



# Volunteer Policy and Release Agreement

## Volunteer Policy

Definition of an Element 11 volunteer (i.e. Registered Volunteer): a volunteer is considered official when the following conditions are met:

- The volunteer is assigned to a particular shift, project, or department through online or in-person registration and/or has completed a departmental shift at Element 11
- The volunteer has signed and received an Element 11 laminate and/or wristband
- The volunteer is tied to email communication and/or social media streams, such as the Element 11 Volunteers Facebook group

All volunteers are encouraged to register using the online Volunteer Registration form to get on our email list as well as join the Element 11 Volunteers Facebook group where volunteer opportunities are posted.

Volunteer sign-up will happen online through TimeCounts ([timecounts.org/element-11](http://timecounts.org/element-11)) as well as in-person in the Volunteer Lounge during the event. These opportunities will be sent out through email and posted to the Element 11 Volunteer Facebook group.

The Volunteer Schedule will be at the Volunteer Lounge for the duration of the Element 11 event. Volunteers are expected to show up for shifts they have signed up to work. If for any reason a volunteer cannot meet their commitment, they are required to report to the Volunteer Lounge to inform their Lead that they will not make their shift, no less than one (1) hour in advance of the shift time, if possible.

Volunteers must record their shifts in the Volunteer Schedule (TimeCounts log or Big Book of Shifts) in the Volunteer Lounge when working scheduled shifts as to aid in proper record keeping and for possible future recognition. Volunteers are responsible for properly recording their shifts to ensure their hours will be counted. Hours not recorded by volunteers during the specified events will not count towards their Recognition Reward. Volunteers will refer to the [Volunteer Recognition and Rewards Program](#) for the recognition policies.

Volunteer laminates are given each year. All Element 11 volunteers will be given a laminate and/or wristband that they will need to wear during their shifts. Laminates and wristbands will be distributed during the event in the Volunteer Lounge and must be presented to receive free meals in the Lounge. Refer to the [Volunteer Lounge Policy](#) for general information about services and responsibilities in the Lounge.



Special requirements or considerations that a volunteer must meet to perform key functions (i.e. collecting money, skill and safety training and/or certification, driver's license, interview, length of service, background checks, etc.) may be necessary based on Element 11's need, and will be determined on a case-by-case basis.

Use of Element 11 Property and Assets is not allowed for personal use of volunteers. Personal Use is determined to be anything other than official Element 11 functions, including personal art projects whether registered or not, theme camps, grant award recipients, and volunteers working outside of an official volunteer capacity. Use of tools, equipment, or other Element 11 property for personal use is not permitted. Use of Element 11 storage facilities for personal use is not permitted. Use of Element 11 office or other work spaces for personal use is not permitted.

## Volunteer Release Agreement

### As an Element 11 Volunteer:

- I agree to release my volunteer profile information to Element 11, provided that Element 11 agrees to keep my information private and confidential and will use it only for the purpose of supporting volunteer activity.
- I understand my profile information will be accessed by select Element 11 leadership for the purpose of supporting volunteer activity.
- I agree to abstain from conducting or participating in criminal activities, harassment– sexual or otherwise– and socially improper or offensive conduct while acting in an official capacity as an Element 11 Volunteer.
- I agree to conduct myself with honesty, integrity, personal responsibility, and respect for others while acting in an official capacity as an Element 11 Volunteer.
- I agree to uphold the Element 11 BYLAWS, Mission, and the 10 Principles.
- I agree that to the best of my ability I will:
  - Participate
  - Provide legal name (no nicknames) as well as accurate and current contact information when signing up for shifts
  - Attend required meetings for my department or project
  - Wear my volunteer laminate, wristband, and t-shirt (if applicable) while on my volunteer shift
  - Regularly connect with department or project specific social media/communication lists online
  - Honor my commitments and deadlines
  - Ensure my volunteer hours are properly recorded during events
  - Respect Element 11 resources, including time, tools & equipment, monies, and other volunteers
  - Follow applicable Element 11 policies and procedures
  - Leave No Trace

Content Updated: 2023-02-05