

Minimum Operation Standards - Volunteer Guidelines Implementation Plan

	Key Element	Activities
1	Organizational Buy-In	<ul style="list-style-type: none"> • Organizational administration have contributed their expertise / priorities to developing Volunteer Guidelines. • A policy stating volunteer guidelines exists and a plan to train and implement the policy is in place.
2	Training of Volunteers	<ul style="list-style-type: none"> • Volunteer Coordinator reviews Volunteer Guidelines with new volunteers during every Volunteer Orientation presentation, which is mandatory for new volunteers. • Volunteers must sign an agreement during onboarding, stating that they have read and understood the Volunteer Guidelines and agree to abide by them. • Volunteer Guidelines are posted in a visible place at the Hospitality Center. • Volunteer Guidelines are conveyed to current volunteers whenever the Volunteer Guidelines are updated and each _____ on _____.
3	Support from Staff	<ul style="list-style-type: none"> • Staff / volunteers are encouraged to communicate with _____ to report any inappropriate behavior by volunteers. • Volunteer Coordinator maintains a close working relationship with staff to ensure that volunteers are welcomed, supported, and supervised.
5	Response Plan	<ul style="list-style-type: none"> • A dedicated focal point has the overall responsibility for addressing violations of the Volunteer Guidelines. That individual is _____. • There is a mechanism for staff / volunteers to report a violation of the Volunteer Guidelines to _____ and for the incident to be addressed with the volunteer. • There is a mechanism for volunteers to be corrected and dismissed as needed.