



GATEWAY REGION YMCA



YOU MAKE ALL THE DIFFERENCE

VOLUNTEER HANDBOOK

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WELCOME

Welcome to the Gateway Region YMCA. Thank you for volunteering with us! You are joining the thousands of volunteers who have been the heart of our organization since its founding.

As a volunteer, your contributions, dedication, and commitment are vital to our growth. Each volunteer opportunity, although different, contributes an important part to the organization as a whole. Our commitment to you includes the following:

- **Volunteers will be given a clear idea of the tasks they are being asked to perform and of the responsibility which goes with those tasks.**
- **Volunteers will be told who is responsible for their support and supervision and they will have regular access to this person.**
- **The relationship between paid workers and volunteers will be complementary and mutually beneficial. All colleagues will be aware of the area of work undertaken by volunteers and of the distinction between paid work and volunteering.**

This Volunteer Handbook will introduce you to the Gateway Region YMCA its mission, history, guidelines and policies. We hope you find this to be a valuable resource that will assist you in your volunteer duties.

**Thank you,
Gateway Region YMCA**

OUR HISTORY

The YMCA was founded in London, England, in 1844 in response to unhealthy social conditions arising in big cities at the end of the Industrial Revolution. Growth of railroads and centralization of industry and commerce brought many rural young men who needed jobs into cities like London.

George Williams was one of these young men. He was born on a farm and moved to London 20 years later to work at a draper's shop, a forerunner of today's department store. He and a group of fellow drapers organized the first YMCA to substitute bible study and prayer for life on the streets. The Y has always been nonsectarian and accepts all faiths.

The YMCA idea spread rapidly. In 1851, the first YMCA in this country was started in Boston. Two years later the St. Louis YMCA was founded in the Second Baptist Church. The YMCA World Service workers were forerunners for Peace Corps volunteers. The YMCA assisted in the formation of other major voluntary groups such as the Boy Scouts, Camp Fire and the USO.

OUR MISSION

The mission of Gateway Region YMCA is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

OUR CORE VALUES

Our core values are caring, honesty, respect and responsibility.

Caring means to love others and to be sensitive to their well-being. Caring is represented by the color red, which is associated with a caring heart.

Honesty involves telling the truth and acting in a way that you are worthy of trust. To be honest is to have integrity, to make sure your choices match your values. Honesty is represented by the color blue, which is associated with the expression true blue.

Respect involves treating others as you would have them treat you. Respecting others means valuing the worth of every person, including yourself. It is represented by the color yellow, which is associated with the Golden Rule.

Responsibility involves doing what is right, doing what you ought to do. Being responsible means being accountable for your behavior and obligations. Responsibility is represented by the color green, which is associated with environmentalism.

PHILOSOPHY AND RIGHTS

VOLUNTEER INVOLVEMENT

Volunteers are welcome in all programs and activities of the Gateway Region YMCA at varying levels of skill and decision-making. Volunteers will not, however, displace any paid employee from their position.

VOLUNTEER SERVICE

The Gateway Region YMCA recognizes your right to discontinue your service at any time and for any reason. Whenever it is deemed to be in the best interest of the Gateway Region YMCA, we also reserve the right to discontinue the volunteer service relationship. Volunteers shall not be expected to receive any form of payment, including wages, food, clothing, shelter or other kinds of payment, for volunteer talents and services contributed to the YMCA.

DIVERSITY

The Gateway Region YMCA is committed to advancing diversity, equity, and inclusion in every community we serve. As with everything we do, we are guided by our core values of caring, honesty, respect, and responsibility. These values compel us to recognize and celebrate the uniqueness of each individual person, and to be an anti-racist, multicultural, and inclusive organization. We understand that many factors make up and influence a person's individuality.

It's our responsibility to listen, learn and act to dismantle racism and advance equity at the individual, organizational, and societal level. We will hold ourselves accountable in working towards a time when everyone in our community has equitable access to opportunities to thrive.



