



Volunteer Policies and Procedures

1. Disclaimer for Volunteers

There shall be no discrimination against an otherwise qualified volunteer by reason of disability or on the basis of age. Furthermore, there shall be no discrimination on the basis of race, colour, gender, creed, national origin, citizenship, sexual orientation, religion, marital status, veteran status or socioeconomic status.

However, Word and Action Inc, reserves the right to refuse services at any time from any volunteer or volunteer applicant.

2. Recruitment

Each volunteer will be given a written position description detailing standards that define specific responsibilities, expectations and terms of appointment.

Volunteers Must:

- Be at least 16 years of age and provide proof of age.
- Complete a written volunteer contract and contact information sheet.
- Sign an Affidavit of Good Moral Standings.
- Sign a confidentiality form agreeing to keep all information pertaining to Word and Action Inc confidential. (This includes but is not limited to information regarding members and clients of Word and Action Inc.)
- Assist in fundraising events and community outreach events conducting themselves in an appropriate and acceptable manner.

3. Responsibility

A Volunteer's responsibilities are but not limited to distributing flyers and contact information regarding Word and Action, greeting guests at fundraising events, assisting in fundraising events, engaging guests and encouraging guests to sign up for other events and email lists.

4. Training

Word and Action Inc will provide training opportunities for all volunteers. Certificates will be provided.

5. Advantages

The advantages of becoming a volunteer with Word and Action Inc include support in their position, training opportunities, and other learning opportunities. Volunteers are encouraged to enhance and develop their skills while serving with Word and Action by attending trainings that may aide in broadening their knowledge and through new assignments that may lead to new volunteer positions involving additional and/or greater responsibilities. Other advantages for volunteers include community service hours and references upon request.

6. Appointment

There is not a maximum or minimum amount of time a volunteer can serve as a volunteer with Word and Action.