

The following template is provided for reference purposes only. Please ensure that all final documentation is reviewed and approved by your organization's board or leadership team to ensure compliance with all applicable policies, procedures, and legal requirements.

[ORGANIZATION NAME] EMPLOYEE HANDBOOK

Welcome to [Organization Name]!

Dear Volunteer,

Thank you for choosing to volunteer with [Organization Name]. We are thrilled to have you join our team and contribute your time and talents to support our mission. This handbook will provide you with important information about our organization, your role as a volunteer, and the policies and procedures we have in place to ensure a safe and rewarding experience for everyone.

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EXAMPLE

1. ABOUT [ORGANIZATION NAME]

Mission Statement

[Organization Name] is dedicated to [briefly describe the mission and purpose of the organization].

History

Founded in [year], [Organization Name] has been [briefly describe the history and key milestones of the organization].

Our Programs and Services

We offer a variety of programs and services, including:

- [Program/Service 1]
- [Program/Service 2]
- [Program/Service 3]

2. VOLUNTEER POLICIES

Equal Opportunity Policy

[Organization Name] is committed to providing equal opportunities for all volunteers. We do not discriminate based on race, color, religion, gender, national origin, age, disability, or any other protected status.

Code of Conduct

As a volunteer, you are expected to:

- Treat all individuals with respect and dignity.
- Act with integrity and honesty.
- Maintain confidentiality of sensitive information.
- Follow all organizational policies and procedures.

Confidentiality Agreement

Volunteers must agree to maintain the confidentiality of all proprietary and personal information they may have access to during their service.

3. VOLUNTEER ROLES AND RESPONSIBILITIES

Overview of Volunteer Opportunities

Volunteers can participate in a variety of roles, including:

- Event Support
- Administrative Assistance
- Program Delivery
- Community Outreach

Expectations and Responsibilities

Volunteers are expected to:

- Attend orientation and training sessions.
- Commit to a regular schedule.
- Communicate any changes in availability.
- Complete assigned tasks to the best of their ability.

Training and Orientation

All volunteers are required to attend an orientation session and any necessary training specific to their roles.

4. VOLUNTEER PROCEDURES

Application and Screening Process

Prospective volunteers must complete an application form and participate in an interview process. Background checks may be required for certain roles.

Scheduling and Time Commitment

Volunteers are asked to commit to a regular schedule. Shifts and hours will be coordinated with the volunteer coordinator.

Attendance and Absence Policy

If you are unable to attend a scheduled shift, please notify the volunteer coordinator as soon as possible.

Record Keeping and Reporting

Volunteers are required to sign in and out for each shift and maintain accurate records of their hours worked.

5. HEALTH AND SAFETY

Safety Guidelines

Your safety is our priority. Please follow these guidelines:

- Be aware of your surroundings.
- Report any hazards or unsafe conditions.
- Follow emergency procedures as outlined during orientation.

Emergency Procedures

In case of an emergency, follow these steps:

- [Step 1]
- [Step 2]
- [Step 3]

Accident Reporting

Report any accidents or injuries immediately to the volunteer coordinator.

6. COMMUNICATION AND FEEDBACK

Communication Channels

For questions or concerns, you can contact:

- Volunteer Coordinator: [Name, Email, Phone Number]

Feedback and Evaluation

We value your feedback. Please participate in regular evaluations and provide suggestions for improvement.

Problem Resolution

If you encounter any issues, please follow this procedure:

- [Step 1]
- [Step 2]
- [Step 3]

7. RECOGNITION AND BENEFITS

Volunteer Recognition Program

We recognize and celebrate our volunteers through:

- Annual Volunteer Appreciation Events
- Volunteer of the Month Awards
- Certificates of Appreciation

Benefits of Volunteering

As a volunteer, you will gain:

- Valuable experience and skills
- Networking opportunities
- A sense of fulfillment and contribution to the community

8. VOLUNTEER AGREEMENT

Volunteer Commitment

I, [Volunteer Name], agree to abide by the policies and procedures outlined in this handbook and commit to my role as a volunteer at [Organization Name].

Volunteer Signature: _____ **Date:** _____

Coordinator Signature: _____ **Date:** _____

Thank you for being a part of [Organization Name]! Your dedication and hard work make a difference in our community.