



## **VOLUNTEER RELEASE, AGREEMENT, AND POLICY**

**Purpose:** To provide general information about how to become an Element 11 Volunteer, the Element 11 volunteer appreciation program, and expectations and limits around volunteer service. It also contains the Volunteer Release and Agreement statement.

### **ELEMENT 11 VOLUNTEER RELEASE AND 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 and Mission and the 10 Principles.
- I agree that to the best of my ability I will:
  - Participate
  - Keep my online volunteer contact information current.
  - Attend required meetings for my department or project.
  - Wear my volunteer laminate 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/procedures.
  - Leave No Trace.

### **VOLUNTEER POLICY**

Definition of an E11 Volunteer (i.e. Registered Volunteer): Volunteers are considered official when the following conditions are met:

- Assigned to a particular project or department through volunteer registration and/or have completed a departmental shift at Element 11.
- Signed and received volunteer laminate.



- Tied to communication and social media stream, including E11 Volunteer Facebook page.

All Volunteers are encouraged to register using the online Volunteer Registration form to get on our email list. Otherwise they should join the Element 11 Volunteers Facebook group where we will post volunteer opportunities.

Volunteer sign up will happen through online forms such as Sign-Up Genius. These opportunities will be sent out through email and posted to the E11 Volunteer Facebook Group.

The Master 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've 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 they won't make their shift, prior to the shift begin time if possible.

Volunteers must sign in and out with department leads, when working scheduled shifts as to aid in proper record keeping and for possible future recognition. Volunteers are responsible for properly signing in and out of shifts to ensure their hours will be recorded. Hours not recorded by volunteers during the specified events will not count towards their Elemental Star Reward. Volunteers will refer to the Volunteer Appreciation Program for the recognition policies.

Volunteer Laminates are given each year. All E11 Volunteers will be given a blank laminate that they will need to sign and wear during their E11 shifts. Laminates will be distributed by appointed BOD and department Leads during the beginning of festival in the Volunteer Lounge.

Special requirements or considerations that a volunteer must meet to perform key functions (i.e. collecting money, skill or safety training or certification, driver's license, interview, length of service, background checks, etc.) may be necessary based on Element 11, Inc. 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 an official volunteer capacity. Use of tools, equipment, or other E11 Property for personal use is not permitted. Use of E11 storage facilities for personal use is not permitted. Use of Element 11 Office or other work spaces for personal use is not permitted.

*Revised April 2017*