



**BOYS & GIRLS CLUBS
OF SIOUXLAND
VOLUNTEER POLICY**

The willingness to provide volunteer services to the Boys & Girls Clubs of Siouxland is supported and appreciated by our staff and board of directors.

Volunteer Definition, Qualifications, and Requirements:

1. Definitions: A Volunteer is defined as any individual who performs a service for the Boys & Girls Clubs without compensation, remuneration or other consideration and who otherwise meets the requirements of this policy. Volunteer opportunities include: field trip chaperones; mentoring; tutoring; assisting in program areas, office, Coaching and fundraising events.

(a) "Short-Term Volunteer": A Volunteer who voluntarily performs a service for the Boys & Girls Clubs for a single event, a consecutive series of days, or several nonconsecutive days for a period of one (1) week or less. Short-Term volunteers do not have unsupervised access to Boys & Girls Clubs members.

(b) "Long-Term Volunteer": A Volunteer who voluntarily performs a service for the Boys & Girls Clubs for longer than (1) week, whether or not such service is performed consecutively. Though always under the direction of a Boys & Girls Clubs employee, long-term volunteers may have some unsupervised access to members while providing assistance with tutoring, athletic or program activities.

2. Qualifications: While most volunteer situations require someone at least 18 years of age, there are opportunities for Club members, business persons, community members, and retirees.

3. Requirements: ALL Volunteers (short and long-term) must complete a Volunteer Assignment Request (Application), and submit a signed Volunteer Agreement in which they acknowledge and agree that the Volunteer Policy guidelines, obligations, and restrictions will apply to them in their role as a volunteer with the Boys & Girls Clubs. Reference checks may be performed for all volunteers.

Additionally, long-term volunteers must provide to the Personnel Department, in accordance with State law and regulations and Boys & Girls Clubs Personnel Department procedures:

- Iowa State Department of Public Safety fingerprint/background clearance

Note: Reports from background checks are usable within the Boys & Girls Clubs on a need to know basis only, as per federal law. If the report has arrests or convictions that may disqualify the prospective volunteer, it will be discussed with the prospective volunteer by a Unit or Executive Director, but not otherwise shared with anyone. If cleared, the long-term volunteer is approved. Background checks are conducted annually and can affect the volunteer status as a volunteer with the Boys & Girls Clubs.

II. 8.3 Additional Volunteer Guidelines

1. Short and Long-term Volunteers will:

- Be under the supervision of a staff member. Volunteers are assigned to a staff member who is responsible for the volunteer. It is the staff member's responsibility to give the volunteer a clear understanding of the duties, procedures, expectations and any other knowledge needed for performance in the Boys & Girls Clubs setting. The Unit Director may conduct an orientation to ensure that Club rules are understood.
- Enter through the back door to the office area and check in.
- Wear a nametag provided by the Club. Proper identification allows volunteers to be recognized as special people and assures member safety.
- Follow all applicable Club policies and guidelines including the adult dress code and tobacco use. Volunteers serve as very important role models to our members.
- Maintain confidentiality. Member confidentiality is protected by law. Volunteers shall not be permitted to access, review, disclose or use confidential member information, or participate in meetings in which confidential member information is discussed. Failure to respect a member's right to privacy has legal consequences.
- Report member safety concerns. Any indication that a member is being hurt or may hurt themselves or others should be reported to a supervisor or other appropriate staff.
- Establish objectives or plans
- Enforce discipline guidelines
- Assume responsibility for an entire area in the absence of supervising staff

2. Boys & Girls Clubs Volunteers Will Not:

Contact members from their home or cell phones

Give members a ride home

Have any type of relationship with members outside the Boys Club

Be in a situation with members that is not visible by others.

3. The Boys & Girls Clubs prerogative to terminate:

The volunteer agrees that the Boys Club may at any time, at its sole discretion, terminate the volunteer's services to the Boys Club.

4. Reimbursement for expenses:

The Boys & Girls Clubs may reimburse volunteers for mileage, subject to the Mileage and Per Diem Act, and may reimburse volunteers for other charges and expenses approved by the Boys & Girls Clubs.