



embrella[™]
Embracing & Empowering Families

Volunteer Manual



embrella
VOLUNTEER MANUAL

embrella (formerly Foster and Adoptive Family Services) welcomes all volunteers. To assist new Registered Volunteers in learning about embrella, and their specific volunteer responsibilities, embrella has developed this Volunteer Manual which is intended to provide each Registered Volunteer with a solid training foundation regarding embrella's policies, procedures, goals, mission, program responsibilities, and general guidelines as related to the volunteer experience.

embrella requires that all Registered Volunteers become familiar with the information presented and as a volunteer for embrella, you are expected to follow the guidelines and requirements provided here as well as the policies associated with the Connecting Families Community Based Program and Heart to Heart Resource Parent Mentoring Program.

Thank you for offering your time and services to help embrella meet its mission to provide advocacy and enriching programs and services to empower families and youth to thrive as well as help embrella meet its commitment to providing a safe and enjoyable environment for employees, volunteers, and clients. Your volunteer commitment is greatly appreciated.

DISCLAIMER

THIS MANUAL IS NOT AN EMPLOYMENT OR VOLUNTEER CONTRACT. NOTHING CONTAINED IN THIS MANUAL, OR ANY WRITTEN OR ORAL STATEMENT CONTRADICTING, MODIFYING, INTERPRETING, EXPLAINING OR CLARIFYING ANY PROVISION OF THE MANUAL, IS INTENDED TO CREATE, OR SHALL CREATE, ANY EXPRESS OR IMPLIED CONTRACTUAL OBLIGATIONS THAT ARE BINDING UPON EITHER, embrella OR YOU.

THIS MANUAL IS INTENDED TO PROVIDE YOU WITH INFORMATION ABOUT embrella's POLICIES AND PRACTICES THAT ARE CURRENTLY IN FORCE. THESE POLICIES AND PRACTICES ARE SUBJECT TO CHANGE BY embrella UNILATERALLY AT ANY TIME, WITHOUT PRIOR NOTICE TO YOU.

NEITHER YOU NOR embrella IS BOUND TO CONTINUE THE VOLUNTEER RELATIONSHIP IF EITHER YOU OR embrella CHOOSES TO END THE RELATIONSHIP AT ANY TIME. YOU MAY TERMINATE YOUR VOLUNTEER SERVICE WITH embrella AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE, AND embrella RETAINS THE SAME RIGHT.

1.0 VOLUNTEER PROGRAM OVERVIEW

embrella's Volunteer Program is designed to coordinate and manage its wide volunteer efforts which support or enhance the organization's services being provided to the community, while placing special emphasis on the organization's priorities, goals, and objectives. Moreover, embrella's Volunteer Program is designed to effectively match individuals to exciting and fun volunteer service opportunities.

2.0 VOLUNTEER PROGRAM MISSION

The Volunteer Program is committed to encouraging community participation and the comprehensive coordination of volunteers to enhance the organization's services to the community.

3.0 VOLUNTEER PROGRAM OBJECTIVES

- To develop a reliable and varied skilled network of volunteer resources to support the delivery of the organization's services to the community through embrella's volunteer opportunities.
- To provide opportunities for the community to participate in and enhance the delivery of the organization's services to the community through embrella's volunteer activities.

4.0 DEFINITIONS

Volunteer: any individual or group of individuals who, of their own free will, contribute services to embrella without pay, compensation, or regard for their own personal gain.

Registered Volunteers: individuals who have completed the volunteer application/interview process and have been authorized to provide volunteer services on a regular or intermediate basis at scheduled times and at regularly scheduled tasks. You must be a registered volunteer in order to supervise children under the age of 18.

Guests of Registered Volunteers: individuals who are recruited by and supervised by Registered Volunteers (typically Connecting Families Volunteer Chairs) for recreational events, who are not required to complete the volunteer application/interview process, but are required to abide by embrella's policies and procedures. Guests are not embrella volunteers. Guests have been authorized to provide volunteer services that are considered low activity classification [Please refer to Section 8.1.0 Recruitment of Participants, Recruitment of Guests by Registered Volunteers.] **Guests are not permitted to supervise children under the age of 18.**

Group Volunteers: individuals involved in a volunteer group (representatives of civic organizations, corporations, youth programs or academic institutions) who have completed the appropriate sign-in sheets and abide by all embrella's policies and procedures. Group

Volunteers have been authorized to support activities and provide services for **embrella** as its own self-contained unit under the direction and supervision of the volunteer group's designated leader without any supervision, management or control by **embrella** and its staff or volunteers [Please refer to Section 8.1.3 Volunteer Groups.]

