

Title: SANTA ROSA PLATEAU FOUNDATION -
VOLUNTEER MANAGEMENT

Policy: The Santa Rosa Plateau Foundation (SRPF) sees its Foundation Volunteer Network as a link between the Santa Rosa Plateau Ecological Reserve (SRPER), the community and the SRPF. SRPF has worked in collaboration with volunteers for many years and values their important contributions and commitment. The volunteer program will be effectively managed to ensure volunteers receive the full benefit of their contribution and that the mission of the SRPF is fulfilled.

Purpose:

- 1.) To recruit and manage a volunteer base to assist the SRPF with its fundraising activities.
- 2.) To establish, implement and maintain a Volunteer Hours/Awards Program for the purpose of volunteer recognition.
- 3.) To historically substantiate accurate volunteer time records for award, insurance and liability purposes.
- 4.) To cultivate the volunteer base as a source of new members and Board of Director candidates.
- 5.) To hold an annual volunteer recognition event.

Scope: Will apply to all aspects of volunteer recruitment and management. Policy to be included in Board and Volunteer Training workshops.

1.0 RECRUITMENT

1.1 General

People come to the SRPF with a vast range of experiences, expectations and skills. Some are very clear about the work they wish to undertake, some are more flexible and undertake tasks at many different levels. Some volunteers use their work here as a stepping-stone into the workforce, while others are content to contribute solely in a voluntary capacity.

In placing a volunteer it is important to recognize these different expectations and how each might contribute to meeting the needs of the organization, the community and the individual.

1.2 Recruitment Policy

SRPF's recruitment policy is driven by the purpose of the FVP which is to fulfill the needs of our organization and the expectations of our volunteers. The SRPF applies the principles of equal opportunity to its recruitment processes and will not withhold a volunteer job on the basis of race, age, gender, religion or sexual orientation.

Volunteers are recruited using a variety of vehicles including but not limited to announcements in newspapers, web postings, email blasts, SRPF newsletter and community bulletin board postings.

1.3 Application/Interview

All volunteer candidates are required to complete a Volunteer Application and sign a Liability and Medical Release form. Applications are available at the Visitor's Center at the Santa Rosa Plateau Ecological Reserve, on the SRPF website and from the SRPF Volunteer Coordinator.

An interview will be conducted with the volunteer candidate by SRPF staff.

The purpose of the interview will be:

- Determine what brought them to the SRPF.
- Discuss any particular expectations regarding volunteering.
- Get to know them i.e. their background, what they are doing now.
- Determine their availability.
- Update them on SRPF and its work by sharing the background of SRPF and current priorities.
- Talk about the areas in which volunteers can work and the type of work they can do.
- Talk about expected commitment from volunteers.
- Ask about any special needs or limitations SRPF ought to be aware of.
- Discuss their suitability for SRPF and SRPF's suitability for them.

Volunteers may be asked to bring a current resume with them to this meeting.

Application forms should be completed prior to the interview, however, assistance is available at the interview should any difficulties be encountered while answering the questions.

1.4 References/Vetting Process

The volunteer work associated with the Santa Rosa Plateau Foundation fundraising activities does not include direct hands-on assignments working with children. However, the SRPF is committed to volunteer recruitment principles that ensure the safety and security of the public and staff associated with the SRPF and the SRPER, the integrity of the SRPF and its community relationships. It is critical that volunteers maintain the highest standards of conduct and professionalism at all times.

Volunteers will receive a Volunteer Manual which includes a Code of Conduct by which each volunteer will be required to abide by.

The SRPF reserves the right to ask for, and contact, references related to the candidate's previous volunteer experiences. Volunteers are required to sign a Liability and Medical Release form and failure to do so will eliminate the candidate from the volunteer consideration. Should a volunteer's conduct be incongruent with the FVP's Code of Conduct, or adversely affect the integrity and reputation of the SRPF, the volunteer will not be allowed to continue with the SRPF. The process of intervention and notification is described in the Volunteer Manual under "Inappropriate Behavior and Volunteer Dismissal".

1.5 Volunteer Position Descriptions

SRPF does not have a typical volunteer or position job description. However, individual or group trainings will be conducted prior to volunteer assignments. Certain tasks or assignments may have step-by-step procedures which will be made available at the volunteer training sessions.

1.6 Volunteer Manual

A volunteer manual will be made available to all candidates for review and given to all accepted volunteers. Volunteers will sign that they have received, read and understand its contents.

2.0 VOLUNTEER HOURS/AWARDS PROGRAM

2.1 General

The purpose of maintaining time records is to provide SRPF with accurate records of volunteer activities. SRPF uses these records to reward volunteers when reaching significant time thresholds. The approved time record is an historic accounting of a sanctioned activity and serves to substantiate insurance, liability and award information.

2.1 Time Sheets

- The Volunteer Coordinator will ensure that all volunteers receive a time sheet.
- Time records will include travel time and actual hours on assignment.
- Time sheets are also posted on the Volunteer page on the SRPF website (srpf.org).
- All time sheets must be dated and signed by the volunteer and turned into the Volunteer Coordinator.
- The Volunteer Coordinator will maintain the accumulative record of volunteer hours in the form of an Excel spread sheet or any other appropriate and easily accessible format.
- The Volunteer Coordinator will inform the SRPF Executive Director when the hourly thresholds are met.
- The Volunteer Coordinator will maintain a hard copy file for each volunteer to include their signed timesheets along with their volunteer application.
- Each volunteer can request a record of their volunteer time for any given period.

2.2 Hourly Threshold Awards

Hourly thresholds are accumulative from the date of application. The volunteer will remain an “active volunteer” as long as they complete at least 3 hours of volunteer service per month, or accumulate 36 hours within a year.

Annual award to be completed within one year:

- 36 hours = Pin

Accumulative awards from date of Volunteer Application:

- 100 hours = Pin and Hat
- 250 hours= Pin and SRPF Silver Oak Membership
- 500 hours= Pin and name submitted for Riverside County Volunteer of the Year Award
- 1000 hours= Pin and SRPER Jacket

3.0 Annual Volunteer Recognition Event

The SRPF Board of Directors will annually budget and produce a Volunteer Recognition and Awards event. Those volunteers who have reached the hourly thresholds will be recognized and presented with the coinciding award.