

# **Crazy by Chiari**

## **Volunteer Policy**

### **1. Purpose**

The purpose of this Volunteer Policy is to outline the roles, responsibilities, and expectations for volunteers at **Crazy by Chiari**. This policy serves as a guide for volunteers, ensuring a positive and productive volunteer experience while aligning with our organization's mission and values.

### **2. Definition of Volunteers**

Volunteers at **Crazy by Chiari** are individuals who freely contribute their time, skills, and energy to support our mission without receiving financial compensation or benefits beyond reimbursement of approved expenses.

### **3. Volunteer Roles and Responsibilities**

3.1. **Commitment to the Mission:** Volunteers are expected to support and uphold the mission, values, and goals of **Crazy by Chiari**.

3.2. **Attendance and Punctuality:** Volunteers are responsible for attending scheduled shifts, meetings, or events on time. In case of unavoidable absences, volunteers must notify their supervisor or the designated contact person in advance.

3.3. **Duties and Tasks:** Volunteers shall perform their assigned duties and tasks to the best of their abilities and in accordance with guidelines provided by their supervisor.

3.4. **Confidentiality:** Volunteers may have access to sensitive information about the organization, clients, or other volunteers. They must maintain the confidentiality of such information.

3.5. **Professional Conduct:** Volunteers shall conduct themselves with professionalism, respect, and courtesy towards clients, staff, other volunteers, and the public. Discriminatory, harassing, or offensive behavior will not be tolerated.

3.6. **Safety:** Volunteers must follow safety procedures and guidelines to ensure their own safety and the safety of others.

### **4. Orientation and Training**

4.1. All volunteers will receive orientation and training relevant to their roles. This may include an overview of the organization, policies, procedures, and specific job-related training.

4.2. Volunteers are encouraged to ask questions and seek clarification if they do

not understand any aspect of their roles or responsibilities.

## **5. Volunteer Supervision and Support**

5.1. Volunteers will have a designated supervisor or point of contact who will provide guidance, support, and feedback.

5.2. Volunteers are encouraged to communicate regularly with their supervisor, report any challenges or concerns, and seek assistance when needed.

## **6. Volunteer Recognition and Appreciation**

6.1. **Crazy by Chiari** acknowledges the valuable contributions of volunteers and will provide recognition and appreciation for their efforts through various means, such as thank-you notes, certificates, events, or other forms of acknowledgment.

## **7. Expense Reimbursement**

7.1. Volunteers may be eligible for reimbursement of pre-approved expenses related to their volunteer activities. Procedures for expense reimbursement will be provided upon request.

## **8. Grievance Procedure**

8.1. **Crazy by Chiari** has established a grievance procedure for volunteers to address concerns, conflicts, or disputes. Volunteers are encouraged to follow this procedure if they encounter issues during their service.

## **9. Termination of Volunteer Service**

9.1. **Crazy by Chiari** reserves the right to terminate a volunteer's service if they fail to adhere to this policy or engage in conduct that is detrimental to the organization's mission or reputation.

## **10. Review and Amendments**

10.1. This Volunteer Policy shall be reviewed periodically and may be amended as necessary to ensure its continued relevance and effectiveness.

## **11. Acknowledgment**

By volunteering with **Crazy by Chiari** volunteers acknowledge their commitment to adhere to the principles and standards outlined in this policy.

**Crazy by Chiari**

Date of Policy Adoption: 1/15/25