VOLUNTEER GUIDELINES

Introduction

We are happy to welcome you as a volunteer to the JSC FCU Foundation. We are a non-profit organization whose mission is to enrich our community by providing support to local charities 501(c)(3) organizations. Together, we are striving to improve the well-being of our community for a lasting impact. Thank you for giving your time and talents to help others. It is such a pleasure to work with you and we are ecstatic to get started! We WILL make a difference within our community. Welcome!

1. Volunteer Expectations
   - Represent the JSC FCU Foundation name and uphold its reputation.
   - Adhere to the all of the policies and procedures outlined within this guideline.
   - Arrive 15 minutes prior to event.
   - Let the organization known as early as possible if you are unable to attend or if you are running late so that we can arrange coverage in your absence.
   - Be reliable and respectful.
   - Be courteous to the JSC FCU staff, board members, individuals of the public, and other volunteers.
   - Threatening, abusive, and vulgar language or actions we will not be tolerated.
   - Make the most of training and support opportunities in their volunteering.
   - Make staff aware of any potentially dangerous or hazardous conditions.
   - Conduct yourselves in a way that promotes safety of themselves, co-workers, and clients.

2. Time Management
   - Arrive 15 minutes prior to event to receive briefing and training regarding your assignment.
   - Let the organization known as early as possible if you are unable to attend or if you are running late so that we can arrange coverage in your absence.
   - Record your time on our volunteer time log sheet that will be provided from a board member at each charity event.
   - Your volunteer time commitment is valuable, so it's important that we track and recognize the amount of time our volunteers donate.

3. Health and Safety
• Volunteers should never put themselves or others into a situation that makes them fearful or uncomfortable.
• If you feel uncomfortable, please notify a staff member IMMEDIATELY.
• Any personal injury that occurs while volunteering for the Foundation should immediately be reported to a staff member.
• Volunteers are NOT covered under the organization's insurance and will be required to sign a waiver.

4. Records and Confidentiality
• The foundation is committed to protecting the confidentiality of client records, personnel information, and other non-public information regarding our clients, employees and operations.
• Volunteers MUST ensure that information about our clients, employees, operations and other volunteers is held in the highest confidence to protect the welfare and interests of all.

5. Employees
• A selected board member will inform JSC FCU Employees in advance (at least 30 days prior) of the date, time, and location of the specific event, via JSCFCU Outlook Email.
• Employees must get manager's approval for the day off in order to participate.
• Employees who wish to volunteer at this specific event will notify the board of their availability via email and CC their Manager.
• Any additional information will be given to the employee prior to the event.

6. Monitoring and Evaluation
• The Foundation will systematically monitor and evaluate its use of volunteers with reference to this volunteer handbook.
• This will be reviewed yearly to ensure that it remains appropriate to the needs of our organization and its volunteers.