5.0 VOLUNTEER RESPONSIBILITIES

Every Registered Volunteer, Guest and Group Volunteer for **embrella** will have certain responsibilities which will be reviewed with each volunteer once he/she begins his/her new volunteer assignment. Below are some of the responsibilities which apply to all Volunteers and Guests. Additional responsibilities may also be found within a volunteer's Volunteer Services Description.

All Volunteers, Registered Guests and Group Volunteers are expected to meet the following responsibilities in addition to any other responsibilities provided within a volunteer's Volunteer Services Description.

- Comply with all **embrella** rules, policies, procedures, regulations and applicable laws.
- Keep your volunteer service commitment(s).
- Be willing to accept training and participate in other volunteer development activities.
- Adhere to all confidential requirements in the course of carrying out duties and responsibilities.
- Not use volunteer knowledge or contacts either directly or indirectly for personal gain.
- Treat clients and **embrella** staff and volunteers with respect.
- Be cooperative by accepting instructions, guidance, and suggestions from **embrella** staff and/or their **embrella** contact.
- Shall report to volunteer assignments in a condition fit to perform the assignment's tasks and be unimpaired by alcohol or drugs of any kind.
- Shall not be in possession of dangerous or unauthorized materials such as explosives, firearms, or weapons while volunteering.
- Shall not possess, distribute, sell, transfer, or use illegal drugs on **embrella** premises; or, while performing volunteer services for **embrella**.
- Shall not display inappropriate conduct/behavior which brings discredit upon **embrella**'s mission and/or goals.
- If, for any reason, the volunteer cannot meet their scheduled volunteer service obligation as planned, the volunteer must inform their **embrella** contact of their decision immediately and try to allow sufficient time to find a qualified replacement. Failure to notify their **embrella** contact in such a situation may be deemed a voluntary termination of the volunteer relationship between **embrella** and the volunteer by the volunteer.

A volunteer's failure to meet their volunteer responsibilities or obligations may result in disciplinary action up to and including temporary suspension and/or immediate termination of their volunteer service with **embrella**.

6.0 REGISTERED VOLUNTEERS, GUESTS AND GROUP VOLUNTEERS CODE OF ETHICS

All Registered Volunteers, Guests and Group Volunteers shall abide by the following Code of Ethics:

I realize that I am subject to a code of ethics similar to that which binds the professionals in the fields in which I am assigned to provide volunteer services to. Like them, I assume certain responsibilities and expect to account for what I do in terms of what I am expected to do. I am expected to do the following:

- I will keep confidential matters confidential.
- I interpret "volunteer" to mean that I have agreed to provide my skills, knowledge, and services without compensation in money, but having been accepted as a volunteer; I expect to do my volunteer assignments according to same standards as a professional **em**brella staff member.
- I promise to provide volunteer services with an attitude of open-mindedness; to be willing to be trained for it; to bring to it interest and attention.
- I realize that I may have skills or knowledge that my co-workers may not have and that I should use these to enrich the projects which we are working on together.
- I realize, also, that I may lack skills or knowledge that my co-workers have and will contribute to the team with the skills that I have.
- I understand that I am expected to live up to my volunteer commitment, and I will give ample notice if I cannot fulfill it.
- I believe that my attitude toward providing volunteer services should be professional; I believe that I have an obligation to myself, to those who supervise me, to my colleagues, and to the public to provide volunteer services to the best of my ability.

7.0 VOLUNTEER RIGHTS

Each volunteer with **em**brella is viewed as an important part of the organization's ability to meet its goals. Volunteers are accorded rights as individuals and volunteers. Below are some of the rights volunteers may expect while volunteering with **em**brella:

- Volunteers are to be treated with respect and courtesy.
- Volunteers are to receive proper training for the volunteer assignment to be done.
- Volunteers are not to be discriminated against because of race, ethnicity, religion, gender, age, handicap, marital status, family, or sexual orientation.
- Volunteers will receive information on issues regarding legal protection, liability and other concerns.
- Volunteers will be evaluated and recognized for their efforts in providing volunteer services.
- Volunteers will know as much about the organization as possible.

