



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 all of the policies and procedures outlined within this guideline.
- Arrive 15 minutes prior to event.
- Let the organization know 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 know 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.