**NON-PROFIT VOLUNTEER HANDBOOK**

**TEMPLATE**

VOLUNTEER HANDBOOK

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

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| **PREPARED BY** |  | **TITLE** |  | **DATE** |  |
| **APPROVED BY** |  | **TITLE** |  | **DATE** |  |

| VERSION HISTORY |
| --- |
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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# WELCOME

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# PURPOSE OF THIS HANDBOOK

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# VISION STATEMENT AND ORGANIZATIONAL CULTURE

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# MISSION STATEMENT

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# GUIDING VALUES AND HISTORY

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# GENERAL VOLUNTEER INFORMATION

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# FINANCIALS AND FUNDING STATUS

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# STANDARDS OF CONDUCT

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# ENDING VOLUNTEER SERVICE

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# BOARD OF DIRECTORS

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# VOLUNTEER SCHEDULES

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# BREAK POLICY

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# TRAVEL GUIDELINES

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# ATTENDANCE POLICY

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# DRESS CODE

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# PERSONNEL FILES

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# COMPUTER AND USE OF TECHNOLOGY POLICY

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# SOCIAL MEDIA POLICY

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# MEDIA AND COMMUNICATIONS POLICY

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# PRIVACY POLICY

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# PROBLEM SOLVING PROCEDURE

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# DISCIPLINARY PRACTICES AND DISPUTE RESOLUTION

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# EXPENSE ACCOUNT

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# CONFIDENTIALITY AGREEMENT

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# VOLUNTEER SAFETY AND SECURITY

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# POLICY AGAINST DISCRIMINATION

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# POLICY AGAINST HARASSMENT

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# POLICY AGAINST SEXUAL HARASSMENT

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# SMOKING

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# SOLICITATION

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# ALCOHOL AND SUBSTANCE ABUSE

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# VOLUNTEERS AS CLIENTS

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# VOLUNTEER’S CODE OF CONDUCT

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# VOLUNTEER ACTIVITY DESCRIPTION

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# glossary

*Optional*

| TERM | DEFINITION |
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# Appendix

| DOCUMENT NAME | DESCRIPTION | LOCATION |
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# CHANGES IN POLICY STATEMENT

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| **EMPLOYEE SIGNATURE** | **DATE** |
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# CONFIDENTIALITY AGREEMENT

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| **EMPLOYEE SIGNATURE** | **DATE** |
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# ACKNOWLEDGEMENT OF HANDBOOK WITH signature

The signature below serves to verify the employee has received, has read, and understands the Employee Handbook.

|  |  |
| --- | --- |
| **EMPLOYEE SIGNATURE** | **DATE** |
|   |   |
| **MANAGER SIGNATURE** | **DATE** |
|   |   |

# EMERGENCY CONTACT INFORMATION

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| --- | --- | --- | --- |
| **NAME** |  | **RELATIONSHIP** |  |
| **MAILING ADDRESS** |  |
| **PHONE 1** |  | **PHONE 2** |  | **PHONE 3** |  |
|  |
| **NAME** |  | **RELATIONSHIP** |  |
| **MAILING ADDRESS** |  |
| **PHONE 1** |  | **PHONE 2** |  | **PHONE 3** |  |
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| **NAME** |  | **RELATIONSHIP** |  |
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