8.0 RECRUITMENT PROCEDURE

8.1 Recruitment of Participants

Volunteers shall be recruited by **embrella** on a pro-active basis, with the intent of broadening and expanding the volunteer involvement of the community. Volunteers shall be recruited without regard to race, color, national origin, gender, age, marital status, sexual preference, and/or disability. Volunteers may be recruited either through an interest in specific functions or through a general interest in volunteering which **embrella** will attempt to match with a specific function.

Registered Volunteers Recruitment

Registered Volunteers shall be registered and connected with **embrella** through one of its existing programs (e.g. Connecting Families Community Based Groups, Heart to Heart Mentoring, etc.)

Recruitment of Guests by Registered Volunteers

Registered Volunteers recruit Guests. Registered Volunteers are responsible for adhering to **embrella** recruitment policies, ensuring Guests follow **embrella**'s volunteer policies and procedures and complete the appropriate documentation.

To recruit a Guest, Registered Volunteers must provide a copy of the **embrella** Volunteer Manual to the Guest prior to any activities. Guests will read and abide by the copy of the Volunteer Manual provided by the Registered Volunteer prior to providing any services to **embrella**.

All Guests must be scheduled to participate in the **embrella** event by the Registered Volunteers no later than 24 hours in advance of the event. No individual will be accepted as a walk-in at the event. This is in place to protect the safety and security of all in attendance.

The Guest will function as its own self-contained unit under the direction of the Registered Volunteer. Registered Volunteers are responsible for supervising their Guests during their participation in **embrella**'s events. Guests shall be required to read and sign a Guest Sign-In Sheet prior to participating in any **embrella** event.

Guests have a low level of responsibility, such as serving food or assisting with set-up and clean-up. Guests work under the direct supervision of the Registered Volunteer and are not to be supervising children, to be alone with children or handling property or money of significant value. Guests do not have access to **embrella**'s information, records or data.

All Guests will be required to provide photo ID at check-in as well as sign the Guest Sign-In Sheet prior to commencing activities. An **embrella** staff member or Event Supervisor may accept or decline the Guest's services at any time prior or during the **embrella** event.

8.2 Age Requirements

Volunteers of all ages can become involved in **embrella**'s services to the community. However, a minimum age of 18 years for volunteers is set; unless: a youth volunteer is volunteering in conjunction with a parent, adoptive parent, foster parent, legal guardian, or, a responsible adult having consent or permission to care for the youth volunteer from the youth volunteer's parent, adoptive parent, foster parent, or legal guardian. All youth volunteers must be properly supervised at all times by their parent, adoptive parent, foster parent, legal guardian, or responsible adult while performing volunteer activities.

embrella may set the lower age limit for volunteers; or, may set age limits for various positions in accordance with specific position duties and responsibilities. This is up to the discretion of **embrella** and may vary from program to program. **embrella** complies with all Federal and State Child Labor Laws.

8.3 Volunteer Groups

embrella supports the use of volunteer groups in support of its activities. These groups may represent civic organizations, corporations, youth groups or academic institutions.

The volunteer group acts as its own self-contained unit under the direction and supervision of the volunteer group's designated leader without any supervision, management or control by **embrella** and its staff or volunteers. In this case, the liability responsibility for the services provided by the group is assumed by the volunteer group and the individuals within such a group are not **embrella**'s volunteers. If the volunteer group includes anyone under the age of 18, it is the responsibility of the volunteer group to obtain all necessary consents, permissions, and meet all legal requirements to properly supervise such minor individuals.

In certain instances, where a volunteer group has entered into a long-standing arrangement to provide services to **embrella**, a Memorandum of Understanding may be required. Generally any agreement with a group must go through an internal review process which may involve several departmental review channels depending on the type of agreement.

The Leader of the Volunteer Group is required to sign in the Volunteer Group by filling out and signing the Group Volunteer Sign-In Sheet prior to performing any services for **embrella**.

8.4 Application

Registered Volunteers must complete an application and attend orientation training.

Guests and Group Volunteers must read and complete the volunteer sign-in process available at the **embrella** event they are volunteering for.

The electronic application signed by the potential Registered Volunteer is forwarded to the appropriate **embrella** contact for processing.

8.5 Screening

All potential Registered Volunteers are to undergo a basic screening process including a background check and fingerprinting. This requirement is waived for Registered Volunteers who are also open licensed resource homes through the NJ Division of Child Protection and Permanency.

