



Policy Name: Volunteer Placement	Policy Number: A11
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Policy Statement:

SAOC shall place volunteers according to the positions available and the qualifications of the volunteers. Placements must also fall within SAOC guidelines on ethics and conduct.

Purpose:

To establish guidelines for volunteer placement.

Related Policies: A7 – Conflict of Interest; A8 – Code of Ethics	
Review Plan: 5 years	Review Date: December 2019
	Ratification Date: December 1, 2009



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Procedure:

1. A volunteer is anyone who performs tasks without compensation or expectation of compensation at the direction of SAOC or other agencies working with the SAOC.
2. Organizations for placement;
 - a) Organizations solicited for volunteer opportunities must provide opportunities that provide value to students.
 - b) SAOC will only solicit organizations within Mountain View county, and may expand to other local rural communities at the discretion of SAOC.
3. Advertising volunteer placements;
 - a) Volunteer opportunities will be advertised through the SAOC website, Olds College email, SAOC designated poster boards, and Grassroots.
 - b) Other media may be utilized for the purpose of advertising volunteerism through SAOC.
4. Recruiting volunteers;
 - a) Recruitment of volunteers will be based on student, staff, and community interest.
 - b) SAOC may choose to provide incentives in order to recruit volunteers.
 - c) SAOC, at its' discretion, has the right to deny any individual as a volunteer.
5. Documentation;
 - a) SAOC shall keep documentation recording which individuals are assigned to which volunteer opportunities.
 - b) This documentation shall be kept confidential according to SAOC policy, and may be used to track statistical information.
 - c) Volunteers or organizations may be asked to provide feedback regarding past volunteer opportunities.
6. Orientation;
 - a) The organization that is providing a volunteer opportunity will provide their own orientation to the tasks to be completed.
 - b) SAOC may provide additional information or training to volunteers or students at large if it is requested and if it within the capabilities of the SAOC.
7. Volunteer expectations;
 - a) It is expected that by accepting a volunteer opportunity that a volunteer will follow through on any obligations that they have committed to.
 - b) Volunteer are expected to conduct themselves in an appropriate manner while volunteering.
8. Corrective action;
 - a) If a volunteer does not fulfill their obligations, or conduct themselves in an appropriate manner, SAOC reserves the right to refuse any further volunteer positions to this individual.

Supporting Documents: SAOC Mission, Vission, and Values,	
Review Plan: 5 years	Review Date: December 2019