

## VOLUNTEER POLICIES AND PROCEDURES

### **Record Management**

The HAT FUND Office maintains records on each volunteer throughout the organization. Records include dates of volunteer service, positions held, duties performed, evaluation of volunteer performance, training attended and awards/recognitions received. Volunteer records, including application, reference checks and background checks are confidential. Volunteers are responsible for submitting and updating information contained in their files to the HAT FUND Office.

### **Dress Code**

Volunteers are representatives of The HAT FUND, Inc. and are responsible for presenting a positive image to constituents and the community. Volunteers will dress appropriately for the conditions and performance of their duties. Individual volunteers will be informed of the dress standard for their duties at the time of assignment.

### **Attendance and Time**

Volunteer attendance is important to the operation of each program. Volunteers should notify their supervisor or committee chair in advance if they are unable to be present on their scheduled day.

### **Change of Placement**

Volunteers may request a change in placement anytime during their volunteer service. If a volunteer elects to be re-assigned, the volunteer must apply for the volunteer position and receive all appropriate training.

### **Training**

Volunteers receive training as part of their volunteer service with The HAT FUND (HF). Some volunteers may be required to complete an orientation, program training and possible continuing education classes.

*Volunteer Orientation* provides an overview of The HAT FUND, Inc., its mission, history and goals. The orientation is designed to provide a framework for volunteering.

*The supervisor or trainer for a particular placement provides Volunteer Assignment or Program Training.* The training details the skills and knowledge necessary to perform their volunteer assignment.

### **Youth Volunteer**

Volunteers, under age 18, must have the written consent of a parent or guardian before volunteering. Students volunteering for service learning credit hours for their school must submit school name and contact information before volunteering.

### **Evaluation**

Volunteers receive periodic evaluations to review their performance. The evaluations allow for a volunteer and supervisor to suggest changes, seek suggestions and enhance the relationship between the volunteer, staff and The HF.

### **Recognition**

The HF hosts recognition events for volunteers to highlight the contributions of volunteers to the organization. Continuing recognition of volunteers is vital and will occur throughout the year.

### **Conduct**

Volunteers are expected to follow rules of conduct that will protect the interest and safety of all volunteers, staff, students and The HF. The following are only some examples of inappropriate conduct that could lead to dismissal:

- Theft or inappropriate removal or possession of HF property or that of any HF volunteer, staff, agent or visitor, including failing to cooperate fully in any HF investigation.
- Altering HF reports or records.
- Volunteering under the influence of alcohol, marijuana, or illegal drugs and/or illegal or unauthorized possession, distribution, sale, transfer, or use of alcohol, marijuana or illegal drugs in the volunteer environment.
- Creating a disturbance on HF premises, at sponsored activities or in areas that could jeopardize the safety of others.
- Improper use of HF property or property owned by any other individual or organization.
- Lack of cooperation or other disrespectful conduct.

- Violation of HF, federal, state, or local safety and health rules.
- Inappropriate use of telephones, computer equipment or systems, mail system, e-mail system, facsimile machines, or other HF-owned equipment.
- Unauthorized disclosure of HF proprietary or confidential information.
- Unsatisfactory performance or conduct.

### **Smoking**

The HF intends to provide a safe and healthy environment. Smoking in the workplace is prohibited.

### **Drug-Free Environment**

The HF provides a drug-free, healthy, and safe environment. While on HF premises and while conducting HF-related activities off HF premises, a volunteer may not use, possess, distribute, sell or be under the influence of alcohol, marijuana or illegal drugs. Occasionally, The HF may sponsor events where alcohol is served. In such situations, volunteers who consume alcohol are expected to act in a responsible manner.

The legal use of prescribed drugs is permitted during volunteer service only if it does not impair a volunteer's ability to perform the essential functions of the volunteer position effectively and in a safe manner that does not endanger other individuals in the workplace. Volunteers must advise their supervisor if they are taking any prescription or over-the-counter drug that could adversely affect safety and performance.

### **Safety and Liability**

The HF aims to provide a safe and healthy environment for all volunteers. If a volunteer is injured in the course of the volunteer's service, it is important that the volunteer notify his or her supervisor immediately. Volunteers should also complete an incident report and submit the report to the volunteer's supervisor.

The HF's general liability coverage, with some limitations and exclusions, protects volunteer workers for covered injury or damage that results from activities or service that volunteers conduct or perform at The HF's direction and within the scope of their duties for The HF. The HF's general liability coverage does not provide coverage to volunteers themselves for liabilities they may have incurred for their actions.

The HF's volunteer accident insurance coverage covers some injuries to volunteer while volunteers are performing volunteer service on behalf of The HF.

Volunteers must sign a release absolving The HF of liability.

