

## **LWAF Volunteer Policy**

<b>Effective Date:</b>	<b>November 11, 2009</b>
<b>Approved by LWAF Board on:</b>	<b>November 11, 2009</b>
<b>Applicability:</b>	<b>All Foundation-sponsored activities</b>
<b>Manager of Responsibility:</b>	<b>Membership and Public Relations Chairman</b>

**Lake Wilderness Arboretum Foundation will proactively recruit volunteers in order to:**

- **Increase our volunteer base,**
- **Maximize the cost-effectiveness of Arboretum Foundation funds,**
- **Increase community awareness and ongoing involvement in the Arboretum and the Arboretum Foundation.**

**Volunteers may be:**

- **Separate individuals working at Foundation-sponsored activities,**
- **Organizations whose members volunteer at the Arboretum as a group and work on Foundation-sponsored activities or on special projects or tasks agreed upon by both the Foundation and the organization,**
- **Part of a Foundation-created volunteer group.**

**The Arboretum Foundation 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.**

**The Foundation is committed to providing a safe and healthy volunteer environment. Smoking is prohibited. Orientation and/or training will be provided to volunteers. Supervision will be provided to all volunteers.**

**Each volunteer must sign a release form prior to volunteering at the Arboretum. The release is effective for the calendar year.**

**Minors must have the written consent of a parent or guardian prior to volunteering. Tasks assigned to minors will be performed in a non-hazardous environment and will comply with all appropriate requirements of child labor laws.**

**Volunteers may be asked to consent to a background criminal check. The results will be kept confidential. The Foundation reserves the right not to accept volunteers whose background and/or behaviors is not consistent with our bylaws, policies, and procedures.**

## **LWAF Volunteer Policy**

The Foundation is committed to providing scheduled events for volunteer opportunities. All projects will be pre-approved by the Arboretum Board or, in their stead, the Board president. Each project should have a time line, a roster of duties and a supervisor.

Service groups, schools, businesses, unaffiliated groups and other 501c3 organizations are welcome to support the Arboretum with specific projects or tasks that can be arranged by contacting a Foundation board member. At the discretion of the Board, involvement by an organization at the Arboretum may require a Memorandum of Understanding (MOU) between the Foundation and the volunteer organization. The MOU would define the responsibilities of each organization in regards to the volunteer activities being performed by the volunteer organization at the Arboretum.

The Foundation may choose to establish volunteer groups under the auspices of the Foundation Board. These groups shall be established upon approval by the Board of a written charter for that group.

Volunteers will receive specific on-the-job training to provide them with the information and skill necessary to complete their project.

The Membership and Public Relations Committee will be responsible for assigning a volunteer coordinator to facilitate volunteer recruitment and involvement and oversee this policy.

The volunteer coordinator, as requested by project managers, committee chairman, and work party leaders, will help staff Arboretum activities with volunteer labor.

The volunteer coordinator shall provide a means of collecting and maintaining a record of volunteer hours expended at the Arboretum.

Each month, the volunteer coordinator shall present to the Board a summary of volunteer hours expended during the past month and during the budget year thus far.

The Foundation will insure that volunteers are recognized and thanked for their efforts.

### **Revision Log**

**11/14/2009:**

- Identified different types of volunteer groups and individuals
- Added requirement for MOU and group charter in some cases