



VOLUNTEER POLICIES & PROCEDURES

RECORDING YOUR HOURS

It's useful for us to track the number of volunteer hours for grants and reporting to our donors. Please keep track of your hours on the tracking sheet provided and submit them to your supervisor within 5 days after the end of each month.

INSURANCE

VeDA does not provide insurance coverage for volunteers. We encourage you to check with your insurance provider to ensure that you are covered for illness or injury that may occur during your volunteer service. VeDA will not ask volunteers to perform potential dangerous activities. VeDA encourages volunteers to put their own health and wellness first when performing volunteer activities.

SICKNESS

If you have committed to a volunteer task and cannot accomplish it due to sickness, please contact your supervisor as soon as possible. This is especially important for activities that are essential to the daily administrative functioning and tasks with an associated deadline.

SCHEDULE CHANGES

If you have committed to a volunteer activity for a specified time period (e.g. committee meetings) and cannot make the scheduled activity due to illness, scheduling conflict or another reason, please inform your supervisor in advance.

BREAKS

VeDA encourages volunteers to take breaks as needed, no less than one ten (10) minute break every two (2) hours. Many VeDA volunteers are still struggling with their vestibular symptoms and should always consider their own health and welfare first.

CONFIDENTIAL INFORMATION

As a volunteer you may be working with confidential information, such as member and/or donor names, addresses, etc. Under no circumstances should confidential information be shared with others outside the organization. We also ask that volunteers not give interviews to the news media without prior authorization.

RESIGNATION PROCEDURES

If you can no longer commit to a volunteer position with VeDA we ask that you inform your supervisor by phone or email. We also appreciate any feedback you have about your volunteer experience with VeDA.