8.6 Volunteer Services Description and Risk Assessment

embrella completes a Volunteer Services Description for each registered volunteer position. The Federal Volunteer Protection Act of 1997 does not completely protect volunteers from lawsuits but “immunizes” certain volunteers from liability under certain circumstances if that volunteer is performing responsibilities under a description of their volunteer services. Since embrella wishes to help protect its volunteers, it is essential that each position have a Volunteer Services Description. A registered volunteer may only be placed in a position that has an existing Volunteer Services Description.

Once a Registered Volunteer has been accepted, he/she will receive a copy of the Volunteer Services Description for review and signature. The original signature form is to be forwarded to the embrella contact upon completion.

8.7 Selection and Appointment

Each potential Registered Volunteer may have an interview with the Department/Committee in which he/she is considering volunteering for.

In addition to the interview, the Department/Committee will conduct reference checks with the names given by the potential registered volunteer at the time of application.

Once a potential Registered Volunteer has been interviewed and reference checks have been completed, a Department/Committee may choose to accept or decline a potential volunteer’s services. **A Registered Volunteer may not commence work until all signed forms are received and background checks when applicable have been completed.**

If a Department/Committee chooses to decline the service of a potential Registered Volunteer, the Department is to notify the Human Resources Department. The Human Resources Department will notify the potential Registered Volunteer that a Department/Committee is unable to use their services. If it is appropriate, the potential Registered Volunteer will be referred to another Department/Committee for volunteer services.

8.8 Fingerprinting and Background Checks

All potential Registered Volunteers must be fingerprinted and undergo a background check. Potential Registered Volunteers who are asked to be fingerprinted have the right to refuse to be fingerprinted. Those potential Registered Volunteers who exercise this right will not be allowed to volunteer for embrella as a registered volunteer.

A registered volunteer may not begin his/her volunteer service involving the interaction and supervision of children or engage in other volunteer tasks unless and until the results from their fingerprinting check has been received by **embrella**.

Any Registered Volunteer who is aware of any change in their personal history that could alter their background check status must notify **embrella** as soon as reasonably possible of any such changes.

8.9 Release and Waiver of Liability & Emergency Contact Forms (Volunteer and Guest Sign-in Sheet and Group Volunteer Sign-in Sheet)

All Registered Volunteers are required to sign a Release and Waiver of Liability form and fill out an Emergency Contact form. Typically, these forms are signed immediately prior to participation in the first volunteer activity. The Release and Waiver of Liability form, once signed, is valid for one year. At the time that this form is renewed an Emergency Contact form must also be simultaneously renewed, allowing for any updates in contact info, doctor's name, etc.

All Guests are required to read and sign the Volunteer Sign-In Sheet prior to participating in any **embrella** event. The Volunteer Sign-in Sheet contains a Release and Waiver of liability form (sections include: Release and Waiver, Medical Treatment, Driving Release, Personal Property Release, Photographic Release, Confidentiality and Other) as well as Emergency Contact Information.

All Group Volunteers are required to read and sign the Group Volunteer Sign-In Sheet prior to participating in any **embrella** event. The Group Volunteer Sign-In Sheet contains a Release and Waiver of Liability form (sections include: Release and Waiver, Medical Treatment, Driving Release, Personal Property Release, Photographic Release, Confidentiality and Other) as well as Emergency Contact Information.

Guests and Group Volunteers will be required to sign in at every **embrella** event.

9.0 VOLUNTEER PROGRAM POLICIES AND PROCEDURES

9.1 Orientation and Training

Once a Registered Volunteer has been selected to volunteer with an **embrella** Department or Committee, they are required to participate in an orientation program designed to inform volunteers about **embrella** as an organization, its policies, procedures, programs, and regulations. This informative session is designed to assist the volunteer in their new role as a volunteer with **embrella**. After joining their new Department/Committee, the volunteer will be provided additional orientation and training specific to the volunteer services to be performed. Orientation will be scheduled at various times, as the need arises.

9.2 Supervision of Participants Supervision of Registered Volunteers

Each volunteer must have a clearly identified **embrella** contact who is responsible for direct management of that volunteer. This **embrella** contact shall be responsible for day-to-day

management and guidance of the work of the volunteer, and shall be available to the volunteer for consultation and assistance.

Supervision of Volunteer Groups

The Volunteer Group acts as its own self-contained unit under the direction and supervision of the volunteer group's designated leader without any supervision, management or control by **embrella** and its staff or volunteers. For provisions and policies regarding Volunteer Groups, their responsibilities, expectations and supervision, see Section entitled Group Volunteers.

