

EMPOWER 54

VOLUNTEER PACKAGE:

For

INTERNAL USE:

NAME: _____

VOLUNTEER POSITION: _____

VOLUNTEER LOCATION: _____

VOLUNTEER NUMBER: _____

VOLUNTEER PHONE NUMBER: _____

VOLUNTEER EMAIL ADDRESS: _____

PROGRAM TITLE: _____

PROGRAM LOCATION: _____

PROGRAM START DATE: _____

PROGRAM END DATE: _____

DEFINITION OF 'VOLUNTEER'

A "volunteer" is anyone who, **WITHOUT** compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the agency. Volunteers do **NOT** get paid for their services. They are **NOT** on a salary.

A "volunteer" must be **OFFICIALLY** accepted and enrolled by Empower 54 prior to performance of any task on Empower 54's behalf. Unless specifically stated, volunteers are not "employees" of Empower 54.

To become an Empower 54 volunteer, you should have the following:

Values and commitment

- Strong commitment to the values and principles of volunteerism;
- Ability to work in a multi-cultural environment;
- Ability to adjust to difficult living conditions;
- Strong interpersonal and organizational skills;
- Respect Empower 54's policies, staff, and co-volunteers

Empower 54 Volunteers is an equal opportunity program. We are committed to achieving diversity in terms of gender, nationality and culture.

As a matter of practice, Empower 54 does not charge any application, processing or training fee at any stage of the recruitment process.

Our Volunteers live in the communities in which they serve and – importantly - are being perceived as politically and socially neutral.

Conditions of Service

The key benefit of being an Empower 54 volunteer is the personal satisfaction the volunteer assignment brings to you as you make a positive impact on peace and development. It is also a unique enhancement of your professional experience.

To support you during an out of state assignment, you will receive:

- Travel expenses, etc at the end of assignment as applicable.
FOR ANY VOLUNTEER TO BE ELIGIBLE, THE ASSIGNMENT MUST BE SPECIALLY ASSIGNED AND SUPPORTED WITH DOCUMENTATION TO AUTHORISE FINANCIAL SUPPORT FROM EMPOWER 54

CODE OF CONDUCT

PURPOSE OF VOLUNTEER POLICIES

These policies are written to provide overall guidance and direction to volunteers engaged in volunteer involvement and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. Empower 54 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 **Volunteer Program Manager**, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Volunteer Program Manager.

DEFINITION OF 'VOLUNTEER'

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

"MANDATORY" SERVICE

Empower 54 also accepts as volunteers, those participating in student community service activities, student intern projects, alternative sentencing or diversion programs, corporate volunteer programs, and other volunteer referral programs. In each of these cases, however, a written agreement must be in effect with the organization, school, or program from whom the special case 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, and it is the responsibility of the volunteer to secure this agreement with the appropriate organization.

VOLUNTEERS UNDER 18

If you are under 18, please let at least one of your parents know you are going to volunteer with Empower 54.

SERVICE AT THE DISCRETION OF EMPOWER 54

Empower 54 accepts the service of all volunteers with the understanding that such service is at the sole discretion of Empower 54. Volunteers agree that Empower 54 may at any time, for whatever reason, decide to terminate the volunteer's relationship with Empower 54.

The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with Empower 54. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

REPRESENTING EMPOWER 54 VOLUNTEERING PROJECT

Volunteers are asked to not contact organizations or individuals on behalf of Empower 54 unless they are given express written directions to do so by the **Project Manager**.

Prior to any action or statement which might significantly affect or obligate Empower 54, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are **ONLY** authorized to act as representatives of Empower 54 when specifically indicated within their job descriptions and **only** to the extent of such **WRITTEN SPECIFICATIONS**.

CONFIDENTIALITY

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, or other person or involves overall Empower 54 business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with Empower 54 or other corrective action. Depending on the circumstances of the termination or breach, full legal action might be taken against the volunteer if necessary.

