

Hilliard Music Boosters Volunteer Policies

Purpose of Volunteer Policies

These policies are written to provide overall guidance and direction to volunteers engaged in volunteer involvement and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. HMB reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the HMB Executive Volunteer Coordinator, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the HMB Executive Volunteer Coordinator and/or a HMB Executive Board Member.

Definition of 'Volunteer'

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of HMB.

Volunteers Under 18

Volunteers under 18 years old, not formally enrolled in a music program within the Hilliard School system, must complete a waiver signed by a parent or legal guardian in order to volunteer with HMB. In addition, a parent or legal guardian must co-sign this Code of Conduct statement. We strongly suggest that minors share HMB's volunteer orientation materials with their parents. Parents are invited to call or e-mail the HMB Executive Volunteer Coordinator and/or a HMB Executive Board Member with any questions or comments about our program.

Representing Hilliard Music Boosters

Volunteers are asked not to contact organizations or individuals on behalf of the HMB, unless given express direction to do so by an authorized HMB representative. Prior to any action or statement that may significantly affect or obligate HMB; volunteers should seek prior consultation and approval from appropriate board members. These actions may include, but are not limited to, public statements to the press, coalition, or lobbying efforts with other organizations, or any agreements involving contracts, resources, finances, or other obligations.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer. Such information includes but is not limited to: information regarding a board members, volunteers, members, or third parties; HMB's projects or programs; HMB's organizational health and financial status; pending agreements with other organizations; and any information that if released may prove harmful to HMB.

Screening/Reference Checks

The protection and well-being of the students enrolled in Hilliard City Schools is paramount. To that end, a background check and ID badge with photo are required for all volunteers who may

be left alone with students. All Volunteers must be in good standing and follow all requirements set forth to qualify as a volunteer within the Hilliard City School system. The Hilliard City School's Department of Human Resources will perform all background checks at the district's Central Office, located at 5323 Cemetery Road. Contact the Hilliard City Schools Department of Human Resources at 614-921-7099 for information on obtaining a volunteer badge.

Copyright/Ownership Issues

Material produced by volunteers for HMB, including newsletter articles, graphics materials, web page designs, narratives, research, compilations, instructional texts, etc., becomes the property of HMB upon submission. Volunteers may receive acknowledgement for these and other contributions.

Contacting Other Volunteers

Occasionally, volunteers will need to contact other volunteers with regard to their activities with HMB. We expect all such communications among volunteers to follow standard professional practice. Other than phone numbers or email addresses, volunteers, teachers, and or students will not share contact or other personal information about a volunteer without the express consent of all parties involved.

Service at the Discretion of the Organization

HMB accepts the service of all volunteers with the understanding that such service is at the sole discretion of HMB. Volunteers agree that HMB may at any time, and for whatever reason, decide to terminate the volunteer's relationship with the organization. Notice of such a decision should be communicated as soon as possible to the volunteer and their Volunteer Coordinator.

Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of the agency or who fail to perform their volunteer assignment satisfactorily are subject to dismissal. No volunteer will be dismissed until the volunteer has had an opportunity to discuss the reasons for possible dismissal with the HMB Executive Volunteer Coordinator and/or a HMB Executive Board Member. Possible grounds for dismissal include, but are not limited to: gross misconduct or code of conduct violations; theft of property or misuse of HMB materials; abuse or mistreatment of students, teachers, or other volunteers; failure to abide by HMB policies and procedures.

Hilliard Music Boosters Volunteer Code of Conduct

Code of Conduct in Relation to Students

1. Be a positive role model at all times
2. Always speak in an encouraging and positive manner
3. Listen actively to students and offer empathy, support and guidance where needed
4. Regard all students equally and with respect and dignity
5. Smoking is prohibited while in the presence of students when performing any volunteer functions.
6. Discipline of students is the responsibility of teachers and therefore any matters or concerns related to managing students behavior should be referred to teachers immediately

Code of Conduct in Relation to Teachers and other Volunteers

1. Use respectful, encouraging and accepting language
2. Respect the rights of others as individuals
3. Give encouraging and constructive feedback rather than negative criticism
4. Discipline of students is the responsibility of staff and therefore any matters or concerns related to managing students behavior should be referred to staff immediately
5. Refrain from public criticism of teachers and other volunteers
6. Under NO circumstances should a student, parent/guardian, teacher, or other volunteer in a confrontational manner
7. Responses to emails and telephone calls are not expected to be instantaneous or out of normal working hours, unless of an urgent nature. Normal service standard suggests that an acceptable response time for emails is within 48 hours
8. All laws governing smoking should be adhered to while performing volunteer functions.
9. Volunteers and other persons serving with children not enrolled in the school are responsible for supervision of their children at all times.

As a HMB volunteer, I will:

1. Represent the organization with professionalism, dignity, and pride, and be responsible for conducting myself with courtesy and appropriate behavior.
2. Follow through and complete accepted tasks.
3. Display respect and courtesy for students, teachers, other volunteers, program participants, visitors, and property.
4. Respect the privacy of persons served by the organization and hold in confidence sensitive, private, and personal information. (Reports of child abuse or neglect will be handled as per Hilliard Board of Education policy.)
5. Keep HMB Board Members informed of progress, concerns, and problems within the program(s) in which I participate.
6. Keep personal opinions and actions separate from those made as a representative of this organization.

7. Avoid conduct, both on and off duty, which would jeopardize the organizations effectiveness and reputation.

and, as a volunteer, I will not:

1. Use vulgar or inappropriate language.
2. Solicit gratuities, gifts, or bequests for personal or professional benefit.
3. Consume or be under the influence of alcohol or illegal drugs while volunteering.
4. Discriminate based on race, color, religion, sex, age, national origin, marital status or disability, and/or sexual orientation.

Name (please print): _____

Signature: _____ Date: _____