Supervision of Guests

Each Guest must adhere to the **embrella** Volunteer Manual provided by the Registered Volunteer prior to providing any services to **embrella** as well as all other **embrella** policies and procedures. Registered Volunteers are responsible for supervising their Guests during their participation in **embrella**'s events. Guests are prohibited from supervising children, to be alone with children, or handling property or money of significant value. Guests do not have access to **embrella** information, records or data. For provisions and policies regarding Guests, their responsibilities, expectations and supervision, see Section entitled Recruitment of Participants, Recruitment of Guests by Registered Volunteers.

9.3 Volunteer Schedules

Schedules for volunteers are diverse and varied depending on the need. Volunteer schedules are flexible and may vary depending on the volunteer services that are being done. Volunteers should work with their **embrella** contact to set a schedule that is mutually acceptable. If a volunteer cannot make it to their assignment on a scheduled day, the volunteer must notify their **embrella** contact as soon as possible. Failure to notify the **embrella** contact in such a situation may be deemed a voluntary termination of the volunteer relationship between **embrella** and the volunteer by the volunteer.

9.4 Time Reporting and Volunteer Time Sheet

Registered volunteers shall maintain a Record of Hours for the purposes of proper timekeeping and recognition. Registered volunteers are expected to maintain accurate records of the time they have volunteered. An individual's voluntary use of their personal vehicle to support **embrella** and its efforts to render services does not constitute volunteer service and therefore must not be logged as volunteer time.

Registered Volunteers are responsible for submitting their Record of Hours form by the 5th of each month. This record is used to determine how service levels have increased and which services have been enhanced by volunteers as well as to be able to provide volunteers with documentation of their service hours

9.5 Conflict Resolution/Problem Solving

If a problem should arise concerning any condition of the volunteer's assignment with **embrella**, the volunteer should attempt to reconcile the matter with their **embrella** contact. All volunteers are encouraged to attempt to settle problems or issues requiring attention with their **embrella** contact. However, if the volunteer feels that a workable agreement or a satisfactory solution to their problem has not been reached from discussion with their **embrella** contact, they must then

notify Human Resources at 609-520-1500. extension 316, who will attempt to work with their **embrella** contact to resolve the issue or problem.

9.6 Dismissal

Volunteers or Guests who do not adhere to the rules, policies and regulations of **embrella** or fail to perform their assignments satisfactorily are subject to dismissal. A volunteer or Guest may be dismissed at any time. **embrella** reserves the right to request that a Volunteer or Guest leaves immediately, if circumstances warrant such action.

No prior notification is necessary to release a Volunteer or Guest of their services. If a volunteer or Guest's **embrella** contact believes that a volunteer's or Guest's behavior warrants immediate release, they have that right.

9.7 Recognition

Recognition is not just a way of saying thank you, but a response to individual interest and reasons for being involved. Recognizing volunteers takes many different forms. **embrella** feels that volunteers are invaluable resources. Various awards, activities and just plain thank you's are another part of our efforts to recognize volunteers for helping make our community a better place to live.

10.0 embrella POLICIES AND COMPLIANCE:

All Registered Volunteers, Guests and Volunteer Groups must comply with all **embrella** Policies. Volunteers who violate these policies can be subject to immediate dismissal.

10.1 Drug Free Workplace Act of 1988 and the Harassment/Discrimination Retaliation Prevention Policy

It is **embrella's** intent and the purpose of this Policy to provide all employees, Registered Volunteers, Guests, Volunteer Groups, applicants and contractors with an environment that is free from any form of discriminatory harassment, discrimination or retaliation as defined by this Policy. This Policy prohibits harassment or discrimination on the basis of any of the following protected classifications: an individual's race, religion, color, sex, gender identity, sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition and physical or mental disability (whether perceived or actual). It is also the policy of **embrella** to provide a procedure for investigating alleged harassment, discrimination and retaliation in violation of this Policy. The protection from discrimination includes the protection from retaliation for having taken action either as a complainant, or for assisting a complainant in taking action, or for acting as a witness or advocate on behalf of an employee in a legal or other proceeding to obtain a remedy for a breach of this policy.

embrella has zero tolerance for any conduct that violates this Policy. Conduct need not rise to the level of a violation of the law in order to violate this Policy. Instead, a single act can violate this Policy and provide ground for discipline or other appropriate sanctions. If you are in doubt

as to whether or not any particular conduct may violate this Policy, do not engage in the conduct, and seek guidance from your **embrella** contact.