VOLUNTEER RIGHTS AND RESPONSIBILITIES

THE RIGHTS OF GATEWAY REGION YMCA VOLUNTEERS:

- Be assigned appropriately according to your skill, interests and availability.
- Receive training, supervision and direction for the assignment(s) you accept.
- Be trusted with confidential information required to carry out your assignment(s).
- Have your suggestions and concerns about your assignment heard.
- Receive formal and informal recognition for your contributions.
- Be included in training opportunities, celebrations and observances pertinent to your volunteer assignment(s).
- Be treated with respect.
- Be able to access a record of the hours you served.

THE RESPONSIBILITIES OF GATEWAY REGION YMCA VOLUNTEERS:

- Promote the work, mission and values of the Gateway Region YMCA with others in the community.
- Be a positive role models for the people you interact with.
- Sign-up through VolunteerMatters and be approved in advance for volunteer projects and assignments.
- Notify your Gateway Region YMCA staff supervisor as soon as possible of schedule changes.
- Complete all screening and training requirements in a timely manner.
- Know your duties and how to do them correctly and in a way that demonstrates the Y values.
- Ask for additional training or direction when instructions or expectations are unclear.
- Follow all safety policies and ensure others are also following safety policies including never being alone with a child.
- Protect the confidentiality of members, program participants, and donors.
- Report any possible conflicts of interest to your supervisor.

YOUR WORKPLACE

VOLUNTEER ONBOARDING

A criminal background, sex offender, social security trace and child abuse/neglect screening are completed on volunteers through Verified Volunteers. Volunteers involved with childcare or camp are also screened through the Family Care Safety Registry. The results of the criminal, sex offender and social security trace must be known prior to volunteering. Screenings must be renewed annually for volunteer to continue service. All volunteers must immediately disclose any criminal proceedings or child/elder abuse investigations of which they are the subject.

New volunteers complete online training outlining child abuse and child abuse prevention. Additional trainings including those regarding safety and program implementation may be made available or required depending on the volunteer position. If you have questions about any of the materials presented in the training or would like additional training, contact your supervisor.

SCHEDULES

Shifts: Volunteers must sign-up for the shifts they are able to fill in VolunteerMatters. This system allows other volunteers and staff to see how many people are still needed to fulfill the needs of a project. If you attend a regular shift (i.e. daily, weekly), please also verbally notify your supervisor if you will be absent for that shift.

Positions: Volunteers holding a volunteer position, take responsibility for creating, maintaining and communicating a schedule that meets the needs of the project. Volunteers must sign up for any positions in VolunteerMatters. Examples of volunteer positions include: YRead tutor, Youth Sports Coach, and Community Gardener.

Tasks: Volunteers completing tasks, take responsibility for completing and reporting/returning the task to their supervisor. Volunteers must sign up for any tasks in VolunteerMatters. Examples of volunteer tasks include: making reading games for volunteers to use, making reminder phone calls, etc.

ATTENDANCE

Each volunteer is an integral part of the Association team, and his or her presence and daily contribution is needed to keep the operation running smoothly. All volunteers are expected to be at their volunteer assignment by the start of their scheduled shift and to remain until the end of their scheduled shift.

There are times when absence is unavoidable. If a volunteer needs to be absent, the volunteer is requested to advise their supervisor as soon as possible, preferably no later than two 2 hours prior to the start of his or her scheduled shift.

CHECK IN AND SUPERVISION

Upon arrival, volunteers should check in at the front desk of the Y Branch. The staff person supervising your project will provide direction for your assignment and is available to provide support and answer questions. When absent or unavailable, they may designate another staff member or volunteer to provide this support. Additionally, a Relationship Manager on Duty (RMOD) will be available.

INCLEMENT WEATHER

In the event of local inclement weather, such as hazardous icy roads, deep snow accumulation or blizzard conditions, the executive director, in consultation with the President & CEO and COO, will have the responsibility for deciding if the hours of operation should be altered.

The Association reserves the right to make decisions regarding emergency closings that are believed to be in the best interests of the safety of all employees and volunteers.