Contact the Volunteer Manager with questions or for more information about insurance and liability.

### **Reimbursement of Expenses**

Volunteers may be eligible for reimbursement of pre-approved, actual out-of-pocket expenses, including transportation expenses incurred while engaging in volunteer service for The HF. Upon the approval of a supervisor, volunteers need to track and submit receipts for all actual out-of-pocket expenses for which they seek reimbursement. Reimbursement for travel during volunteer service by motor vehicle is based on mileage and the standard rate per mile at which The HF reimburses volunteer drivers.

Reimbursement for travel during volunteer service by public transportation is based on actual out-of-pocket expense that must be substantiated by receipts. Reimbursement requests must be submitted to the Volunteer Management Office. Contact the Volunteer Manager for current mileage reimbursement rate.

### **Emergency Closings**

The HF strives to ensure the safety of all volunteers. In the event of inclement weather, volunteers will be responsible for contacting their volunteer site to inform their supervisor that they will not be performing their scheduled service. If a HF office should close, the Volunteer Management Office will notify volunteers scheduled to perform service via phone of the closing.

### **Safety and Security**

HF desires to provide a safe volunteer environment. Volunteers are responsible for using the following common-sense suggestions to help ensure a safe environment.

- Be aware of any unknown person who comes into your area and is not accompanied by a staff member.
- Never leave your purse, wallet, or other valuable items unattended. Avoid carrying large sums of money.

Desks, lockers and other storage devices may be provided for a volunteer's convenience but will remain the sole property of HF. Accordingly, any articles found within them, can be inspected by any agent or representative of HF at any time, either with or without prior notice.

HF is not responsible for lost or stolen personal property. HF will not reimburse a volunteer for any personal property that disappears from a volunteer site.

### **Use of HAT FUND Property**

*Facility, Equipment and Vehicles* – Any facility, equipment, machines, tools, or vehicles which appear to be damaged, defective, or in need of repair should be reported to the volunteer's supervisor. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to others. An individual supervisor can answer any questions about the volunteer's responsibility for maintenance and care of facilities, equipment or vehicles used during a volunteer assignment.

HF owned or leased facilities, equipment and vehicles are to be used for HF business purposes only and may not be borrowed or otherwise used for personal use. Each site is responsible for managing the use of vehicles owned or leased by HF for the use of that site.

Volunteers must submit a HF vehicle use form if they are required or asked by a supervisor to drive a HF owned or leased vehicle. The HF vehicle use form must be submitted quarterly if the volunteer is expected to drive over the course of more than one year. HF may decide, in its sole discretion to deny certain volunteers the use of HF owned or leased vehicles.

Volunteers must have a valid driver's license to operate a HF owned or leased vehicle. There is a continuing obligation on the volunteer's part to notify a supervisor if the volunteer's driver's license is suspended or revoked at any time throughout the volunteer's service. HF will perform random checks with appropriate state motor vehicle departments on the status of the licenses of those volunteers who use HF vehicles. Volunteer use of a HF vehicle without a valid driver's license may result in disciplinary action up to and including dismissal.

Volunteers who are involved in an accident while using a HF owned or leased vehicle must report the accident that same day to their supervisor. Any vehicle owned or leased by HF is covered under HF's Business Auto Policy.

*Telephones and Mail Services* – Telephones are for business purposes. When permitted, personal phone calls should be kept to a minimum and should not interfere with volunteer service. In addition, long distance charges resulting from a volunteer's personal use of a HF telephone must be reimbursed to HF. The use of HF paid postage for personal correspondence is prohibited.

*Computer Usage* – HF provides computers, e-mail, and Internet access to assist volunteers in performing their duties. Computers, e-mail and Internet access should be used for business related purposes. Personal business should not be conducted during volunteer time.

### **Return of Property**

Volunteers are responsible for HF property including all materials, files, keys, passwords or any other written or electronic information issued to volunteers or in volunteers possession or control. All HF property must be returned on or before your last day. HF may take all actions deemed appropriate to recover or protect its property.

### **Sexual Harassment in the Workplace**

HF is committed to providing volunteers with an environment that is free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. HF encourages volunteers to bring any incidents of sexual harassment to the immediate attention of a direct supervisor, Executive Director, or Board Member.

### **Conflict of Interest**

HF recognizes the importance of a volunteer's duty to The HF, and to its members and supporters, to act in a manner that merits public trust and confidence.

Each volunteer must act in all matters in a manner that will safeguard the reputation and integrity of The HF and will preserve and strengthen public confidence in HF activities. Likewise, volunteers must refrain from engaging in any transaction in which personal interests conflict, potentially conflict or appear to conflict with those of The HF.

