

Future of Montana: Volunteer Corps Policies

Section I. Objectives of Future of Montana Volunteer Corps

The Future of Montana: Volunteer Corps (FOM) will work within the Red Lodge Area Community Foundation (Foundation) to help match local youth interested in volunteering with opportunities to do so. FOM makes connections that offer opportunities for high school students to gain experience through community service activities. FOM seeks to ensure diverse volunteer opportunities, educational experiences, safety, and a large variety of incentives are made available to youth. FOM is committed to matching the needs of the volunteer with organizations which require assistance, and then tracking the services rendered for potential school credit, job opportunity, letters of recommendation, and an extensive incentive program. FOM is collaborating with high schools to promote character building, youth leadership, and community involvement through volunteer opportunities. The overall goal of the collaboration is to strengthen the voice of youth through engagement.

Section II. Role of the Red Lodge Area Community Foundation

The Foundation serves as a communication hub and basic safety system in the FOM Program. As a neutral convener of organizations and the community, the Foundation's role is to make connections between volunteers and organizations as simple and safe as possible.

- The Foundation will facilitate confidential background checks for identified Adult Chaperones and hold the information in a secure and confidential manner. The Foundation will fund one background check position per year with each nonprofit, additional background checks will be paid for by the nonprofits.
- The Foundation will help non-profits create job descriptions through the use of the Job Description form. A FOM staff or youth volunteer will critique the descriptions and make them teen friendly. The Foundation will connect volunteers to Adult Chaperons when they request information on a volunteer opportunity.
- The Foundation will facilitate the recognition of youth volunteers at the close of the first quarter, first semester, third quarter, and the end of school year ceremony.
- The Foundation shall also award hours to volunteers who assist in programs not connected to Future of Montana if the service can be verified and documented.
- Provide volunteer insurance coverage for student volunteers when volunteering.
- The youth coordinator will provide written reports and written media articles immediately after each recognition event.

Section III. Volunteer Guidelines

- Volunteers must be in high school to volunteer through the FOM program.
- All youth and at least one of his/her parents must complete the Youth Volunteer Waiver of Liability form annually to take part in the FOM Program.
- Volunteers must not be alone with any adult who has not completed a background check through the FOM; they may be with other adults if the verified organization adult chaperone is present.
- Volunteer should never be left alone at a work site; their Adult Chaperone do not have to remain in the same room, but should always be nearby.
- Volunteers will stay at the location agreed upon for the agreed up on time unless the task ends early and the Adult Chaperone acknowledges that they are leaving the location.
- Volunteer hours will be tracked by the Foundation through the use of texting requests and responses. Verbal or written confirmation from a supervisor are also valid ways to document volunteer hours.

- Volunteers will only be assisting with the job they volunteered for according to the job description unless they are willing to take on additional tasks. Volunteers are always free to say no to tasks they are uncomfortable with.

Section IV. Organization Obligations

- Organizations must complete the following items to take part in FOM.
- Have at least one approved Adult Chaperon with a complete background check evaluation.
- Organizations will designate an adult chaperon that the volunteers will work with and that person will agree to a background check that will be performed by the Foundation with the upmost confidentiality. That adult must be present with the volunteer when adults who have not undergone background checks will be present.
- Organization adult chaperon may not leave a volunteer alone at a work site; they do not have to remain in the same room at all times, but must always be nearby.
- Organization adult chaperon may not have volunteer begin work unless they have emergency contact information for each volunteer accessible.
- Organizations must provide the Foundation with clear contact information for any location where a volunteer will be working. All jobs and tasks should follow the job descriptions given to the Foundation; or the Foundation should be notified of any changes prior to commencement.
- Confidentially about personal information regarding student volunteers will be maintained at all times; only to be shared with Foundation Executive Director upon extending circumstances.

Section V. Volunteer-Organization Connection Procedure

- The FOM program will post job descriptions on our website, send them out via the Facebook group, texts and dispute lists and the school, through advisors and announcements.
- Interested volunteers will make contact with the Foundation youth coordinator and the coordinator will connect the student volunteer with the Adult Chaperon at the appropriate organization.
- The Foundation will ensure that the emergency information and waiver for each volunteer is on file before transmitting volunteer emergency information to the appropriate Adult Chaperon.
- Foundation will provide volunteer emergency contact information to the Chaperon along with the questionnaire forms to be completed and returned.
- Volunteering will take place with the Adult Chaperon present at a known location; if organization needs a location the Nonprofit Shared Service Center may be available.
- Volunteers will text in their hours to the FOM phone 426-0419 or email the information to youth@rlacf.org.
- Process will reset as organization provides new job descriptions and volunteers are engaged in new volunteer opportunities.

Section VI. Future of Montana: Volunteer Corps Communication

- Texting will be handled through the FOMVC Phone number (406)426-0419.
- Email that will be used for Future of Montana communications is youth@rlacf.org
- The Facebook Group Future of Montana Volunteer Corps will be used as the social media communication platform for posting job and photos.