SCREENING/REFERENCE CHECKS

For some tasks, volunteers must submit samples of work and professional references. If such is required, it will be outlined in the task description.

COPYRIGHT/OWNERSHIP ISSUES

Volunteer hereby grants non-exclusive permission to Empower 54 for use of any materials produced for the Empower 54 Project, including graphics materials, web page designs, narratives, research, compilations, instructional texts, etc., becomes

the property of Empower 54 upon submission. Volunteers will receive credit on the Empower 54 Project Web site for these and other contributions.

ONLINE ORIENTATION

Volunteers are expected to follow all directions provided to them in the online orientation, received via e-mail after their submission of a completed volunteer application. By replying to this orientation with a request for an assignment, the volunteer is agreeing to both the policies set forth in this orientation email and the policies outlined in this volunteer handbook.

CONTACTING OTHER VOLUNTEERS

Occasionally, volunteers will need to contact other volunteers with regard to their activities with the Empower 54 Project. We expect all such communications among volunteers to follow general netiquette guidelines. Other than email addresses, the Volunteering Project Manager will not share contact information about a volunteer with another volunteer without the express consent of all parties involved.

We encourage volunteers to use common sense when communicating with other volunteers -- or anyone -- online. We suggest your following this rule: don't reveal anything about yourself online to someone that you would not feel comfortable revealing to a stranger you met on the street.

INAPPROPRIATE COMMUNICATIONS

If at any point you receive any e-mail that you feel is inappropriate, for any reason, and you believe you have received it in conjunction with your involvement with Empower 54 Project, please forward the email and other details about the communication to the Volunteering Project Manager.

ONLINE SAFETY

The safety of our volunteers is important to us. To that end, the Project 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 written permission to do so.

PROMOTION OF EMPOWER 54

We ask all volunteers to follow Empower 54's activities on all our social media handles and encourage them to share all postings with their friends and families.

Facebook: Empower54
Twitter: @Empower54

Instagram: @Empower54

YouTube: Empower 54

ENDING YOUR VOLUNTEER ROLE

You can cease volunteering with the Project upon the completion of any volunteer assignment, or when you are not currently engaged in an assignment. You may stay subscribed to the e-mail lists as long as you wish, regardless of your volunteering status with Empower 54 Project.

DISMISSAL OF A VOLUNTEER

Volunteers who do not adhere to the rules and procedures of the agency or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff.

Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of agency materials, abuse or mistreatment of clients, staff or other volunteers, failure to abide by agency policies and procedures, and failure to satisfactorily perform assigned duties.

I have read and agree to the terms and conditions stated above:

(Volunteer's Name)

(Volunteer's Signature)

(Date)

VOLUNTEER AGREEMENT

As a volunteer at Empower 54 (the "Center"), I understand and agree to the following:

1. I agree to volunteer and donate my services, without expectation of payment, to the Center, a Massachusetts international nonprofit public benefit organization. I am volunteering my services for public service and humanitarian objectives. I understand that I will receive no pay, benefits, or other privileges of employment of any kind for my services. I do not consider myself, and I understand that I am not, an employee, agent, or representative of the Center for any purpose and I will not speak on behalf of the Center or represent the Center to third parties unless authorized to do so. I understand and agree that either I or the Center may elect to terminate my volunteer services at any time for any reason.

I agree to perform the services described in the attached Scope of Services, as well as other services assigned to me as appropriate.

2. Before beginning my volunteer work, I understand that I will be asked to certify my review and acceptance of the Center's Release and Waiver of Responsibility, Harassment in the Workplace Policy, Media Release and Waiver, and Confidential Information – Protection and Use.

I will be expected to adhere to these and other policies and procedures of the Center. The Center staff person supervising my volunteer services will be responsible for advising me as to which Center policies and procedures specifically apply to my volunteer services, so that I may familiarize myself with those policies and procedures. I agree to disclose any actual or potential conflict of interest to the Center's Legal Director in accordance with the Center's Conflict of Interest Standard Operating Procedure. I agree to review and sign the attached form indicating my intent to comply and adhere with the Center's policies and procedures.