10.2 Unsupervised Youth

embrella's policy maintains that youth must be under the supervision of a parent; or, other caregiver having legal authority to care for the youth including the youth group leaders. Volunteers must immediately report any unsupervised youth to their **embrella** contact.

10.3 Alcohol, Prescription and Non-Prescription Drugs

Volunteers at **embrella** events shall be free from alcoholic beverages, prescription and non-prescription drugs which may impair a volunteer's ability to provide volunteer services. Individuals who violate this are subject to immediate dismissal.

10.4 Smoking

Smoking is prohibited inside **embrella's** building. Those who wish to smoke may do so outside the building in designated areas. Volunteers and all participants in **embrella** events are expected to follow all smoking laws. Smoking is not permitted in the presence of children.

10.5 Attendance

It is important that volunteers have attendance records. For those times when the volunteer is ill and unable to work, he/she should call the **embrella** contact where he/she are assigned to work as early in the day as possible. Volunteers are expected to always be prompt. Being late may inconvenience those who are counting on their presence. If the volunteer must be late, he/she must notify their **embrella** contact in advance. Failure to appear for their shift without notifying their **embrella** contact shall be deemed a voluntary termination of the volunteer relationship between **embrella** and the volunteer by the volunteer.

10.6 Dress and Appearance

Each volunteer represents **embrella** to the community. Your appearance contributes to the overall impression that **embrella** portrays. Clothing appropriate to perform the assigned task safely is required as all volunteers are expected to present an image that is both professional and appropriate to conditions of their volunteer assignments.

10.7 Sanitation and Food Preparation

Each Registered Volunteer, Guest and Volunteer Group that handles food and/or participates in food related services, must follow all FDA cleaning and washing procedures before engaging in such activities. All Registered Volunteers, Guests and Volunteer Groups when dealing with food must clean, wash and rub their hands and uncovered portion of arms with soap/cleaning compounds, with warm water for at least 20 seconds.

10.8 Gifts

It is against **embrella** policy for volunteers to accept any personal gift or gratuity from any firm, contractor, consultant, individual or others that may relate to **embrella** business or services provided. Items of value such as food, alcoholic beverages, tickets to events and similar items should not be accepted.

10.9 Solicitation

embrella prohibits solicitation on or off **embrella** property unless officially approved by the CEO. Printed or written announcements posted anywhere on **embrella** property which deal with outside activities must be authorized by **embrella** CEO.

11.0 RISK MANAGEMENT AND SAFETY

All volunteers are included in **embrella**'s Risk Management and Safety program. Before volunteers begin their service, the volunteer's **embrella** contact is responsible for informing the volunteer of safety practices related to the volunteer services to be performed. Any injury to the volunteer or losses to any third party which involved a volunteer must be reported and processed in accordance with existing **embrella** policies on matters of this nature.

Volunteers are required to exercise due care in the course of their responsibilities in order to prevent injury to themselves, other volunteers or employees, and to the participants in **embrella**'s programs. Volunteers must report any unsafe hazards found in the workplace immediately to their **embrella** contact.

11.1 Insurance

embrella does not provide accident and injury insurance, (Workmen's Compensation) to volunteers injuring themselves while participating as a volunteer for **embrella**. **embrella** does not pay hospitalization bills or medical claims of any nature for volunteers. In the case of personal injury or accident to a volunteer, the volunteer is to rely on his/her own personal insurance resources. All volunteers are strongly urged to obtain their own insurance coverage before participating as a volunteer with **embrella**.

Reference is made to the *Federal Volunteer Protection Act of 1997* (as amended). Questions concerning insurance should be brought to the attention of the **embrella** contact.

11.2 Change of Information

A registered volunteer must contact their **embrella** contact immediately if during the course of volunteer service, a change in volunteer status, emergency contact information, a change in name, address, e-mail address or phone number occurs in order to update the volunteer's records on file with **embrella**.

Any Registered Volunteer who is aware of any change in their personal history that could alter their background check status must notify **embrella** as soon as reasonably possible of any such changes.

