



# ESTHER FUNDS FOUNDATION

## NATIONAL VOLUNTEER MANAGEMENT POLICY

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Effective Date: May 8, 2025

Applies To: All volunteers, chapter leaders, service coordinators, and advisors

### 1. Purpose

1.1 This policy establishes the standards, expectations, and responsibilities for managing volunteers under the Esther Funds Foundation (EFF).

1.2 Volunteers are an essential part of EFF's mission to prevent college dropouts through service, faith, and outreach.

1.3 This policy ensures consistency, transparency, and accountability in how volunteers are engaged, supervised, and recognized across all chapters.

### 2. Eligibility & Requirements

2.1 All EFF volunteers must:

- a. Be 18 years of age or older
- b. Sign the official Volunteer Liability and Confidentiality Form
- c. Acknowledge and agree to follow the EFF Code of Conduct
- d. Participate in any required training, orientation, or service briefings

2.2 Volunteers must be registered through one of the following:

- a. Official event sign-in sheet or QR form
- b. Campus portal listing approved by EFF chapter
- c. Submission through Join It, if applicable

### 3. Role of the Chapter Volunteer Manager

3.1 Each chapter must appoint a Volunteer Manager or designate an executive officer to oversee the following:

- Maintain an active list of all chapter volunteers
- Track and calculate volunteer hours per event

- Submit a Volunteer Impact Report to National Headquarters at the end of each semester

### 3.2 Reports must include:

- a. Total number of volunteers
- b. Events served and hours completed
- c. Names of volunteers earning certificates or awards
- d. Summary of overall community impact

## 4. Service Hour Guidelines

### 4.1 Volunteer hours may be awarded for:

- a. EFF-led community service and donation drives
- b. Event setup and breakdown
- c. Packing kits, writing letters, or participating in outreach
- d. Chapter-led Bible studies, workshops, or peer mentoring (if actively contributing)

### 4.2 Volunteer hours will not be awarded for:

- a. Passive attendance at meetings
- b. Missed or incomplete service tasks
- c. Personal errands, social gatherings, or non-mission-related tasks

### 4.3 Hours must be documented immediately after each event through one of the following:

- Google Sheets, Airtable, or chapter log
- Screenshots of attendance or QR code responses
- Email confirmation from event lead or advisor

## 5. Group Service & Verification

### 5.1 For group submissions, the Volunteer Manager must:

- Provide a roster of all names and total time served
- Attach visual documentation (photos, flyers, screenshots)
- Ensure accuracy before submitting to Headquarters

### 5.2 Chapters may request official volunteer hour certificates from HQ for standout members.

## 6. Volunteer Conduct & Dismissal

### 6.1 All volunteers are expected to uphold the EFF standard of excellence, including:

- Christ-like attitude
- Respect for leadership and other volunteers

- Punctuality and follow-through

6.2 Volunteers may be removed at any time for:

- Inappropriate behavior or violations of the Code of Conduct
- Repeated absence or unreliability
- Unsafe, disruptive, or uncooperative behavior at events

6.3 Chapter leaders must report any incident of misconduct involving a volunteer to their advisor and EFF Headquarters within 24 hours.

## **7. Semester Reporting Requirements**

7.1 Volunteer Managers must submit a full Volunteer Impact Report by:

- Fall Deadline: December 15
- Spring Deadline: May 8

Reports are submitted to: [info@estherfundsfoundation.org](mailto:info@estherfundsfoundation.org)

7.2 Failure to submit volunteer records may result in:

- Loss of recognition eligibility
- Chapter non-compliance notice
- Inability to request national service hour awards

## **8. Recognition & Awards**

8.1 Chapters are encouraged to recognize top volunteers each semester through:

- Volunteer of the Month posts
- End-of-semester certificates
- National shout-outs during EFF events or campaigns

8.2 National Headquarters may also select Top 10 Volunteers annually based on chapter reports and impact stories.

## **9. Liability & Waiver**

9.1 All volunteers must sign the EFF Volunteer Liability Waiver before participating in any in-person service event.

9.2 EFF is not liable for injuries, accidents, or damages that occur due to negligence, unsafe behavior, or third-party facilities.

9.3 Participation in volunteer activities is at the individual's own risk and discretion.

## **10. Policy Enforcement**

10.1 Chapters failing to maintain a proper volunteer management system may be placed on probation and required to complete a corrective action plan.

10.2 Advisors and National Officers reserve the right to audit chapter logs, service submissions, and reports at any time.

Questions or concerns?

✉ Email: [info@estherfundsfoundation.org](mailto:info@estherfundsfoundation.org)

🌐 Visit: [www.estherfundsfoundation.org](http://www.estherfundsfoundation.org)

# Volunteer Acknowledgment & Liability Waiver

Esther Funds Foundation | National Headquarters

Required for All Event Volunteers and Chapter Service Participants

## Volunteer Information

Full Name: \_\_\_\_\_

University / Chapter (if applicable): \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ (Must be 18+)

## Acknowledgment & Consent

By signing this form, I acknowledge and agree to the following:

1. I have read and understood the **Esther Funds Foundation National Volunteer Management Policy** in full.
2. I am **18 years of age or older** and understand that I am participating in EFF service events and volunteer opportunities at my own discretion.
3. I agree to uphold all responsibilities, conduct expectations, and service hour guidelines as outlined in the national policy.
4. I understand that **Esther Funds Foundation is not liable** for any injury, loss, or damage sustained during my participation in service events or volunteer activities.
5. I release Esther Funds Foundation, its officers, advisors, chapters, and affiliates from any legal or financial liability related to my volunteer participation.
6. I agree to represent EFF with integrity, professionalism, and respect in all service-related settings.

## Signature

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## For Chapter Use Only:

Event or Service Type: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Approved by Chapter Advisor: ☐ Yes ☐ No

Submitted to HQ: ☐ Yes ☐ No

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