

Chaminade College Preparatory

Volunteer Handbook

Revision July 2015

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Welcome

Welcome to Chaminade College Preparatory and thank you for offering your gift of time and talent.

Catholic education has a long and rich history and foundation in parent volunteerism. Parents and families are their children's first educators, and with their availability and generosity on campus they can share in the experience of their children at Chaminade. Volunteering is an ideal way to become involved in the school and in the education of your child(ren).

Chaminade College Preparatory Mission Statement

Chaminade College Preparatory collaborates with the families it serves to provide a challenging, Catholic education for young men and women in the Marianist tradition. This tradition, grounded in the values of Jesus, educates the whole person while emphasizing family spirit in a nurturing and caring environment, attentive to the moral, spiritual and religious development of students. Chaminade prepares college-bound students throughout their middle and high school years in a rigorous program of academic excellence. Students from a diversity of cultural, religious, and economic backgrounds come together for an active and varied curricular and extracurricular program. **The mission of Chaminade College Preparatory is to form morally aware and academically capable people to be outstanding contributors to the future.**

Adopted by the Board of Directors, January 1991

Volunteer Mission Statement

The mission of the Chaminade College Preparatory Volunteer Program is to encourage parental/family involvement and give parents and families the tools to enrich the lives of each of our students.

Chaminade recognizes that the sharing of a volunteer's time and talents makes a difference in the lives of our students.

Fingerprinting and Background Checks

Those volunteers who will have regular and/or unsupervised contact with students, or who will chaperone overnight trips, must be fingerprinted and go through a background screening process. This process is handled by the Human Resources department in the school's Business Office.

Commitment to Volunteers

As a volunteer you should expect:

- To participate in volunteer programs based upon your ability to perform the volunteer work reliably and dependably, and your ability to get along with others;
- An orientation and information about each volunteer assignment;
- Recognition as a valued team member of our school community;
- A suitable and appropriate assignment;
- Information about communication channels within the school;

- To be reimbursed for appropriate approved out-of-pocket expenses;
- An appropriate work area and equipment;
- Support and constructive feedback;
- Tools and information necessary to perform your volunteer duties;
- A safe and comfortable environment to complete your volunteer assignments;
- To volunteer as long as you and the administration agree.

Volunteer Responsibilities

As a volunteer it is your duty to:

- Be committed to and act in accordance with the school's mission, vision and philosophy
- Make an informed decision to work as a volunteer with the school.
- Undertake personal orientation and training as required.
- Conduct yourself in an ethical manner
- Inform the school when unable to undertake or complete a task or assignment.
- Use appropriate informational channels within the school when needing information or support.
- Act as a member of a team, responsible for contributing to decisions that might affect the volunteer work or assignment.
- Be aware of protocol when representing the school.
- Commit to achieving results and making an effective contribution to the work of the school.
- Be committed to giving the best quality of service.
- Seek opportunities appropriate to your skills, interests and aspirations.
- Speak up regarding any concerns that might affect working relationships or the quality of service.
- Complete "Shield the Vulnerable Training"

Confidentiality

During the course of your volunteer work, you may learn of confidential information about students, parents and staff. You have an obligation to the students, parents, and staff of the school to maintain confidentiality and respect for privacy. If you become aware of a parent or student issue that requires attention, you should discuss it with the Volunteer Engagement Manager. Respect the privacy of others as you would want your privacy respected.

Policies and Procedures

One of the first things you should do is familiarize yourself with this Handbook. It is designed to answer many questions about the volunteer policies and procedures at Chaminade College Preparatory. If you have any further questions please contact the Volunteer Engagement Manager.

Absences

The role you play as a volunteer is critical to the school. If you are unable to report for a volunteer assignment, be sure to contact the Volunteer Engagement Manager as soon as possible. Your absence could have a detrimental consequence for the school.

Attendance

Sign-in sheets are necessary for our volunteer program. We want to keep an accurate record of your contribution to the school. Volunteers are required to sign in and out each time they do volunteer work.