Volunteers may obtain information regarding the organization's status on our public website (gwrymca.org) or through the Gateway Region YMCA app.

OFFERING OR ACCEPTING GIFTS OR GRATUITIES

The Gateway Region YMCA's continued good reputation and success shall not be impaired by acts or situations that cause it embarrassment or obligates or creates liability for the Gateway Region YMCA which compromises its ability to operate independently and effectively. Accordingly, it is the Gateway Region YMCA's policy to generally prohibit the giving and accepting of gifts or gratuities. This obligation includes not only those acts formalized by written contracts, but also covers the everyday business relationships with suppliers, customers, governmental officials and government employees. Volunteers are prohibited from giving or accepting substantial gifts or gratuities. An exception may be made for gifts that are recognized as a custom of the trade, are of insignificant value and could in no way cause the Gateway Region YMCA to be embarrassed, obligated or incur liability.

DRESS CODE

The Gateway Region YMCA believes dress and grooming are an important part of the job and should always reflect the Gateway Region YMCA's expectation of leaving a favorable impression with members, volunteers and participants. The Dress Code Policy has been designed to complement the overall image of the Gateway Region YMCA as a wholesome environment for all who enter its doors. The Gateway Region YMCA Association Resource Office and other office settings are business casual environments. While no dress code can cover all contingencies, volunteers must exert good judgment in their choice of clothing to wear to their volunteer assignment. A volunteer that experiences uncertainty about acceptable, professional business attire, should contact his/her supervisor for guidance.

Most roles will have a name tag or t-shirt that serve as part of the volunteer's uniform. If provided, volunteers should wear these items each time they volunteer.

WEAPONS ON YMCA PROPERTY POLICY

The purpose of this policy is to ensure a safe environment for volunteers, employees, members, guests and visitors. To the extent permitted by State and Federal law, the Gateway Region YMCA prohibits all persons from possessing or carrying weapons or firearms of any kind, including concealed firearms, on any Gateway Region YMCA owned or leased property or in Gateway Region YMCA vehicles, at any time. This includes:

- Any form of weapon or explosive;
- All firearms; and
- All illegal knives or knives with blades that are more than six (6) inches in length.

This policy applies to all employees, contract and temporary employees, members, volunteers, guests and visitors on the property and customers and contractors on the property, regardless of whether or not they are licensed to carry a concealed firearm.

The only exceptions to this policy will be:

- Police officers;
- Security guards; or
- Approved circumstances that have been given consent by the Gateway Region YMCA Resource Office to carry a firearm on the property.

Volunteers who have reason to believe that anyone is on Gateway Region YMCA premises with a firearm should immediately inform their supervisor, Executive Director or the Human Resources Department. Volunteers that are unsure of whether an item is covered by this policy should contact their supervisor for clarification. Volunteers are responsible for making sure that any item they possess is not prohibited by this policy. Employees or volunteers violating this policy will be subject to disciplinary measures up to and including termination. Other persons violating this policy may be denied entrance to the premises and ordered to leave the premises. If a volunteer becomes aware of anyone violating this Policy, they must report it to their supervisor immediately. The Gateway Region YMCA reserves the right to conduct searches of any person who enters the Gateway Region YMCA's property. Pursuant to this provision, the Gateway Region YMCA is authorized to search lockers, desks, purses, briefcases, baggage, toolboxes, lunch sacks, clothing, and any other item in which a weapon may be hidden. Additionally, the Gateway Region YMCA may search a vehicle owned by it and used by the employee or volunteer, regardless of whether the vehicle is located on the Gateway Region YMCA's property at the time unless prohibited by State or Federal law. A volunteer may refuse the search; however, refusal can result in termination of the opportunity to volunteer for refusal to cooperate.

DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE POLICY

The Gateway Region YMCA is committed to providing a safe, healthy, and efficient working environment for all employees and volunteers. To help achieve this goal, volunteers are prohibited from possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug, consuming alcoholic beverages or being under the influence of alcohol while on Gateway Region YMCA premises, in Gateway Region YMCA vehicles, or while on Gateway Region YMCA business or time (including while on customer premises)

or bringing alcohol onto Gateway Region YMCA premises unless specifically approved by the Gateway Region YMCA; and from abusing controlled substances (such as prescription drugs) or possessing controlled substances that have not been prescribed for the volunteer by a physician. All volunteers of the Gateway Region YMCA, specifically those volunteers performing tasks that are designated as safety sensitive under applicable laws and regulations, are subject to the requirements of this policy. Volunteers using prescription drugs according to a physician's instructions or using over-the-counter drugs for medicinal purposes should, in the event such drugs impairs their ability to safely perform their job, notify their Supervisor for further consideration in conjunction with Branch Management on their ability to fulfill their volunteer role. Any volunteer who violates this policy is subject to disciplinary action, up to and including immediate termination.

GRIEVANCE PROCEDURE

Volunteer may file a written grievance with their direct supervisor within three (3) days of any incident or action that caused the complaint. The supervisor shall have five (5) days to reply to the complaint. If the volunteer is not satisfied with the supervisor's reply or there is no reply within five (5) days, volunteer may appeal in writing to the Vice President of Human Resources, who shall have authority and sole discretion to resolve the complaint. The Vice President of Human Resources' decision shall be final.

TOBACCO FREE CAMPUS

In support of the YMCA's strong commitment to providing a safe and healthy environment, use of tobacco products in all buildings, parking lots and YMCA property is not allowed. Volunteers are expected to comply with this policy. Volunteers may not smoke on sidewalks near the building or within 30 feet of an entrance to a YMCA building or property. Smoking in parked automobiles on YMCA property is also prohibited. Volunteers working off site for the YMCA must adhere to this policy as well, with the exception of YMCA Trout Lodge where use of tobacco products is restricted to designated areas. Violations of this policy will be subject to disciplinary action in accordance with the corrective disciplinary policy



PERFORMANCE IMPROVEMENT & CORRECTIVE DISCIPLINE

DISCIPLINE PROCEDURE – Violations of basic standards of conduct will result in disciplinary action ranging from verbal warning to termination of volunteer partnership, depending on the seriousness, nature and context of the violation. Obviously, it is not possible to list all types of impermissible conduct. Where situations arise that are not covered by these rules, volunteers are expected to use common sense and follow acceptable standards of behavior.

All volunteers must notify their supervisor and human resources immediately if they are arrested or convicted of a crime during their period of service with the Y.

CHILD ABUSE PREVENTION – Preventing child abuse is one of the highest priorities of the Gateway Region YMCA. Please refer to the policies you signed in VolunteerMatters.

All volunteers interacting with youth are mandatory reporters. Please refer to information below and in the child abuse prevention agreement in VolunteerMatters for more information about identifying and reporting suspected abuse.

The Gateway Region Y encourages all people to say something if they see something. Anonymous reporting is possible through our website at gwrymca.org/child-abuse-prevention.

PARENT INFORMATION – Parents are invited and encouraged to visit programs and/or program sites at any time and need not ask permission. YMCA staff will under no circumstances release children to anyone other than the authorized parent(s), guardian(s) or individual(s) listed as authorized by the parent/guardian in writing or on the enrollment forms. Volunteers are not authorized to release any child from a program and should refer to staff to follow the Gateway Regions YMCA's policy of release. Sign-in and sign-out sheets will be used on a daily basis and kept on file at the program site for one year. YMCA staff will keep an open line of communication between parents and program staff.