An actual or potential conflict of interest occurs when a volunteer is in a position to influence a decision that may result in a personal gain for themselves or for a relative as a result of HF business dealings. For the purposes of this policy, a relative is a person who is related by blood or marriage, or whose relationship with the volunteer is similar to that of persons who are related by blood or marriage.

Participation in any activity prohibited by this Policy can result in the termination of volunteer service.

Some conflict of interest situations are easily identifiable, whereas others are subtle. Some of the more common situations pertaining to volunteers rise to the potential conflicts set out below. This list is illustrative only and should not be regarded as all-inclusive:

*Accepting Payment or Gifts:* No volunteer shall accept payment of any kind (including gifts, cash, discounts, concessions, services or other similar item or benefits) for services rendered as part of his/her other volunteer service. This includes payment for speaking engagements or for participation in workshops or similar activities.

*Improper Influence:* Any volunteer, or close relative, should not, when acting on his or her own behalf or when acting on behalf of another person, business or organization, attempt to influence HF's position on any issue, matter or transaction nor participate in any discussions pertaining to a related organization.

*Competing with HF:* No volunteer shall prevent or hinder HF from lawfully competing with others or divert business or personnel from The HF.

*Political Activities:* Volunteers are encouraged to take an active interest and to participate in the political and governmental process. However, to avoid any inference of support or sponsorship by HF, a volunteer must never represent that his or her political donation, endorsement or other political activity was made or engaged in with the approval, or on behalf of HF. Likewise, volunteers must not engage in political activities during their volunteer service on behalf of The HF.

*The Making of Statements:* No volunteer shall use HF stationery or any title of HF or refer to HF or misidentify him or herself as an employee thereof in connection with any matter as to which he or she is not authorized as a representative of HF and to express an opinion on its behalf.

**VOLUNTEER WAIVER AND RELEASE FORM**

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Volunteer Name

\_\_\_\_ Check here if volunteer is under the age of 18

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Contact E-mail

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Parent or Legal Guardian E-mail (required if Volunteer is under age 18)

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Address

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Phone

EMERGENCY CONTACT

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Name

---

Relationship to Participant

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Phone/Email

VOLUNTEERS MUST COMPLETE THE WAIVER AND RELEASE FORM  
PARENT/LEGAL GUARDIAN SIGNATURE IS REQUIRED IF VOLUNTEER IS UNDER AGE 18

The HAT FUND, Inc  
1665 Grant Street 3<sup>rd</sup> Flr.  
Denver, CO 80203  
[Volunteer@TheHATFUND.org](mailto:Volunteer@TheHATFUND.org)

**WAIVER AND RELEASE FORM**

**RELEASE OF LIABILITY**

In return for being allowed to participate in The HAT FUND, Inc. volunteer activities and all related activities, including any activities incidental to such participation ("Volunteer Activities"), the undersigned Volunteer or Parent/Legal Guardian of Volunteer if Volunteer is under age 18 (hereafter referred to using "I", "me", or "my") releases and agrees not to sue The HAT FUND, Inc. or its officers, directors, employees, subcontractors, sponsors, agents and affiliates ("the Foundation") from all present and future claims that may be made by me, my family, estate, heirs, or assigns for property damage, personal injury, or wrongful death arising as a result of my participation in the Volunteer Activities wherever, whenever, or however the same may occur.

I understand and agree that the Foundation is not responsible for any injury or property damage arising out of the Volunteer Activities, even if caused by their ordinary negligence or otherwise.

I understand that participation in the Volunteer Activities involves certain risks, including but not limited to, serious injury or death. I am voluntarily participating in the Volunteer Activities with knowledge of the danger involved and I agree to accept all risks of participation.

I also agree to indemnify and hold harmless the Foundation for all claims arising out of my participation in Volunteer Activities.

I understand that this document is intended to be as broad and inclusive as permitted by the laws of the state in which the Volunteer Activities take place and agree that if any portion of this Agreement is invalid, the remainder will continue if full legal force can effect.

I also acknowledge that the Foundation have not arranged and may not carry any insurance of any kind for my benefit or that of Volunteer (if Volunteer is under 18), my parents, guardians, trustees, heirs, executors, administrators, successors and assigns. I represent that, to my knowledge, I am in good health and suffer no physical impairment that would or should prevent my participation in Volunteer Activities.

I also understand that this document is a contract that grants certain right to and eliminates the liability of the Foundation.