Commitment

Chaminade College Preparatory asks its volunteers to commit to completing all volunteer assignments. In order for the school programs to succeed, Chaminade asks that its volunteers finish each assignment that they start. If you find that you are unable to do this, inform the Volunteer Engagement Manager.

Smoking

Chaminade College Preparatory is a smoke-free facility. Volunteers may not use any tobacco products while in direct public contact or in a situation with fellow volunteers and/or students.

Substance Abuse

In light of the well-documented problems that are associated with the abuse of drugs (legal or illegal) and alcohol, and out of concern for the safety and security of others, it is the school's policy that all volunteers report to their volunteer assignments free of substances that could impair their judgment or ability to perform their duties.

The possession, sale or use of alcohol or drugs while volunteering is a violation of safe volunteer practices and will not be tolerated. Volunteers who show signs or evidence of impairment will not be permitted entrance to any Chaminade site or be allowed to remain on the grounds. Volunteers who violate this policy will be dismissed from all volunteer programs.

Dress Code

Volunteers are expected to wear clothing that is appropriate for the nature of the work that is being done. Clothing should be neat, clean and tasteful.

Theft

Theft, including petty theft, is a serious concern of Chaminade College Preparatory. Theft is defined as the unauthorized use of school services, facilities and equipment as well as the taking of any school property for personal use.

Petty theft includes the taking of such things as basket shop items, sports clothing and food items that are used for the promotion of events for Chaminade.

Personal computers in the office, or laptops made available for volunteer use are for volunteer work only. Unless you get the expressed *prior* permission to use computer/printer/copier equipment for personal use, such use will be considered unauthorized. There may be occasion where permission to use Chaminade equipment will be granted but it must be cleared and approved by the Volunteer Engagement Manager *first*. If you have any questions, discuss them with the Volunteer Engagement Manager.

Security

Maintaining the security of Chaminade's buildings, equipment and property is every volunteer's responsibility. Make security a habit.

For example:

- Always keep cash properly secured. All cash should be stored in the safe that is at each campus. Cash should never be taken home or anywhere off campus. If you become aware of cash that is not securely stored, inform the Volunteer Engagement Manager immediately.
- Know the location of all emergency exits and fire extinguishers and familiarize yourself with the proper procedure for using them.
- When you leave school buildings, contact the guard on duty to ensure that all areas are properly secured.

Unlawful Harassment (including Sexual Harassment)

Chaminade is committed to providing an environment free of unlawful harassment. School policy prohibits sexual harassment and harassment based on race, religious creed, color, national origin or ancestry, genetic information, physical or mental disability, medical condition, marital status, age, or any other basis protected by federal law. If you feel you have been subjected to unlawful harassment, immediately notify the Volunteer Engagement Manager and the Director of Human Resources. If you are uncomfortable reporting your concerns to the Volunteer Engagement Manager, you may go straight to the Director of Human Resources with your concerns. If you are uncomfortable with reporting your concerns to the Director of Human Resources for any reason, you should report your concerns to the President.

Driving Record

Volunteers whose volunteer work requires operation of a motor vehicle must maintain a valid driver's license and a driving record that is acceptable to Chaminade College Preparatory and its insurance carrier. All volunteers who drive students, other than their own, must complete and submit a DMV form and proof of automobile insurance to the Business Office in Chaminade Hall prior to driving. Any changes in a license status and/or driving record must be reported to the Volunteer Engagement Manager immediately.

Standards of Conduct

By agreeing to volunteer, you have a responsibility to Chaminade College Preparatory and your fellow volunteers to adhere to a code of conduct. Chaminade expects each person to act in a mature and responsible way and respect their fellow volunteers and school administration. You are part of the school community and your actions are a reflection of the school.

The following list of unacceptable conduct is ***illustrative only*** and by no means limits the types of conduct that may be prohibited.

