

CHARITY POLICY DOCUMENT

Title: Volunteer Management Policy

1. PURPOSE

This policy establishes guidelines for recruiting, training, and managing volunteers within our charity organization.

2. SCOPE

This policy applies to all volunteers working with our organization, including regular volunteers, event-specific volunteers, and new recruits.

3. VOLUNTEER RECRUITMENT

- All volunteers must complete an application form
- Background checks are required for volunteers working with vulnerable populations
- References must be provided and verified

4. TRAINING REQUIREMENTS

- All volunteers must attend orientation training
- Specialized training is required for specific roles
- Annual refresher training is mandatory

5. VOLUNTEER RESPONSIBILITIES

- Maintain confidentiality of client information
- Follow all organizational policies and procedures
- Report any incidents or concerns to supervisors

6. RECOGNITION AND RETENTION

- Regular appreciation events will be held
- Volunteer service hours will be tracked and recognized
- Exit interviews will be conducted with departing volunteers

This policy is effective as of January 1, 2025, and will be reviewed annually.