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Signature of Volunteer

Date

I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

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Signature of Parent/Legal Guardian if Volunteer is under 18

Date

I am the parent or legal guardian of the Volunteer. I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

**PUBLICITY RELEASE**

In return for being allowed to participate in HAT FUND, Inc. volunteer activities and all related activities, including any activities incidental to such participation ("Volunteer Activities"), the undersigned Volunteer or Parent/Legal Guardian of Volunteer if Volunteer is under age 18 (hereafter referring to using "I", "me", or "my") hereby grants to the Foundation, and each of its subsidiaries, affiliates, agents, advertising or promotional agencies, and partners, and all such entities' officers, directors, agents, employees, respective successors and assigns (collectively, "Authorized Parties"), the absolute and irrevocable right and permission to use, publish, broadcast and/or copyright the use of Volunteer's name, address, voice, photograph and/or likeness, caricature, and personal information, in its current form or as retouched, digitized, cropped, altered, distorted or modified in any way, in any and all advertising, promotional, or other materials based upon or derived from the Volunteer Activities in any manner, in any media whatsoever for any and all purposes, including by way of example but without limitation advertising promoting or publicizing products and services throughout the universe, in perpetuity, in any and all media now known or hereafter devised (including without limitation on the Internet), without additional compensation. I further agree that solely the Authorized Parties will own anything derived there from.

I understand that this document is intended to be as broad and inclusive as permitted by the laws of the state in which the Volunteer Activities take place and agree that if any portion of this agreement is invalid, the remainder will continue in full legal force and effect.

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Signature of Volunteer

Date

I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

---

Signature of Parent/Legal Guardian if Volunteer is under 18

Date

I am the parent or legal guardian of the Volunteer. I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

**POLICY FOR USE OF PERSONAL VEHICLES**

Before being permitted to drive your personal vehicle on behalf of The HAT FUND, Inc., you are required to read and sign this agreement. Whenever you are driving on behalf of the organization, either in your own vehicle or any vehicle owned or leased by The HAT FUND, Inc. the following rules apply:

- Keep the vehicle clean inside and out. The windshield also must be kept clean. The floor of the vehicle must be clean and free of obstructions.
- The driver and all passengers must wear seat belts.
- Obey all traffic laws and maintain proper distance between cars, etc. Do not under any circumstances attempt to keep a specific time of arrival promise by breaking traffic laws, or by driving in an unsafe manner. If following posted limits will make you late, stop somewhere and phone the people you need to meet, or call the office and have someone call them.
- Drive defensively. There is no point in being "dead right".
- Report any deficiency noticed on an HF-furnished vehicle to your supervisor in writing, so corrective action can be taken. Whenever you notice an unusual noise, vibration, excessive leak, etc., stop the vehicle and call for road service/towing as authorized by your supervisor.
- Do not pick up hitchhikers or allow an unauthorized person to be a passenger in or to drive either the HF's vehicle or your own vehicle while being used on HF business.
- Maintain automobile liability coverage equal to or greater than the limits recommended by your insurance agent.
- Provide us with a copy of the declarations page of your automobile insurance policy each time the policy renews

This agreement has been made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between The HAT FUND, Inc. and \_\_\_\_\_ (hereinafter referred to as the Employee/Volunteer). This agreement is as follows:

1. The HAT FUND, Inc. hereby authorizes the Employee/Volunteer to use his or her personally owned vehicle on behalf of the Organization.
2. The Employee/Volunteer understands that the HAT FUND, Inc. places a great emphasis on safe operation of all vehicles, including any that are owned and operated by its employees and volunteers. Given this, the Employee/Volunteer understands and agrees that she or he:
  - Will not allow any other person to be a passenger in the Employee/Volunteer owned vehicle while it is being used on behalf of The HAT FUND, Inc., unless such person is another Employee/Volunteer, a client, or other authorized person;
  - Will allow no other person to operate the Employee/Volunteer's vehicle while it is being used on behalf of The HAT FUND, Inc., unless that other person is another Employee/Volunteer and is at least 18 years of age and possesses a valid driver's license;
  - Will not operate the vehicle, nor allow it to be operated by someone else, while the Employee/Volunteer or that person is under the influence of alcohol or drugs; and,
  - Will not use or permit the use of the vehicle in a negligent or improper manner or in violation of any law or of this agreement.
3. The Employee/Volunteer understands that The HAT FUND, Inc. does not furnish any insurance for the protection of the Employee/Volunteer if any claim or suit is made against the Employee/Volunteer arising out of his or her operation of a personally owned vehicle unless otherwise stated in this agreement; not is any insurance provided by The HAT FUND, Inc. to repair damage that may occur to the Employee/Volunteer's personally owned vehicle.
4. The Employee/Volunteer, at all times, will maintain automobile coverage as required by The HAT FUND, Inc.
5. The Employee/Volunteer agrees to indemnify The HAT FUND, Inc. against all claims, losses, damages and expenses, including legal fees, which The HAT FUND Inc. may incur as a result of the use of the Employee/Volunteer's vehicle on behalf of The HAT FUND, Inc.

Employer	Date
Employee/Volunteer	Date
License No./State	Date of Birth