- Willful violation of security or safety rules.
- Negligence or any careless action which endangers the life or safety of others.
- Possession or consumption of alcoholic beverage at any Chaminade event designed for the participation of minors.
- Possession or use of any illegal drugs or illegal substances.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives.
- Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on school premises or when representing Chaminade.
- Fighting, horseplay or provoking a fight on school property.
- Negligent damage of school property.
- Theft of school property.
- Falsification or misrepresentation or alternation of records.
- Breach of confidentiality.
- Malicious gossip and/or spreading rumors.
- Engaging in behavior designed to create discord and lack of harmony.
- Interfering with another volunteer on the job.
- Immoral conduct or indecency on school property or at a school event.
- Using abusive language.
- Committing or involvement in any act of unlawful harassment of another.

If you are unsure about what is expected or acceptable, discuss your questions with the Volunteer Relations Manager.

Expense Reimbursement

You must have the Volunteer Engagement Manager's written authorization prior to incurring an expense on behalf of Chaminade College Preparatory. To be reimbursed for all authorized expenses, you must submit original receipts and documentation to support the expense. For expenses that are on-going, such as Hospitality, it is recommended that receipts be turned in at the end of each month.

All receipts must be submitted for reimbursement before the end of the school fiscal year (no later than June 30th). No expenses will be reimbursed if turned in after the close of the fiscal year.

Problem Resolution

An efficient, successful operation and satisfied volunteers go hand-in-hand. Any concerns you may have as a volunteer are concerns to Chaminade regardless of whether the issue is large or small.

To provide for prompt and efficient evaluation and response to issues that may come up, Chaminade College Preparatory has established a Problem Resolution procedure for all volunteers. Chaminade will give consideration to each volunteers' point of view.

The procedure is as follows:

- Discuss your concern with the Volunteer Engagement Manager first. If you have a concern about the volunteer assignment, policy, or practice talk to the Volunteer Engagement Manager in private. If for some reason the discussion does not lead to a satisfactory conclusion, proceed to the next step.
- Discuss your concern with the Vice President of Advancement. The Vice President of Advancement will review your concern and schedule a time to meet. Openly discuss your concern(s) and substantiate your reasons for feeling the way you do.
- While the ultimate goal of the problem resolution procedure is to come to some type of mutual agreement, not every problem may be resolved to your satisfaction. The school reserves the right, in its sole discretion, to determine the resolution to the problem.

Shield the Vulnerable Training

Chaminade College Preparatory requires all its employees, volunteers and service providers to be trained in the Safe Environment for Children Program, called "***Shield the Vulnerable***" at the beginning of each assignment and every three years thereafter. In keeping with the Charter for the Protection of Children and Young People, signed by Bishops throughout the United States, Chaminade is doing everything it can to ensure that students in our school communities are safe.

On-line training can be accessed at: www.shieldthevulnerable.org. Be sure to select "Volunteer" training and not "Employee" training. The training must be completed prior to working with students.

During the training program, you will be given the opportunity to review, print off and sign the "***Policy for Professional Relationships with Students***" form. When training is completed, print off the "***Certificate of Completion***" form and provide it, along with the signed "***Policy for Professional Relationships with Students***" form to the Volunteer Engagement Manager.

If you suspect that a Chaminade student may be the victim of child abuse or neglect, report your suspicions to one of the campus Principals, a Counselor, or the Director of Human Resources.

Receipt & Acknowledgement
Chaminade College Preparatory
Volunteer Handbook
(Volunteer Copy – Keep with Handbook)

This Volunteer Handbook is an important document intended to help you become acquainted with Chaminade College Preparatory’s Volunteer Program.

By signing this acknowledgement you agree that:

- You have received a copy of the Handbook and that you are familiar with its contents.
- You agree that the Handbook is for informational purposes only and does not guarantee volunteer opportunities will always be available.
- You agree that it is at the sole discretion of Chaminade College Preparatory that you are able to be a volunteer.
- You agree that you will abide by the policies and procedures contained in the Handbook.
- You agree that you will complete the Shield the Vulnerable on-line training program before your first volunteer assignment.
- You understand that Chaminade College Preparatory reserves the right to revise, change and update the Handbook at any time.

An electronic version of this Handbook can be found at www.chaminade.org.

Volunteer Name (Printed)

Volunteer Signature

Date

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