11.3 Release and Waiver of Liability

A waiver is essentially a contract between two parties, in which one agrees to forego pursuit of any legal claim in exchange for some benefit conferred by the other party. **embrella** will only accept potential volunteers who have signed a release from liability waiver in return for the opportunity to be an **embrella** volunteer. For adults seeking Registered Volunteer opportunities, the form is entitled, Volunteer Release and Waiver of Liability form. For adults seeking Non-Registered Volunteer opportunities will find a Release and Waiver of Liability contained within the contents of the Volunteer and Guest Sign-In Sheet.

11.4 Safety

Safety is everybody's business and must be given primary importance in every aspect of performing volunteer activities. Volunteers must report all safety hazards, accidents, or injuries immediately no matter how minute they may seem to their **embrella** contact. Also, **embrella's** supervisors must advise staff and volunteers of any equipment or situation that may pose a safety hazard.

11.5 Injury of a Volunteer

In the event of minor injuries to a volunteer, the volunteer will be responsible for deciding the course of treatment. In the event of serious injury or sickness:

- Ensure that the volunteer is out of immediate danger;
- If necessary, contact local emergency responders;
- Contact their **embrella** contact; and
- As soon as reasonably possible, contact the individual listed by the volunteer as the emergency contact person. This information will be found in the volunteer's Emergency Contact form on file with **embrella**.

11.6 Driving

embrella does not maintain insurance coverage for volunteer services which would involve a Volunteer to drive their own personal vehicle

Any Registered Volunteer who voluntarily chooses to drive and use their personal vehicle in order to support **embrella** and its efforts to render services does so not as a Volunteer of **embrella**; but rather, as an individual. Therefore, if a Volunteer should voluntarily choose to use their personal vehicle to support **embrella** and its efforts to render services, then the Volunteer is no longer acting as a Volunteer of **embrella** but as an individual person who is responsible for any damages to their personal vehicle and for any damages caused by the individual while operating their personal vehicle. (which includes any and all personal property damages, medical insurance and care insurance).

All volunteers are strongly urged to review their own insurance coverage and seek out appropriate tax advice on the charitable contribution/donation of services prior to voluntarily choosing to use their personal vehicles to support **embrella** and its efforts to render services.

11.7 Personal Property

embrella does not assume responsibility for loss or damage to a volunteer's personal property and embrella does not reimburse for any losses or damage to personal property resulting from theft, fire, automobile accidents, or any other condition.

12.0 ELECTRONIC AND CONFIDENTIALITY POLICIES

12.1 Internet Services Access and Usage Policy

embrella Internet system exists solely for the purpose of conducting embrella business, and is not intended for personal use.

All electronic data placed on embrella's information system is the property of embrella. Accordingly, Registered Volunteers, Guests and Volunteer Groups should have no expectations of privacy regarding Internet messages (or any other data files residing on embrella -owned hardware), whether sent or received. This includes any files that may be designated as "private," or "confidential" on embrella's application software.

12.2 Electronic Mail (E-Mail) Policy

embrella's e-mail system exists solely for the purpose of conducting embrella business, and is not intended for personal use.

All electronic data placed on embrella's information system is the property of embrella. Accordingly, volunteers should have no expectations of privacy regarding e-mail messages (or any other data files residing on embrella owned hardware), whether sent or received. This includes any files that may be designated as "private" under the embrella's software.

12.3 Media Relations

Registered Volunteers, Guests or Volunteer Groups shall refer all persons working for the press and requesting information to their embrella contact.

12.4 Confidentiality

Registered Volunteers, Guests, Volunteer Groups and all participants embrella events are expected to respect the confidentiality of all materials as it relates to embrella and/or the clients that embrella serves. Volunteer Participants are also requested to honor the privacy of staff and other volunteers, and if it is asked, the volunteer participant's privacy will be respected as well. This includes refraining from posting any confidential material related to embrella, its services, or clients, to social media (including, but not limited to: Twitter, Facebook, Snapchat, Instagram, etc.)

12.5 Photography

embrella complies with the Division of Child Protection & Permanency (CP&P) which prohibits the publication of photos of children in foster care in any media, in order to protect their

identities. CP&P requires all information on resource parents and children in foster care to be kept confidential.

embrella has all rights, title and interest in any and all photographic images and video or audio recordings made by embrella during all events. Registered Volunteers and Guests may be asked to sign a separate release regarding the prohibition on the photography of children.

12.6 Social Media

Under the Division of Child Protection & Permanency (CP&P) participants in embrella events and services may not post photographs or videos of children under the care of CP&P to social media (including but not limited to Twitter, Facebook, Snapchat, Instagram, etc.).