8) At no time will volunteers be utilized to meet programming ratios.

9) The volunteer must sign in and out on the Volunteer Log.

**For One-Time Volunteers: Event/Group Volunteers**

**Individual Volunteers –**

1) All volunteers age 16 and over who volunteer at Rainbow Center but do NOT have direct contact with Individuals/students will undergo an initial screening by the Volunteer Coordinator. (Individuals who are not a staff member, student, or parent of Rainbow Center must fill out a Volunteer Application.)

2) The Volunteer Coordinator will arrange the day/time to come in and volunteer.

3) If the volunteer is under 18, they will need to be accompanied by an adult while volunteering.

4) A paid staff member cannot volunteer for any tasks that they are required to do as part of their job descriptions.

5) At no time will volunteers be utilized to meet programming ratios.

6) The volunteer must sign in and out on the Volunteer Log.

**Group Volunteers -**

1) The contact person for the group will need to connect with the Volunteer Coordinator to set-up a day/time for the group to volunteer.

2) The contact person will need to give an estimate of how many people will be in their group and what type of volunteering they want to do: Events, Facility Improvement, or Programming. Which will be defined as the following:
   a. Event Volunteers – Volunteers available for one fundraising event or assisting with Event Prep beforehand.
   b. Facility Improvement Volunteers – Volunteers that will assist at Rainbow Center with painting, cleaning/organizing, landscaping and more.
   c. Programming Volunteers – Volunteers that will have direct contact with the Individuals/students.

Rev. 1/23/09, 10/22/2019
3) The following rules apply to Programming Volunteers in a group:
   a. Volunteers will not be scheduled to work any shifts during Beyond the Rainbow: 7-8:45 a.m. or 3:15-6 p.m. Additionally, individuals that volunteer for 4 hours or more, must take a 30-minute lunch break.
   b. Volunteers will never be left alone with an Individual/student per policy.
   c. Volunteers are not allowed to go to any Community Access venues with our Individuals/students.
   d. At no time will volunteers be utilized to meet programming ratios.

3) If anyone in the group is under the age of 18, they must be accompanied by an adult.

4) When the group arrives for their scheduled volunteer time, every member must sign in and out on the Volunteer Log.

REASONS FOR DISMISSAL:
Volunteers who do not comply with the rules and procedures of Rainbow Center are subject to dismissal. No volunteer will be dismissed without having the opportunity to discuss the reason for dismissal with the Volunteer Coordinator at Rainbow Center. Reasons for Dismissal include, but are not limited to, the following:
   - Being under the influence of alcohol or drugs
   - Misconduct
   - Insubordination, lack of respect for staff, event patron and/or assigned duties
   - Theft or misuse of Rainbow Center’s property
   - Failure to follow Rainbow Center’s policy and procedures
   - Abuse or mistreatment of Individuals/students
   - Failure to meet physical or mental standards of performance
   - Failure to satisfactorily perform assigned duties
   - Unexplained tardiness and absenteeism

I, ________________________________, (PRINT NAME) have read all of the above sections of this Volunteer Policy, and I fully understand and shall comply with them. I understand that failure to comply may lead to sanctions.

_________________________________  __________________________
SIGNATURE                        DATE