

Policy No. & Title: **V101: Volunteers Policy**

Last Approved: 07/2022

Next Review: 05/2023

Intent

Fanshawe Student Union (FSU) is committed to the health, wellbeing and happiness of our Volunteers. The intent of this policy is to create guidelines in order to ensure we have measures in place for our Volunteers. This policy is to be used in conjunction with other company policies and procedures and is in no way a standalone document.

Definitions

Volunteer (Red Squad) - A Volunteer in an unpaid position with the Fanshawe Student Union and may be tasked with facilitating and promoting events around campus, promoting student life and assist new students on campus.

Guidelines

Eligibility

- Must be a Full-time registered Fanshawe College Student
- Good communication and interpersonal skills
- Willing to promote FSU events on social media
- Punctual and responsible
- Strong interest in event planning, organizing, and facilitating
- Must submit information sheet, including signed Confidentiality Form, Waiver and Release of Liability Form, and Photo Release
- Participate in orientation/ training is mandatory

Standards for Volunteer Involvement

To ensure the safety of our Volunteers, and to maximize the potential benefits of participation in volunteerism, standards need to be met:

- The organization, association or event are categorized as having an alignment with Fanshawe Student Union's values and beliefs, and provides a benefit to the community.
- The organization, association or event has obtained appropriate levels of insurance for volunteers.
- A qualified person is responsible for the Volunteer Program.
- Any health and safety risks are clearly identified, and appropriate training is provided.
- A clearly communicated volunteer screening process is consistently applied.
- Volunteer assignments address the purpose of the organization, association or event and involve volunteers in meaningful ways – reflecting their various abilities, needs and backgrounds.
- Volunteers receive training for their volunteer assignment.

- Volunteers receive appropriate levels of supervision according to their task and are given regular opportunities to receive and give feedback.
- Volunteers are welcomed and treated as valuable and integral members.
- The contributions of volunteers are regularly acknowledged with formal and informal recognition methods.

Volunteer Time

- List of upcoming events will be posted on FSU portal and Volunteers can signify their availability.
- Volunteers/ relievers will be assigned at least 3 days prior to the event.
- Volunteers will be advised to arrive at least 15 minutes early to collect event materials/ props at the FSU front desk.
- Volunteers are asked to return event materials/ props to FSU office or in charge after each event.

Volunteer Screening Process

- Volunteer Application forms are available on the FSU website and the form must be completed to start the application process. Questions included on the online form will be used for initial volunteer screening.
- The FSU Volunteer (Red Squad) position description will be made available on the FSU website.
- Students applying for the volunteer positions must attend the FSU Red Squad orientation/ training in person to prepare them for future volunteer assignments.
- A personality test will be conducted to identify which roles will be best to give them on future events.

Record Keeping and Reporting

Volunteering records will be maintained, including dates of service, positions held, performance levels achieved and comments, and any applicable recognition or awards.

Fanshawe Student Union Policies

All Fanshawe Student Union employees are expected to adhere to company policies regarding Confidentiality, Harassment, Conflict of Interest, and Health and Safety remain in the performance of their volunteer work, as they are acting as representatives of the company.

Volunteer Responsibilities and Recruitment

- The FSU Volunteer (Red Squad) position description will provide a clear and accurate account of what the Volunteer position will entail.

- The Volunteer recruitment guidelines will also be communicated to anyone interested in becoming a volunteer for Fanshawe Student Union on the FSU website.
- All volunteers will be asked to complete a standard application form found on the FSU website that outlines:
 - The purpose of gathering information
 - That the information will only be used for the reason which is listed;
 - The Volunteer (Red Squad) position description;
 - Screening questions that include commitment to complete training.

Selection Process

- Online applications submitted by the students will initially be used to screen applicants for the volunteer position.
- Students who pass the initial screening will be invited to join the orientation/ training.
- A personality test and some interactive activities during the orientation/ training will be used to get to know the volunteers in order to identify which roles or tasks will best fit individual personalities.

Orientations and Training

- Once the individual successfully completes the Volunteer recruitment and selection process, they will participate in the orientation process.
- The FSU will ensure that all Volunteers have the appropriate information necessary to fulfill their role and are aware of the relevant tasks and expectations.
- Volunteers will be trained to fulfill the responsibilities necessary.
- Volunteers of the FSU will continue to participate in training programs as required throughout their term.
- The FSU will handle and store detailed records of training accordingly.

Supervision and Evaluation

- Supervision is essential for volunteer positions where there is direct Student/College, or third-party contact.
- The level of supervision required will directly relate to the task assigned.
- All individuals will be made aware of who their direct supervisor is and how they can be contacted during an event.
- All supervisors will detect, report and appropriately handle any misconduct by a Volunteer.
- All misconduct will be addressed using progressive disciplinary measures (i.e. informal coaching, verbal, written, final written warning with possible suspension, dismissal of volunteer).
- Fanshawe Student Union will retain all records of disciplinary action pertaining to volunteers in a secure location where only designated personnel will have access, as per applicable privacy legislation.



Employment Standards

As unpaid members of Fanshawe Student Union, Volunteers are not considered employees for the purposes of the *Employment Standards Act*, and notice and just cause requirements present in the *Act* do not apply in the dismissal of a Volunteer.

[Appendix A – Volunteer \(Red Squad\) position description](#)