3. I understand that the Center will not carry or maintain health, malpractice, professional liability, medical, disability or other insurance coverage for me or other volunteers (regardless of whether Center has any insurance policies that cover volunteer activities, I understand that those policies may not cover any loss, accident, obligation or other liability I incur while performing the volunteer services).

I further understand that as a volunteer, I am not eligible for workers' compensation benefits if I am injured or become ill as a result of my volunteer

work. During the period of my volunteer service, I agree that it is my responsibility to maintain personal medical insurance coverage.

4. With regard to my presence on Center property and the volunteer services I will be providing, I recognize and acknowledge that there are certain risks of physical injury, and I agree to assume the full risk of any bodily injuries, property damage, or loss, which I may sustain as a result of participating in any and all activities connected with or associated with my volunteering for the Center.

I acknowledge that the Center makes no warranty or representation, express or implied, regarding the conditions that may be encountered during such volunteer services and/or with regard to any means of transportation to or from such activities, and that the Center will have no liability for any defect or dangerous condition pertaining thereto. I agree to sign the attached form entitled "Release and Waiver of Responsibility" form.

5. I understand and agree that I am not eligible for unemployment compensation benefits when my volunteer assignment ends. I also certify that I have not been promised and have no expectation that I will receive a paid position as a result of my volunteer services.

6. In the event of an emergency, I authorize the Center officials to secure from a licensed hospital, physician and/or medical personnel any treatment deemed necessary for my immediate care, and I agree that I will be responsible for payment of all such medical services rendered.

7. I agree to sign this Agreement and be bound by the terms of the Protection and Use of Confidential Information Policy. I also understand and agree that my services with the Center may involve access to certain confidential and/or private information. I agree to hold all such confidential and/or private information in strict confidence and never to use or disclose any such information to anyone while I am a volunteer of the Center or thereafter, except to the extent necessary to carry out my responsibilities as a volunteer of the Center or to the extent such disclosure is required by legal process.

8. I further agree that upon termination of my volunteer services with the Center, or at the request of the Center at any time, I shall deliver to the Center all material in my possession, custody or control relating to the Center's business, including confidential and/or private information.

LIABILITY RELEASE AND WAIVER OF RESPONSIBILITY

I, _____, have volunteered to assist Empower 54, a nonprofit public benefit corporation organized (the "Center").

I have volunteered my time and services because of my support for the Center and my desire to participate actively in the furtherance of its work. For good and valuable consideration and in consideration of my participation in activities that can be dangerous, including, but not limited to vehicular, plane and other travel related to my volunteer duties and activities, and other work related to performing duties in an office or field setting, I release the Center, its present and former members, agents, employees, officers, directors, shareholders, affiliates, parent corporations, subsidiaries, representatives, attorneys, successors in interest, predecessors in interest, and assigns (collectively, "the Center" or the "Releases") for any and all claims for personal injury, property damage, or wrongful death arising out of or relating to any of my activities.

Because the assertion of claims against the Center for personal injury occurring during my volunteer service would be antithetical to my support of the Center and its goals and would reduce the ability of the Center to accomplish its charitable purposes, I grant this release.

This Release and Waiver of Responsibility ("Release") applies to any and all manner of actions and causes of actions, suits, debts, obligations, actions, contracts, covenants, warranties, claims, sums of money, judgments, demands, damages, and rights whatsoever in law or in equity, which have or may accrue in favor of myself against any one or more of the Releases, by reason of any facts or circumstances, known or unknown, suspected or unsuspected, or which may hereafter arise as a result of the discovery of new and/or additional facts, including, without limitation, those arising out of, on account of, based upon, or in any way relating to my activities.

I expressly waive any and all benefits that would otherwise be available under any statute, legal decision, or common law principle with respect to unknown or suspected claims.

