



## IFSSA VOLUNTEER POLICY

### RESPONSIBILITIES OF THE VOLUNTEER COORDINATOR

The Volunteer Coordinator (VC) is responsible for recruiting volunteers, reviewing volunteer applications, and guiding volunteers. The VC is also responsible for ensuring that volunteer hours are being recorded and kept in a central location for auditing purposes. The VC will arrange for an alternative contact in the event that the VC is unavailable.

### GUIDING PRINCIPLES:

1. IFSSA accepts volunteers regardless of their gender or religious background.
2. IFSSA and the VC reserve the right to refuse or to relieve volunteers of their duties if any of the below Code of Ethics are violated.
3. IFSSA will treat all volunteers with respect and appreciation.
4. IFSSA and the VC will be available to support, advise and help volunteers whenever needed.

### CODE OF ETHICS

1. Volunteers will be honest, trustworthy, reliable, and will try to the best of their ability to fulfill the tasks that they commit to and undertake.
2. Volunteers shall never disclose client details (including name, address, phone number) to anyone unless it is to an authorized individual.

### VOLUNTEER RULES

1. All people wishing to volunteer with IFSSA must complete a Volunteer Application Form.
2. The VC will review the Volunteer Application Form and will contact the applicant and inform them of whether or not they have been approved.
3. For the protection of IFSSA clients, the applicant **is required** to obtain a Security Clearance Certificate from the RCMP if he/she will be working in any of the following capacities:
  - a. Counseling clients.
  - b. Visiting clients at home or in the hospital.
  - c. Working closely with clients or client information in any fashion.
4. The applicant **is not required** to obtain a Security Clearance Certificate\* if he/she will be working in any of the following capacities:
  - a. Delivering food hampers to clients.
  - b. Sorting clothes at the office.
  - c. Picking up clothing or food from drop off locations.
  - d. Assisting in organizing or conducting IFSSA events or workshops.
  - e. Computer assistance.

\* The VC will have the discretion of deciding in which cases this is necessary.