

# **VOLUNTEER GUIDELINES**

## **DCET/YIC (Youth in College) Conference**

*This year 2013, our Youth in College Theme is: "Strong Families in Difficult Times"*

These guidelines are designed to promote a productive, safe and mutually beneficial environment for DCET/YIC volunteers, to set appropriate expectations and clarify roles and responsibilities. DCET/YIC's renowned reputation as a premier cultural educational conference attracts volunteers, who provide services in a variety of areas. DCET/YIC's volunteers are an important part of each event.

### **Duties and Expectations**

A description for your assignment will be developed by the Special Events coordinator. It will contain the purpose and duties of your assignment, as well as your assignment qualifications. Please provide a copy of any certification or license (i.e. special driving licenses or first aid and CPR certificates).

### **Conduct**

While volunteering, volunteers are expected to conduct themselves with the highest level of honesty and integrity. Any conduct demonstrated other than this may result in the volunteer being permanently excused from their assigned responsibilities.

### **Schedule**

It is important for volunteers to perform their duties per the agreed upon schedule. If you find you have a schedule conflict, please inform your volunteer coordinator as far in advance as possible so that alternative arrangements may be made.

### **Driving Vehicles**

Volunteers who will be driving (whether their own vehicle or rented vehicle) will provide proof of insurance and proof of a valid drivers license with a good driving record.

### **Hostile Work Environment**

All volunteers have a right to function in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive. Harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation or any characteristic protected by law, will not be sanctioned or tolerated. If such a situation arises, promptly report it to your volunteer coordinator; all reports will be investigated and where appropriate corrective action will be taken.

### **Drug Free Workplace**

DCET/YIC is committed to a safe, healthy and productive environment for all volunteers and that they are free from the effects of substance abuse. Volunteers are expected to be in appropriate mental and physical condition while volunteering. Volunteers will perform their duties free of the influence of illegal drugs or other intoxicants. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on "Event" (Conference/Festival/Hotel) premises or while conducting DCET/YIC business off Event premises is absolutely prohibited. Volunteers must report any conviction, pleas of guilt, or no contest under a criminal drug statute for violations within two hours. Violation of this policy will result in the volunteer being permanently excluded from their assigned responsibilities, along with possible legal consequences.

### **Volunteer Background Checks**

In an effort to provide our volunteers, Board, and Participants with the safest environment possible, the DCET/YIC conducts background checks on volunteers.

# DCET/Debes Creer en Ti - YIC (Youth in College Conference)

## Guidelines for the Use of Volunteers

Effective Date: September 3<sup>rd</sup>, 2013

### I. Introduction and Purpose

Individuals who volunteer their time and expertise to the DCET/YIC provide an important service to the DCET/YIC and help further its mission of teaching, research and public service. In turn, volunteers gain valuable experiences and a sense of personal satisfaction. For purposes of these guidelines, such volunteers shall be referred to as DCET/YIC Volunteers.

These guidelines are intended to help promote a productive, safe and mutually beneficial environment for DCET/YIC Volunteers and for the campus by setting appropriate expectations and clarifying roles and responsibilities for both DCET/YIC Volunteers and their sponsoring position or unit.

### II. Applicability

These guidelines apply to individuals who meet three criteria: (1) they volunteer their services directly to the DCET/YIC, whether on an ad hoc basis or through a formal volunteer program conducted by an DCET/YIC committee; (2) they provide services under the supervision of the DCET/YIC Special Event Coordinator;

### III. Guidelines

#### A. Selection Criteria and Restrictions

Because DCET/YIC Volunteers are not employees of the DCET/YIC, they are not eligible for benefits. Other restrictions and conditions include:

- 1) DCET/YIC Volunteers cannot be used to supplant regular Officer Positions.
- 2) DCET/YIC Volunteers may not be compensated for services. However, positions may choose to reimburse DCET/YIC Volunteers for expenses such as transportation, meals (subject to DCET/YIC policies on entertainment) or incidental expenses incurred while providing volunteer services with proper documentation of related business expenses and in accordance with DCET/YIC policies governing these activities.
- 3) Within the context of these Guidelines, the use of volunteers in the performance of all services for the DCET/YIC is at the sole discretion of the position for which the volunteer is providing services. Volunteer services may be terminated without prior notice at any time, in its sole opinion, determines that the services are no longer required by the position, or that the volunteer may not be able to satisfactorily perform the service. No length of performance of volunteer services for a specific position shall create any entitlement, right or privilege on the part of any individual to continue providing volunteer services for DCET/YIC in the future.
- 4) The minimum age for DCET/YIC Volunteers is eighteen (18) years of age.

#### B. Application and Assignment Procedures

##### 1. Application Documents and Requirements

The following forms must be completed and signed by DCET/YIC Volunteers prior to performing any volunteer services as a condition of receiving permission to provide Volunteer services to DCET/YIC:

- DCET/YIC Volunteer Application (see Attachment 1);
- Acknowledgment of Code of Ethics and Policy (see Attachment 2).

Certain DCET/YIC Volunteers who perform sensitive tasks, such as the care and security of children or the handling of cash, are required to submit to, and satisfactorily clear, a criminal background check prior to performing such duties.

Volunteer Applicants who are subject to a criminal background check must authorize the background check by signing the Background Check (Criminal Record) Authorization for DCET/YIC Volunteers.

##### 2. Assignment of Duties

The DCET/YIC Officer utilizing the services of DCET/YIC Volunteer is responsible for:

- Developing a written description of services to be rendered by the volunteer and noting such services on the DCET/YIC Volunteer Assignment Form.
- Maintaining written records of each volunteer while the volunteer is performing services, including the application and waiver forms and, if applicable, patent acknowledgment forms (Note: Records must be retained for five years after volunteer services end).
- Keeping a written record of the dates and hours during which volunteers provide services for the benefit of DCET/YIC.

#### C. Supervision and Management of Volunteers

1. DCET/YIC Volunteers must be supervised by DCET/YIC Officers. Generally, risk management practices discourage utilizing DCET/YIC Volunteers for any cash handling activities. However, in situations where DCET/YIC Volunteers must handle cash, a DCET/YIC finance committee member must be present at all times during which cash transactions are conducted, and all applicable DCET/YIC policies and procedures regarding cashiering stations and cash handling must be observed. DCET/YIC Volunteers who handle cash must submit to, and satisfactorily clear, a criminal background check.

## **BACKGROUND CHECK (Criminal Record) AUTHORIZATION FOR DCET/YIC VOLUNTEERS**

To Whom It May Concern:

I hereby authorize and request any law enforcement agency, or other persons having personal knowledge about me, to furnish the DCET/Debes Creer en Ti - YIC (Youth in College Conference) (DCET/YIC) or its authorized agent, with information regarding criminal convictions in their possession regarding me in connection with my volunteer role.

I agree that a photocopy of this information can be furnished to DCET/YIC, and that it will have the same authority and authenticity as the original.

I understand that certain DCET/YIC volunteer assignments in sensitive areas require background checks. I also understand that any misrepresentation, falsification or omission of facts herein may be considered cause for dismissal from any volunteer assignment.

Volunteer Participant: \_\_\_\_\_ Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Other names used: \_\_\_\_\_

The principal purpose for requesting the information on this form is to conduct background checks.

Furnishing all information requested on this form is mandatory to hold a Volunteer position.

**Photograph Permission:** I give permission for the DCET/YIC to use, without limitation or obligation, photographs or other media that may include my image or voice to promote or interpret DCET/YIC programs. I understand that during my volunteer work with the DCET/YIC, any photos taken of me may be used in future promotional materials.

**Release from Liability:** I understand that accidents may occur during my volunteer activities. By signing below, I release the DCET/YIC, its agents, directors, consultants, and employees from all liability based on any damage, loss or injury, whether it is the result of ordinary negligence or otherwise, caused to me or my dependent from participation as a volunteer.