REPORTING PROCEDURES

At the first report of suspicion of child abuse, the staff or volunteer observing the abuse or to whom it has been reported shall inform the Executive Director of the respective branch and the Vice President of Association Child Care Services. As a secondary resource, the Senior Vice President of Human Resources may also be contacted. Every effort will be made to remove any immediate threats and provide a safe environment. Upon gathering appropriate data, as listed on the child abuse report form, the Program Director and the individual suspecting or witnessing the abuse must phone the hotline to report the incident. As licensed childcare providers, this is mandated by state Law. A call is made in "good faith" only reporting a suspicion. It's the Department of Social Services' responsibility to investigate

the case. In the event the reported incident or suspicion involves an employed staff person or program volunteer, the branch Executive Director will, without exception, suspend the person from all program responsibilities involving the supervision of children.

A child abuse report form must be completed by the Program Director, initialed by the Executive Director and faxed to the Vice President, Association Child Care Services and the Senior Vice President of Human Resources within two (2) hours. When a call is made to the Child Abuse Hotline, the person making the call will be notified that the call is being recorded. The reporting person will then be asked to supply as much identifying information as possible.

- Identify yourself and give your phone number
- Child's name
- History of child abuse
- Signs of the abuse
- Parent's name, work schedule, work phone number, etc.

The above information is included on the YMCA Child Abuse Reporting Form. A determination will be made by the hotline as to whether enough information is present to create a formal "report" and move forward with an investigation. If it is determined that the report is sufficient, the report will be sent to Jefferson City, Missouri or Springfield, Illinois to investigate whether there is a history of offenses. Within one hour, the report is sent to the Department of Social Services and the parent(s) or legal guardian(s) of the child or children involved will be promptly notified by the Department of Social Services. Regardless of where the incident or alleged offense takes place, if an employed staff person is involved, it will be considered job related. The Department of Social Services will notify the Executive Director within 30 days as to the results of the investigation only if a staff person or program volunteer is involved in the allegation. Otherwise, the Gateway Region YMCA will have no knowledge of the outcome. All staff members and volunteers must be sensitive to the need for confidentiality in the handling of information in this area. Therefore, volunteers and staff are instructed to discuss matters pertaining to abuse or suspected abuse only with the Program Director or Executive Director. Gateway Region YMCA staff and volunteers may not contact children or parents involved in a child abuse incident without permission of the Vice President, Association Child Care Services.

SIGNS OF CHILD ABUSE/NEGLECT PHYSICAL ABUSE – PHYSICAL INDICATORS

Please refer to child abuse definitions and indicators included in training and agreements in VolunteerMatters.

VOLUNTEER BENEFITS

The Gateway Region YMCA is a charitable organization which operates with the benefit of input and service from volunteers. Volunteers are not financially compensated for their service with membership, free programs or other items or service of significant monetary value. However, we want volunteering to be an enriching experience and therefore provide benefits that support the volunteer's service and promote growth. These benefits include:

- **Training opportunities** – In addition to safety and job specific training provided as part of onboarding the Gateway Region YMCA invites volunteers to participate in training provided by our Association Resource Office, Y-USA and Y branches. Please let your supervisor know of your interest in these opportunities.
- **Child Watch** – Child Watch is available for Y household members during scheduled hours at Y branches. Volunteers who are household members may use childcare as part of their member benefits. Volunteers who are nonmembers may use Child Watch while volunteering if there are available spaces. All volunteers are expected to abide by membership guidelines for Child Watch.

GENERAL OPERATING PRACTICES

RECORD MANAGEMENT

The Gateway Region YMCA uses VolunteerMatters software to manage and track hours and attendance for volunteers. VolunteerMatters also hosts important agreements, policies and training. Please visit our website gwrymca.org/community-programs/volunteer or gwrymca.volunteermatters.org to create a profile and browse and apply for volunteer opportunities in the Gateway Region. Volunteers must sign-up through this system before beginning their volunteer service. Background checks for volunteers are renewed annually. Volunteers must renew their information in VolunteerMatters annually to continue service with the Gateway Region YMCA.

