



*"UNLESS someone like you cares a whole awful lot, Nothing is going to get better. It's not."
– Dr. Seuss, The Lorax*

UNLESS – Volunteer Policies

Purpose of Volunteer Policies

These policies are written to provide overall guidance and direction to volunteers. UNLESS reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Food4Friends Program Manager or the President of UNLESS. Areas not specifically covered by these policies shall be determined by the Food4Friends Program Manager or President of UNLESS.

Definition of 'Volunteer'

A "volunteer" is anyone who, without compensation or expectation of compensation performs a task at the direction of and on behalf of UNLESS. A "volunteer" must be officially accepted and enrolled by UNLESS prior to performance of the task. Volunteers shall not be considered as "employees" of UNLESS.

During my volunteering activities for UNLESS:

- ☺ I will NOT conduct political and/or religious propaganda. (This is punishable by law. Anyone suspected of conducting such behavior will be immediately dismissed and reported to the police.)
- ☺ I will NOT use or be under the influence of alcohol or illegal substances.
- ☺ I will NOT use vulgar or inappropriate language. (No sexual contact, sexually suggestive clothing, behavior or speech, or any form of sexual harassment will be tolerated.)
- ☺ I will NOT lend or give money to those we help. (Please direct all donations to UNLESS.)
- ☺ I will NOT try to assist anyone who may be sick or has an accident. Please contact the Food4Friends Program Manager for advice.
- ☺ I will NOT take photographs or videos of those we help without the written permission of the Food4Friends Program Manager or the President of UNLESS.
- ☺ I will NOT discriminate on the basis of race, color, religion, sex, age, sexual orientation, national origin, or disability.
- ☺ I will NOT give statements representing UNLESS to the media or police. (If contacted by the media or the police, please redirect to the Food4Friends Program Manager or the President of UNLESS.)
- ☺ I will NOT disclose confidential information that became known to me. (The volunteer respects the dignity, personality and culture of all people.)
- ☺ I will respect the orders of the Food4Friends Program Manager or the President of UNLESS.



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- ☺ I will be open to receiving feedback from the Food4Friends Program Manager or the President of UNLESS.
- ☺ I will discuss any suggestions or problems privately with the Food4Friends Program Manager or the President of UNLESS after the activity.

Safety

The safety of our volunteers is important to us. To that end, UNLESS will not release a volunteer's phone number, age or other personal information to anyone outside of our organization or to other volunteers without that volunteer's permission to do so. We do list volunteers who have completed assignments for us for insurance purposes.

All volunteers are required to:

- **print out, sign and hand in the present document before volunteering for the first time**
- **register for volunteering activities in advance via email, phone or Facebook**
- **let us know in advance of any food or other donations that they will be bringing and get approval for this by the Food4Friends Program Manager or the President of UNLESS**

Confidentiality and Representing the Project

Volunteers are asked to not

- contact organizations or individuals
- give interviews
- write articles (Facebook included)

on behalf of UNLESS or the Food4Friends Project unless they are given express written permission to do so by the Food4Friends Project Manager or the President of UNLESS.

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed such as people's names, personal situation, history, etc.

Failure to maintain confidentiality may result in termination of the volunteer's relationship with UNLESS or other corrective action.

Schools and Companies

UNLESS also accepts as volunteers those participating in student community service activities and corporate volunteer programs. In each of these cases, however, a written agreement must be in effect with the organization, school, or program from where the volunteers originate and this agreement must identify responsibility for management and care of the volunteers. This agreement must be reached in writing before the volunteer begins an assignment.



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Volunteers Under 18

If you are under 18, please let at least one of your parents know you are going to volunteer with Food4Friends/UNLESS and it is required that you provide us with their contact information. We strongly suggest that you give your parents the URL of the UNLESS website so they can read through the materials themselves, and invite them to subscribe to our mailing list as well. Your parents are invited to call or email the Food4Friends Project Manager or the UNLESS President with any questions or comments about our program.

Ending Your Volunteer Role

UNLESS accepts the service of all volunteers with the understanding that such service is at the sole discretion of UNLESS. Volunteers agree that UNLESS may at any time, for whatever reason, decide to terminate the relationship with the volunteer.

The volunteer may at any time, for whatever reason, decide to sever their relationship with UNLESS. Notice of such a decision should be communicated as soon as possible to the Food4Friends Project Manager or the President of UNLESS.

I, _____

(First name and Last name in printed letters)

declare that I have read and agree to the above volunteer policies.

Date _____

Signature