I have read the Volunteer Code of Conduct document; I still desire consideration as a volunteer for the DCET/YIC's Conference/Festival.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **Volunteer Creed**

I pledge to uphold the high standards of the DCET/YIC in all my associations with team members.

I will, by personal example, display the qualities of leadership

My aim as a volunteer shall be the support the Board in its duties at the Conference/Festival.

I will abide by and uphold the rules and regulations governing DCET/YIC.

NAME: \_\_\_\_\_

Signature : \_\_\_\_\_

**RELEASE and WAIVER of LIABILITY, ASSUMPTION of RISK,  
hold HARMLESS and INDEMNITY AGREEMENT**

**DCET/Debes Creer en Ti - YIC (Youth in College Conference) DCET/YIC**

NOTICE: DCET/Debes Creer en Ti - YIC (Youth in College Conference) (DCET/YIC) do not provide liability insurance for the protection of persona, organizations, businesses, groups, spectators or others who may participate at the Las Vegas Conference events and all related activities (collectively the "Conference"), THE UNDERSIGNED, on behalf of the below listed organization, business or group, including their officers, employees and volunteers, and/or myself, my personal representatives, heirs, next of kin, family, relatives, guardians, conservators, executors, administrators, trustees and assigns, ACKNOWLEDGES and AGREES to the following:

1. **I HEREBY RELEASE, WAIVE, DISCHARGE and COVENANT NOT TO SUE DCET/YIC**, other participants, operators, officers, or any personas, sponsors, advertisers, owners and lessees of premises used to conduct the Conference and each of them, their officers, contractors, agents, employees and volunteers (collectively the "Released parties"), from any and all liability to the undersigned, for any and all loss or damage, and for any and all claims or demands for injury to person or death or damage to property of the undersigned, whether caused by the negligence or other legal fault of the Released Parties, arising out of or in connection with the undersigned's participation in the Conference.
  
2. **I HEARBY ASSUME FULL RESPONSIBILITY FOR ANY AND ALL RISK OF BODILY INJURY, DEATH, AND/OR PROPERTY DAMAGE** due to the negligence or other legal fault of the Released Parties arising out of or in connection with my participation in the Conference. I expressly acknowledge and agree that participation in the Conference may be of a hazardous, strenuous, and/or physical nature, and may involve interaction with other participants.
  
3. **I HEARBY AGREE TO DEFENT, INDEMNIFY AND HOLD HARMLESS** the Released Parties from and against any and all liability, loss, expense (including reasonable attorneys' fees and expert witness fees) or claims for injury or damages arising out of my participation in the Conference, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees and/or expert witness, or claims for injury or damages are caused by or result from the negligence or other legal fault of the undersigned. Acceptance of required insurance certificates and policy endorsements does not relieve undersigned from liability hereunder and shall apply to al damages and claims of every kind suffered, or alleged to have been suffered, by reason of undersigns' negligence, misconduct, or other legal fault regardless of whether or not such insurance policies shall have been determined to be applicable to any such damages or claims for damages. These provisions shall survive any termination of the Agreement.
  
4. **I FURTHER EXPRESSLY AGREE AND ACKNOWLEDGE** that the foregoing Agreement is intended to be as broad and inclusive as is permitted by law, and that if any portion of the Agreement is held to be invalid, the balance shall continue in full force and effect.

**I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A REALEASE OF LIABILITY AND A BINDING CONTRACT. I VOLUNTARILY AGREE TO EACH OF THE TERMS AND PROVISIONS HERIN AND SIGN THIS AGREEMENT OF MY OWN FREE WILL. I FURTHER AGREE THAT NO ORAL REPRESENTATIONS, STATEMENTS OR INDUCEMENTS APART FROM THE FOREGOING AGREEMENT HAVE BEEN MADE.**

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Date Printed Name Signature                      DATE    CITY

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Name of Organization/Business/Groups Telephone Number Email Address