



FOCUS Ministries Volunteer Agreement

These are detailed policies regarding volunteers at FOCUS Ministries, Inc. These policies cover the definition of a volunteer, confidentiality, copyright issues, inappropriate communications, when volunteers can represent the Ministry, online safety, ending your role and the dismissal of a volunteer.

Purpose of Volunteer Policies

These policies are written to provide overall guidance and direction to volunteers engaged in volunteer involvement and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personal agreement. Our Ministry reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the FOCUS Board and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the FOCUS Board.

Definition of ‘Volunteer’

A “Volunteer” is anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of the Ministry. A “volunteer” must be officially accepted and enrolled by the Ministry prior to performance of the task. Unless specifically stated, volunteers shall not be considered as “employees” of the ministry.

“Mandatory” Service

FOCUS Ministry also accepts as volunteers those participating in student intern projects, corporate volunteer programs, student community service projects and other volunteer referral programs. In each of these cases, however, a written agreement must be in effect with the organization, school or program from whom the special case volunteers originate and this agreement must identify responsibility for management and care of the volunteers. This agreement must be reached in writing before the volunteer begins an assignment, and it is the responsibility of the volunteer to secure this agreement with the appropriate organization.

Service at the Discretion of the Ministry

FOCUS Ministries accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Ministry. Volunteers agree that the Ministry may at any time, for whatever reason, decide to terminate the volunteer’s relationship with the ministry.

The volunteer may at any time, for whatever reason, decide to sever their relationship with the ministry. Notice of such a decision should be communicated as soon as possible, in writing, to the volunteer’s Project Manager.

Representing FOCUS Ministries

Volunteers are asked not to contact organizations or individuals on behalf of the ministry unless they are given express written or verbal directions to do so by the Project Manager or other FOCUS supervisory staff. Prior to any action or statements which might significantly affect or obligate the ministry, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of the ministry as specifically indicated within their job descriptions and only to the extent of such written specifications.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving at FOCUS Ministries, whether this information involves staff, volunteer, client or other person or involves overall ministry business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the ministry or other corrective action.

Copyright/Ownership Issues

_____ (name of volunteer) hereby grants non-exclusive permission to FOCUS Ministries for use of any materials produced, including graphics materials, articles, web page designs, narratives, research, compilations, instructional texts, etc., becomes the property of FOCUS Ministries upon submission. Volunteers will receive credit for these and other contributions where applicable

Contacting other Volunteers

Occasionally, volunteers will need to contact other volunteers with regard to their activities with the ministry. We expect all such communications among volunteers to be connected through the FOCUS email address assigned to the project and that all general netiquette guidelines are followed. The Project Manager will not share contact information about a volunteer with another volunteer without the express consent of all parties involved. We encourage volunteers to use common sense when communicating with other volunteers - or anyone – online. We suggest you follow this rule: don't reveal anything about yourself online to someone that you would not feel comfortable revealing to a stranger you met on the street.

Inappropriate Communications

If at any point you receive any email you feel is inappropriate, for any reason and you believe you have received it in conjunction with your involvement with the ministry, please forward the email and other details about the communication to your Project Manager.

Guidelines for Project Expenditures

Expenses must be approved by your Project Manager before the money is spent. All receipts must be presented as the money is spent to add to the budget for the project. Reimbursement will be made monthly.

Online Safety

The safety of our volunteers is important to us. To that end, FOCUS Ministries will not release a volunteer's phone number, personal email or other personal information to anyone outside of our organization or to other volunteers without that volunteer's written permission to do so.

The nature of volunteering and conducting many of your tasks online means a lot of contact between computers: emails, attachments, transfers of files, etc. Because of this interaction, volunteers and organizations can be at risk for transmitting computer viruses between each other. All volunteers should have anti-virus software installed on any computer they use in conjunctions with the ministry. You are expected to update this software regularly. Likewise, FOCUS has anti-virus software on its computer systems, and updates this software regularly. Computer virus protection for your own computer is your responsibility.

Ending Your Volunteer Role

You can cease volunteering with FOCUS Ministries upon the completion of any assignment, or when you are not currently engaged in an assignment. You may stay subscribed to the email lists as long as you wish, regardless of your volunteering status with the ministry. Unsubscribing to the Constant Contact list, however, means you are no longer volunteering with FOCUS; if you unsubscribe, please send us an email to let us know that you will no longer be volunteering with us and why.

Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of the ministry or who fail to satisfactorily perform their volunteer assignments are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff. Possible grounds for dismissal may include, but are not limited to, the following: refusal to sign the Non-Compete Agreement, gross misconduct or insubordination, theft of property or misuse of ministry materials, abuse or mistreatment of clients, staff or other volunteers, failure to abide by ministry policies and procedure, and failure to satisfactorily perform assigned duties.

Volunteer's Signature

Date