HARASSMENT PROHIBITION POLICY

The Gateway Region YMCA prohibits harassment on the basis of any protected characteristic and will not tolerate any conduct which constitutes harassment of any employee, volunteer or any individual working in a facility by any person, including coworkers, other staff, officials, vendors, members, participants, or any non-employee. Harassment includes verbal, physical or visual conduct that creates an intimidating, hostile or offensive work environment, has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities. Harassing conduct includes epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means. Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that is implicitly or expressly a condition of employment, continued employment or considered in employment decisions such as promotion, performance evaluations, pay adjustments, discipline, or work assignments.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this Policy and, like harassment or discrimination itself, will be subject to disciplinary action. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

REPORTING AND INVESTIGATION OF AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

The Gateway Region YMCA encourages the reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the following individuals:

- Supervisor
- Executive Director or Supervisor's Manager
- Vice President of Human Resources

A volunteer is not required to start with their supervisor and should report their claim to any member of the management team with whom the employee feels comfortable. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Although absolute confidentiality cannot be guaranteed, all complaints will be handled as confidentially as possible, and only those persons with a need to know will be informed of the investigation findings. Complaints made in good faith, even if erroneous, are not subject to disciplinary action. False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

WHISTLEBLOWER COMPLAINT AND REPORTING PROCEDURE

It is the responsibility of all employees and volunteers to uphold the ethical standards of the Gateway Region YMCA and to be committed to the highest possible levels of openness and accountability. Employees of the Gateway Region YMCA are encouraged to report, either verbally or in writing, to their supervisor, any other member of management, or via the employee hotline, any evidence of activity by a YMCA employee that may constitute:

- Instances of fraud
- A violation of law
- Danger to employee or public health and safety.

Under no circumstances will any employee or volunteer be subject to any disciplinary or retaliatory action for reporting a violation or potential violation in good faith. If a volunteer makes a disclosure in good faith pursuant to this Policy and any facts alleged are not confirmed by subsequent investigation, no action will be taken against the person making the complaint.

CONFIDENTIAL INFORMATION

Confidential information is any business information proprietary to the Gateway Region YMCA including, but not limited to: financial information, budgets, pricing, trade secrets, processes, operations strategies, marketing plans, forecasts, concepts, ideas, and information (such as name and addresses) on any Gateway Region YMCA member, volunteer, employee, or other associate.

VIOLENCE IN THE WORKPLACE POLICY

The safety and security of all volunteers is of primary concern to the Gateway Region YMCA. Threats, threatening and abusive behavior, or acts of violence against volunteers, employees, visitors, customers, or other individuals by anyone on Gateway Region YMCA property will not be tolerated.

Violations of this Policy will lead to disciplinary action up to and including termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. All volunteers are responsible for notifying their Supervisor, Human Resource Representative, or the Senior Vice President of Human Resources of any threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all volunteers should report any behavior they have witnessed that they regard as potentially threatening or violent or which could endanger the health or safety of any individual when the behavior has been carried out on a Gateway Region YMCA property or is connected to the Gateway Region YMCA's employment or business. Volunteers are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened.

MEDIA RELATIONS

All media inquiries regarding the Gateway Region YMCA and its operations must be referred to the Vice President, Marketing and Communications. Only the President & CEO, COO or the Vice President, Marketing and Communications are authorized to approve public statements to the media on behalf of the Gateway Region YMCA in any format – verbal, written or electronic.

SOCIAL MEDIA

No volunteers, unless specifically designated by the Marketing & Communications Department, are authorized to make statements on behalf of or as a representative of the Gateway Region YMCA in any format – verbal, written or electronic – on any Gateway Region YMCA website or social media site. The Gateway Region YMCA reserves the right to monitor comments or discussions by employees and volunteers about the Gateway Region YMCA and its activities on the internet. Please also refer to the social media policy included in onboarding materials in VolunteerMatters.

SAFETY

Volunteers are one of our most important resources, and safety is one of the YMCA's principal responsibilities. For this reason, we are committed to maintaining a standard of excellence that ensures continual improvement in health and safety performance. All activities will meet or exceed the requirements of applicable health and safety laws and regulations, as well as other requirements defined by the Association's standards and procedures. This is accomplished by setting objectives, targets, engineering controls and training employees and volunteers in safe work practices. Employee, volunteer and member safety and health responsibilities will be clearly defined and must be an integral part of all functions.

