

**SNUG HARBOR OWNER'S ASSOCIATION
BOARD OF GOVERNORS
Hertford, North Carolina**

SUBJECT: VOLUNTEERS		
PRESIDENT: TONI CACACE-BESHEARS		EFFECTIVE:
SECRETARY: CHRISTINE CAMILLERI		LAST REVISION:
DIVISION	BOARD OF GOVERNORS	

PURPOSE: In order to assist in keeping Snug Harbor a great place to live and play, the use of volunteers are a great way to utilize resources. In order to meet the volunteer definition as listed in our insurance policy and to insure proper coverage the following guidelines need to be followed.

DEFINITION (Snug Harbor added as the Named Entity): Volunteer worker means a person who (1) is not an **Employee** or independent contractor of the **Named Entity** (Snug Harbor) or any **Subsidiary**; (2) donates his or her work and is not paid a fee, salary or other compensation by the **Named Entity** (Snug Harbor) or any **Subsidiary** or anyone else for the work he or she performs for the **Named Entity** (Snug Harbor) or any **Subsidiary**; and (3) acts at the direction of and within the scope of duties determined by the **Named Entity** (Snug Harbor) or any **Subsidiary**.

PROCESS: When a board member has a project or someone is asking to do a project the following should occur:

1. If the project is something that is in the normal course of operations, such as cutting grass, clearing debris after a storm, etc. Then volunteers can be solicited without the board having to vote on a project.
2. If the project is not something already discussed and agreed upon by the board, a board vote on the project should take place.

Once a volunteer and a project have been discussed with the board member or voted on by the board the following should be done to insure that we have the documentation.

1. Using the Volunteer log, ALL volunteer projects need to be logged. In order for our insurance to cover any issue that might arise, documentation that the board member has acknowledged and given direction within the scope of duties.
2. The log should record essential data such as volunteer name, volunteer email, volunteer activity, check in time, check out time, and hours worked. This information can help you better manage your volunteers and keep your data organized. (See Volunteer Log)

Other than the liability issue, there are more benefits of logging Volunteer Hours.

- **Understand the Value of Volunteers.** By tracking volunteer hours, your organization can place a value on the services your volunteers provide. The current national value of the volunteer hour is \$27.20. Logging volunteer hours helps organizations like yours measure and report just how important and valuable their services are to your community.

- **Demonstrate Accountability.** Some community partners may require their volunteers' hours logged in an official capacity on behalf of the host organization. A volunteer hour log authorized by the organization or supervisor is a common tool shared between community partnerships like these.
- **Improve Volunteer Program ROI.** Your volunteer program's return on investment is partly measured by the number of hours your volunteers contribute. When you log volunteer hours, you can learn your volunteer program's return on investment and therefore take steps to improve it.
- **Share Program Impact.** It's important to show donors, volunteers, stakeholders, and community members that your organization is making a real difference. Your organization can track and report on volunteer hours to show your community that you're having an impact and delivering on your mission.
- **Win Grants.** Most nonprofits rely on grants and other outside funding, and many granting-giving foundations require these organizations to track and report on volunteer contributions. By logging volunteer hours, you're more likely to secure the necessary funding.

Keeping track of volunteer hours is critical for many reasons. Not only can it help manage your volunteers and what opportunities they're participating in, but it ensures you have a concrete resource of what your organization and volunteer program has accomplished.

Volunteer tracking form should be turned into the Vice President every two weeks. The Vice President can track the hours and write the Thank you notes.

Snug Harbor Project Participation Form

Please provide the following information:

Name/Contact Information

- Best way to contact you

Project Interest

- Specify the project you wish to contribute to.

Availability

- List the days you are available.

- Indicate your preferred hours for participation.

Work Preferences

- Outline your preferred working style or tasks.

Tool Access

- Detail which relevant tools and resources you have available.

Submit the completed form to help us match you with the best-suited project opportunity.