I shall defend, indemnify, and hold Releases harmless from any and all claims of any person or entity to the extent that such claims arise from or relate to my activities.

MEDIA RELEASE AND WAIVER:

I understand that during the course of my volunteer activity at Center, I may encounter activities, which are video recorded, audio recorded and/or photographed for the purpose of being used and distributed in various formats by Center for educational, public awareness and/or humanitarian objectives, including, but not limited to, classroom, television, Internet (including webcasts, content postings, and podcasts), and any other communication medium currently existing or later created.

I give my permission and authorize Center to videotape, audiotape, photograph, record, edit, or otherwise reproduce my image in connection with my volunteer activities at Center, and to use it in the formats and for the purposes stated above.

I agree to indemnify and hold harmless Center, their employees, representatives against any and all claims arising out of my volunteer services, including, but not limited to, claims of intellectual property infringement, defamation, and misrepresentation.

I warrant and represent that I have carefully read this Release and any instructions provided by the Center concerning Volunteer Activities.

(Volunteer's Name)

(Volunteer's Signature)

(Date)

All such harassment is unlawful. Center's volunteer anti-harassment policy applies to all persons involved in Center's operation and prohibits unlawful harassment and inappropriate behavior by any volunteer or employee of Center, including supervisors and managers, as well as vendors, clients, independent contractors, volunteers and any other people doing business with Center. Center also prohibits unlawful harassment and inappropriate behavior based on the perception that anyone has any of these characteristics, or is associated with a person who has or is perceived as having any of those characteristics or conditions.

All volunteers are expected to be highly professional at all times.

SEXUAL HARASSMENT

Sexual harassment applies to both sexes regardless of gender and is defined as:

- * Unwelcome sexual advances;
 - * Requests for sexual favors;
 - * When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's potential future employment;
- An employment decision is based on an individual's acceptance or rejection of such conduct; or,
 - Such conduct interferes with an individual's volunteer services
 - Performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment can occur in a variety of circumstances including, but not limited to, the following:

- * The victim and alleged harasser may be a woman or a man.
- * The victim need not be of the opposite sex.
- * The alleged harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a coworker, or a nonemployee such as a vendor, contractor, client or volunteer.
- * The victim does not have to be the person harassed but could be any third party affected by the offensive conduct

RESOLVING & REPORTING VIOLATIONS

A volunteer who believes that he or she has been harassed by any employee, vendor, client, or other business contact should immediately report the incident verbally or in writing to the person designated below.

Additionally, any volunteer who sees or hears about conduct that may constitute harassment should immediately report it to the person designated below. Volunteers may also report incidents to the Chief Executive Officer or to another officer of Center.

Volunteers reporting harassment should provide details of the incident(s), names of individuals involved, names of witnesses, direct quotes when relevant, and any documentary evidence such as notes, pictures, cartoons, etc if available. An investigation will occur immediately of all reports of harassment. Center will protect the privacy and confidentiality of all parties involved to the extent possible and consistent with a thorough investigation.

Center will take necessary corrective action as appropriate after the investigation is complete. Employees who violate this policy will be disciplined, up to and including termination of employment. Employees refusing to cooperate or deliberately provide false information during an investigation are grounds for disciplinary action, including termination of employment. Volunteers who violate this policy will be terminated from their services immediately.

Center will not retaliate, and will not tolerate retaliation, against any volunteer reporting incidents of harassment, or alleged harassment. Volunteers who believe they have been retaliated against may file a complaint with the appropriate federal or state agency.

RETALIATION

Retaliation is strictly prohibited and the following behavior is in violation of Center policy:

* Disciplining, changing work assignments of the volunteer, providing inaccurate work information to or refusing to cooperate or discuss work related matters with a volunteer because that volunteer has complained about or resisted harassment, and/or participated in an investigation.

* Changing or influencing a volunteer's evaluation, advancement, duties, shifts, or any other condition of volunteer service or opportunity because that volunteer has complained about or resisted harassment, and/or participated in an investigation.