Volunteers are required to comply with all safety and health regulations established for their protection and the protection of our members. Volunteers should:

- Follow all safety rules applicable to their position.
- Immediately report to their supervisor all accidents, incidents or injuries regardless of how insignificant the injury or situation may seem.
- Immediately report to their supervisor any safety hazards.
- Participate fully in any safety program activities.
- Be responsible for keeping the work area clean and orderly.
- Assist supervisors in setting a safe example for new workers, and if assigned, to instruct other volunteers in the safe performance of their duties.
- Operate equipment and vehicles in a proper and safe manner.



PHILANTHROPY

UNITED WAY

The United Way is an important resource for our region. The YMCA encourages all volunteers and staff to participate and contribute annually.

ANNUAL CAMPAIGN

The Y is a nonprofit, 501(c)(3) charity that works side-by-side with our neighbors every day to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive. One of the ways we do that is by providing financial assistance to children, adults and families who may be unable to afford a membership or participation in our programs. The Y counts on the generous donations from the public to ensure everyone has the opportunity to participate in our services.

When you give to the Y, you're doing your part to strengthen our community—and a strong community is good for everyone. Whether you're helping a child in need attend summer camp, giving someone the assistance they need to make a healthy change in their life, or contributing to the construction of a new Y facility, your gift will let us continue to affect positive change in our region.

The YMCA mission is at the heart of all of our programs. We can only live up to our mission, and truly serve all who need us, with the help of committed and generous donors who give to the YMCA Annual Campaign. Your help is greatly appreciated and ensures that no one, of any age, race, gender or ability, will ever be turned away from a YMCA program because of an inability to pay.

How does my gift help?

- **\$2,500** Helps us to address inequalities facing families living in communities of concentrated poverty by providing a network of support.
- **\$1,000** Provides a teen the opportunity to learn about and participate in the democratic process through YMCA Youth In Government program.
- **\$500** Helps us provide meals to children in our programs, giving them the physical and mental energy they need to be active, engaged and ready to learn.
- **\$250** Gives children access to high-quality after school and summer programs that can help eliminate the achievement gap.
- **\$100** Improves a child's reading ability and performance in school through the YRead Literacy program.
- **\$50** Provides access to a session of swim lessons that provides the opportunity to learn to be safe in and around water and develop the life skill of swimming.

The YMCA encourages all volunteers to participate and contribute annually to the Annual Campaign.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I acknowledge that I have received the Volunteer Handbook for the Gateway Region YMCA, which contains a description of the Gateway Region YMCA's policies and procedures along with other position-related information. I understand that this Handbook is not intended to be an expressed or implied contract of employment, but rather, is designed to answer many of the questions that may arise in connection with my employment. I also understand that it may be changed at any time with or without notice to me. Nothing in any other written materials disseminated by or for the Gateway Region YMCA, and nothing in any statement or action by or on behalf of the Gateway Region YMCA's representatives, is intended to create or constitute a volunteer contract between the Gateway Region YMCA and me, or imply the existence of any contractual rights. I understand my volunteer relationship is "at-will". This means that either party may terminate the volunteer relationship at any time for any reason, with or without notice, and for any reason or no reason at all. Neither the Volunteer Handbook, nor any other written materials, statements nor actions by or on behalf of the Gateway Region YMCA limit my or the Gateway Region YMCA's right to terminate the volunteer relationship. By signing below, I acknowledge that I have received a copy of the Volunteer Handbook, have been allowed the opportunity to seek clarification and know that I am expected to fully comply with the provisions therein. I also understand that any incorrect, incomplete, false or misleading information provided by me to the Gateway Region YMCA, verbally or in writing, will result in termination of volunteer upon discovery.

Volunteer Signature: _____ Date: _____

Printed Name: _____

This document must be signed and returned to your supervisor.