

WELCOME HOME HOUSING

Volunteer Policies & Procedures

and

Forms:

Information Sheet for WHH Volunteers

Claim for Reimbursement

Volunteer Waiver, Release & Indemnity Agreement

(Section 8)

Advertising

The organization's newsletter and website will advertise for volunteers. Volunteer requests will also be posted at the Volunteer Bureau. Occasional articles will be submitted to NAMI Sacramento for printing in their newsletter.

Applications

Volunteers will be asked to complete a volunteer application/information sheet.

Areas of Duties

Volunteers will be enlisted for duties included but not limited to teaching cooking, cleaning, driving and fundraising.

Compensation

Volunteer positions are not compensated unless compensation has been approved by the Board in advance.

Documentation

Volunteers will be required to complete the volunteer application/information sheet which will be maintained in their volunteer file. An up to date driver's license and proof of insurance will also be required and will be maintained in the volunteer's file.

Expense Reimbursements

Volunteers may request reimbursements for expenses. Reimbursements are at the discretion of the Board and should be discussed with the Executive Program Director or Board before the expense is incurred. Commonly approved reimbursements will include mileage. Volunteer must submit reimbursement form to Treasurer.

Medications

Volunteers or staff are not allowed to administer or purchase any medications, including over the counter drugs, for the residents. Volunteers may drive a resident to the store so they may purchase their own medications.

Qualifications

All volunteers should have an interest in supporting persons with mental illness or expertise required by the organization. Qualifications will be deemed satisfactory by the Executive Program Director.

Recommendations

Recommendations for volunteerism are not required.

Resignation

Volunteers are asked to give advanced notice of resignation from their position.

Screening

Executive Program Director will be responsible for screening all prospective volunteers.

Termination

Volunteers may be terminated for behavior deemed inappropriate by the Executive Program Director.

Time Commitment

No minimum time commitment will be required for volunteers.

Time Keeping

Time tracking for volunteers is not required. However, once a volunteer signs up for a time slot, they are to let the Executive Program Director know if they cannot fulfill their commitment.

Time and Mileage keeping

Time and mileage tracking is not required, but may be submitted on a reimbursement form which will be signed by the Treasurer for tax write off purposes.

INFORMATION SHEET FOR WELCOME HOME HOUSING VOLUNTEERS

Name _____

Address _____

City _____ Zip _____

Phone # _____ Cell phone _____

Email address _____

Driver's license # _____ expiration date _____

Car insurance company and policy# _____

Volunteer positions

Mentor/cooking coach _____

Availability _____

Driving _____

Availability _____

Fundraising (Antique Evaluation Day (Fall) & Big Day of Giving (May))

Newsletter _____

Webmaster _____

Board member _____

Officer _____

Handyman _____

Other _____

Do you have any physical or medical limitations we should know about and take into account? _____

Who should we call in case of an emergency _____ # _____

Welcome Home Housing

Claim for Reimbursement

To: Treasurer

Date: _____

From (name): _____

Name of budgeted area for which funds were spent: _____

How were funds distributed between houses? Original itemized receipts must be attached.

Itemize Receipt breakdown:

Item	date	amount	house
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If no receipts, please explain:

Gas Mileage _____ at 14c a mile _____ Dates and Purpose of trip.

Total = \$ _____

Signature

Address of check recipient: _____

I am donating the above to WHH. Signed _____

Acknowledgement of donation: Signed by treasurer _____

Volunteer Waiver, Release, and Indemnity Agreement
between
Welcome Home Housing
and

(herein the “volunteer”)

This document sets forth the responsibilities and understandings of the volunteer and of Welcome Home Housing (WHH) regarding the volunteer’s participation in the services and programs of WHH. To the extent of inconsistency of any statement or provision of this Agreement, with the By-Laws of WHH, the By-Laws shall prevail. Specifically, this Agreement shall not apply to actions or omissions of a member of the Board of Directors while acting in that capacity, or of an employee during the course and scope of employment. (Art. VI, Sec. 6, and Art. VIII.)

1. The volunteer is not an employee or agent of WHH, and is neither required nor compelled to perform services for WHH. Rather, the volunteer performs such services of his or her own free will, without promise, expectation, or receipt of remuneration.
2. If the volunteer is under the age of 18, the volunteer may participate in the services or programs of WHH only with the express written consent of the volunteer’s parent or guardian.
3. The volunteer understands and agrees that the volunteer may be injured or harmed during service due to accidents, acts of nature, the volunteer’s negligent or intentional acts, or the negligent or intentional acts of others; that WHH is not responsible for the safety of the volunteer or the volunteer’s property while engaged in service; that the volunteer assumes full responsibility for any risk of injury, harm, or damage; and that the volunteer will take all necessary and reasonable precautions to prevent any such injury, harm, or damage.
4. The volunteer waives and releases WHH from any claim for injury, harm, or damage that the volunteer may assert against WHH which may be sustained in the course of service, and agrees to hold WHH harmless therefrom.
5. The volunteer agrees to hold WHH harmless from any claim asserted against WHH for injury, harm, or damage to others, such as other volunteers or employees, or persons being served, as a result of the volunteer’s negligent or intentional acts while engaged in service, or of actions undertaken outside the scope of assigned duties.
6. Except for liability insurance coverage on all WHH vehicles used in the course of service, WHH does not provide the volunteer with workers compensation or other insurance for injury, harm, or damage arising out of volunteer services.

7. The volunteer must maintain primary medical insurance, as well as automobile liability insurance when driving a non WHH vehicle, to cover medical and other costs related to volunteer service.

8. WHH will provide the volunteer, upon request, one time only, with a legal defense in response to any claim or action brought against the volunteer arising in the course of service, where the volunteer acted in good faith and within the scope of assigned duties, and the act in question was neither intentional nor constituted illegal, willful, or wanton misconduct. In such a case, WHH will pay for reasonable attorney fees, judgments, settlements, or other expenses directly related to the defense, as may be limited by statute. The volunteer must reasonably cooperate and comply with WHH decisions and procedures.

9. WHH will not defend the volunteer in any case where the injury resulted from the volunteer's operation of a non WHH vehicle, or where suit is brought by a government agency to enforce a federal, state, or local law.

By signing below, the parties confirm that they have read, understand, and consent to the terms of this Agreement.

Volunteer Signature

Printed Name

Date

WHH Representative Signature

Printed Name

Date