The above is not an all inclusive list of prohibited acts under Center policy. Center will not tolerate sexual harassment, inappropriate behavior or discrimination. Appropriate disciplinary action—up to and including termination of employment or volunteer service —will be taken against people who violate this policy.

The undersigned has read, understands, and agrees to this policy.

(Volunteer's Name)

(Volunteer's Signature)

(Date)

VOLUNTEER APPLICATION

Name: _____

Gender: _____ Date of Birth: _____ Age: _____

Place of Birth: _____ LGA: _____ State: _____

Current Address: _____

Cell Phone Number: _____

E-Mail Address: _____

Physical Limitations: No Yes (Please Explain) _____

List previous volunteer experience: _____

Skills (List your skills and indicate proficiency level)

Skilled Can Teach Amateur

1. _____

2: _____

3: _____

4: _____

Languages Fluent Read Write

1: _____

2: _____

Volunteer availability: (Circle all applicable)

Number of Days per week: 1 2 3 4 5

Monday Tuesday Wednesday Thursday Friday No Preference

Transportation: (How you will get to your assignment?)

Public Trans. Walk Bus/Van Taxi/Car Personal Car

PROJECTS INTERESTED IN: _____

FAMILY BACKGROUND

A. Name of Father: _____

Current Address: _____

Cell Phone Number: _____

B. Name of Mother: _____

Current Address: _____

Cell Phone Number: _____

C. Name of Guarantor: _____

Current Address: _____

Cell Phone Number: _____

EDUCATION

PRIMARY SCHOOL:

Name: _____

Address: _____

Dated attended: _____

Did you graduate? _____

What certificates were received upon completion? (If applicable): _____

******Please attach copies of certificates received upon completion (if applicable) ******

Name: _____

Address: _____

Dated attended: _____

Did you graduate? _____

What certificates were received upon completion? (If applicable): _____

******Please attach copies of certificates received upon completion (if applicable) ******

UNIVERSITY OR HIGHER EDUCATION INSTITUTE

Name: _____

Address: _____

Dated attended: _____

Did you graduate? _____

What certificates were received upon completion? (If applicable): _____

******Please attach copies of certificates received upon completion (if applicable)******

WORK/VOLUNTEER HISTORY

A. Name of Employer: _____

Address: _____

Phone Number: _____

Name of Supervisor or Manager: _____

Position You Occupied: _____

Duties: _____

Dates Worked There: _____

Reasons for Leaving: _____

B. Name of Employer: _____

Address: _____

Phone Number: _____

Name of Supervisor or Manager: _____

Position You Occupied: _____

Duties: _____

Dates Worked There: _____

Reasons for Leaving: _____

C. Name of Employer: _____

Address: _____

Phone Number: _____

Name of Supervisor or Manager: _____

Position You Occupied: _____

Duties: _____

Dates Worked There: _____

Reasons for Leaving: _____

D. Name of Employer: _____

Address: _____

Phone Number: _____

Name of Supervisor or Manager: _____

Position You Occupied: _____

Duties: _____

Dates Worked There: _____

Reasons for Leaving: _____

REFERENCES

******Note that each individual listed as a reference must write a letter agreeing to be a referral for you and the reference must be willing to stand as a guarantor for you during your session with Empower 54******

A. NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

OCCUPATION: _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

EMPLOYER'S PHONE NUMBER: _____

B. NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

OCCUPATION: _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

EMPLOYER'S PHONE NUMBER: _____

In an emergency, notify:

Name: _____

Address: _____

Telephone: _____

Email: _____

******You may submit any other information or qualification that you believe will enable you to volunteer at Empower54******

Volunteers hereby agree to serve any client who is assigned regardless of race, sex, creed or national origin.

(Volunteer's Name)

(Volunteer's Signature)

(Date)

This application MUST be attached with the following:

1. **Copy of identification**
2. **Current resume**
3. **A typed letter of introduction**
4. **2 current letters of reference**