Section VII. Volunteer Opportunities

Job descriptions will be sorted into three categories based on time frame, location and type of work. These descriptions will be listed according to the three separate categories to allow volunteers to browse jobs based on their schedules and available time and interests. Organizations are encouraged to consider group activities and team based tasks for volunteers.

- Long-Term: Volunteer opportunities that require more training and thus more time from volunteers. This category is intended for long-term projects or positions that require a greater

commitment. Examples could include website design, marketing work, routine shifts at organization or fundraiser planning and completion, youth boards, etc.

- One Time: Volunteer opportunities that have volunteers helping with basic tasks that do not require much training such as mailings or special projects. These positions allow volunteers to meet with an adult chaperon and learn about an organization without a large time commitment while helping to complete tasks for the organization.
- Events: Volunteer opportunities that are for one day or only a weekend with specialized tasks. Events could take place at unusual locations such as moving something across town or working in the park. Examples may be a BBQ event in the park, hauling furniture across town, helping at a fundraiser or doing cleanups through town.

Section VIII. Future of Montana: Volunteer Corps Recognition Schedule and Incentives

- Recognition events will encourage more involvement from other youth than an annual event would. Tickets will be given as part of the incentive program for hours worked and will be used in a drawing for the quarter to celebrate the period and recognize the efforts of volunteers.
- The FOM schedule is expected to compliment the academic school year schedule. The first quarter of each year starts the day after the previous school year. The last quarter ends the last day of the academic school year.
- The annual calendar runs from August to August and is set to align with the beginning of the school year. Yearly goals and volunteer hours will start and finish at this time.
- Student volunteers may apply for fuel cards with the Foundation if they are needed for the student to volunteer.
- Organizations should advise of any additional awards they wish to present to volunteers with the FOM Program but may present the awards without discussing this with the Foundation.
- At the end of the first quarter:
 - ✓ Each student that has 3 or more hours documented since the end of last semester will have their name called during a snack time event and receive a full sized candy bar or other token of appreciation.
- At the end of the first semester: There is an all school part so all students receive some celebratory bonus, i.e. pizza.
 - ✓ The top 5 documented volunteers, excluding hours earned as a TA or in-school volunteer, will receive a gift card.
 - ✓ If there are students that have more than the above documented volunteer hours but were TAs or as-class volunteers, they will receive an acknowledgement without monetary for their efforts and commitment.
 - ✓ An extra gift card to someone that has made an outstanding difference not matter how many hours they put in.
- At the end of the second semester:
 - ✓ Each student that has 3 or more documented hours since the end of last semester will have their name called during snack time event and receive a full sized candy bar or other token of appreciation.
 - ✓ Top 5+ documented volunteers, excluding hours earned as a TA or in-school volunteer, will receive a gift card.
 - ✓ If there are students that have more documented volunteer hours but were TA's or as in-class volunteers will receive an acknowledgement.
 - ✓ An extra gift card to someone that has made an outstanding difference not matter how many hours they put in.
- At the end of the school year:

- ✓ Presentation an award at the end of year assembly for an outstanding volunteer to be decided by a committee of staff and advisors. Award could be monetary and with a certificate.

Section IX. Benefits to Volunteers

- Volunteers who preform hours with multiple supervisors can request letters of recommendation from the Foundation or their Adult Chaperons.
- Community recognition for youth volunteers in the community.
- Certificates recognizing service in the community that can be used for college applications to help build student resumes and will influence the choice of the recipient of the “Making an Impact” award.
- Listing of volunteers each year on the Foundation webpage
- Written reports of volunteer hours will be available on request nu youth, parents and the high school administration.

Section X. Benefits to Organizations

- Instills the organization’s mission, impacts and message to the younger generation.
- Teens bring in new energy, new ideas and new approaches to organizations.
- Working together breaks down barriers between generations.
- Volunteers help get work done for organizations.

Section XI. Restrictions on Volunteer Opportunities

- The FOM is a program of the Foundation, a neutral convener in the community. As such, the Foundation places restrictions on FOM qualifying community service hours, according to the Foundation bylaws.
- Volunteers are prohibited from activities including lobbying or political, religious, or advocacy and such activities, hours accumulated in such activities will not be counted by FOM.
- The list of specific prohibited activities includes: influencing legislation or an election; assisting, promoting, or deterring union organizing; engaging in religious instruction; conducting worship services; engaging in any form of religious proselytism; organizing or engaging in protests, petitions, boycotts, or strikes; impairing existing contracts for services or collective bargaining agreements; participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political candidates, political platforms, proposed legislation, or elected officials; providing a direct benefit to a for-profit entity, a labor union, a partisan political organization; engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office and voter registration drives.
- The purpose of FOM community service is to meet current needs within the community as a neutral party. Such activities may be done by any person at any time, but will not count towards total volunteer hours with FOM, students may track them personally.
- Organizations who propose volunteer opportunities that violate these restrictions will be contacted and their volunteer request will not be processed.
- For purposes of clear communication and transparency, the words “Community service” and “Volunteering” are used interchangeably.
- In the event that there is any discrepancy with the youth coordinator regarding which volunteer hours that count, a committee comprised of school administration and the Foundation Executive Director will meet to discuss and make the final decision.