



Volunteer Policies and Procedures

Thank you for choosing to volunteer with Partnership 4 Kids! Your time and commitment means so much to the students we serve. Our program depends upon volunteers like you to be successful.

We seek to have a relationship with each volunteer that is based on mutual respect for individual rights and responsibilities. We expect each to perform his/her duties with excellence. We encourage and expect you to contribute ideas or suggestions and you can expect us to give them appropriate consideration.

Whether you are a new volunteer or have been with Partnership 4 Kids for some time, these materials should answer any questions you have concerning Partnership 4 Kids and its policies. Please read it thoroughly. Know that the policies and procedures herein are subject to change at the sole discretion of the organization.

If, after reading, you have additional questions, please contact Partnership 4 Kids at (402) 930-3000.

Thank you for your time and commitment to the students served by Partnership 4 Kids.

**A LOT OF PEOPLE HAVE GONE FURTHER THAN THEY THOUGHT
THEY COULD BECAUSE SOMEONE ELSE THOUGHT THEY COULD.**

OUR MISSION

TO MENTOR KIDS FOR COLLEGE TODAY, AND CAREERS TOMORROW.

OUR VISION

TO BUILD A BETTER COMMUNITY BY INSPIRING HOPE, ENGAGING MINDS AND LAUNCHING FUTURES THROUGH GOAL SETTING, MENTORING, COLLEGE AND CAREERS.



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SECTION 1 – OVERVIEW AND VOLUNTEER POLICIES

1. Overall Policy on Utilization of Volunteers

The achievement of the goals of Partnership 4 Kids is best served by the active participation of citizens of the community. To this end, Partnership 4 Kids encourages the involvement of volunteers.

2. Purpose of Volunteer Policies

The purpose of these policies is to provide overall guidance and direction to staff and volunteers. These policies are intended for internal management guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The organization reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Director of Volunteer Resources, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Director of Volunteer Services.

3. Scope of Volunteer Policies

Unless specifically stated, these policies apply to all non-elected volunteers in all programs and projects undertaken on or on behalf of the organization, and to all departments and sites of operation of the organization.

4. Definition of ‘Volunteer’

A ‘Volunteer’ is anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of the organization. A ‘Volunteer’ must be officially accepted and enrolled by the program prior to performance of the task. Unless specifically stated, volunteers shall not be considered as ‘employees’ of the program.

5. Service at Discretion of the Organization

Partnership 4 Kids accepts the service of all volunteers with the understanding that such service is at the sole discretion of the organization. Volunteers agree that the organization may, at anytime, for whatever reason, decide to terminate the volunteer’s relationship with the organization.



6. Special Case Volunteers

Partnership 4 Kids accepts volunteers who are participating in student community service activities, student intern projects, corporate volunteer programs and other volunteer referral programs.

7. Two Hat Policy

Members of the organization's Board of Directors, agency staff members, Service League and Advisory Committee may be accepted as volunteers.

8. Recruitment of Minors

Volunteers who have not reached the age of majority (19) are not accepted as Group Mentors.

9. Placement

In placing a volunteer in a position, attention shall be paid to the interests and capabilities of the volunteer and to the requirements of the volunteer position. No placement shall be made unless the requirements of both the volunteer and the supervising staff can be met: no volunteer should be assigned to a 'make-work' position and no position should be given to an unqualified or uninterested volunteer.

10. Reporting Volunteer Information

Volunteers must report events that could interfere or otherwise impact the volunteer's service to the organization and/or student. Volunteers need to contact the staff as soon as the volunteer becomes aware of any of the following:

- Change of Address
- Change of Phone Number
- Change in Employment
- Change in Ability to Perform Duties
- Arrest or any Criminal Charges



SECTION 2 – GENERAL POLICIES AND PROCEDURES

1. Criminal Background Screening (See Background Check Policy Appendix)

It is the policy of Partnership 4 Kids to conduct criminal and civil background reports prior to selecting mentors and also conducts on-going screenings on an annual basis. This screening is a part of the mentor's continued placement with the program; therefore, the volunteer is requested to complete the online application. Background checks will include but may not be limited to the Multi-Court Jurisdictional Database, Global Watch, County and Federal Criminal, Motor Vehicle Record, and the National Sex Offender Registry (hereinafter the "Consumer Reports")

Applicants that have not lived in Nebraska for more than seven years will need to furnish all previous addresses so that the proper state law enforcement agencies can be contacted for background checks.

Whenever it is found that an applicant/employee has committed a crime against a child or a dependent adult, has been convicted of driving while intoxicated or under the influence in the past 3 years or more, three or more total DUI's, has been convicted for any crime involving violence, theft, drugs, terroristic threats, crimes against nature, weapons, or relating to the welfare of a child, the Organization reserves the right to take appropriate actions, up to and including immediate termination. Please see Background Check Policy Appendix (Last page of this handbook) for a more detailed outline of possible disqualifiers from the mentoring program.

The Organization reserves the right to use its discretion to take appropriate actions with regard to any other crimes and/or questionable behavior discovered or disclosed, with incidents evaluated on a case by case basis after consultation with appropriate professionals and the consideration of the following factors:

- The relationship between the incident and the type of employment or service that the applicant will provide.
- The applicant's employment or volunteer history before and after the incident.
- The applicant's efforts and success at rehabilitation.



- The likelihood that the incident would prevent the applicant from performing his or her responsibilities in a manner consistent with the safety and welfare of the clients served by the organization.
- The circumstances and/or factors indicating the incident is likely to be repeated.
- The nature, severity, number, and consequences of the incidents disclosed.
- The circumstances surrounding each incident, including contributing societal or environmental conditions.
- The age of the individual at the time of the incident.
- The amount of time elapsed since the incident occurred.

All background reports are reviewed annually with for compliance with this policy and kept in volunteer files.

Final determination of volunteer eligibility may also be dependent on the Omaha Public Schools criteria for volunteer service.

An unacceptable driving record does not automatically disqualify a volunteer; however, they will not be allowed to transport students in their personal vehicle under any circumstances. Any volunteer who is charged with any of the above violations should immediately contact the Director of Volunteer Resources.

2. Fair Credit Reporting Act (FCRA Compliance)

Partnership 4 Kids complies with the Fair Credit Reporting Act (FCRA) for its background screening; therefore, in the event information from the report is utilized in whole, or in part, in making an adverse volunteer placement decision, Partnership 4 Kids can provide the volunteer with a copy of the report, in writing of the volunteer's rights under the FCRA.

3. Concerns or Grievances

Under this policy, a grievance is defined as any event, condition, rule, or practice which the volunteer believes violates his or her civil rights, treats him or her unfairly, or causes him or her any degree of unpleasantness or unhappiness on the job. A grievance may also deal with an attitude, or an opinion or statement held by a staff member or fellow volunteer.

Volunteer grievances are of great concern to P4K, regardless of whether the problem is large or small. To provide prompt and efficient evaluation of, and response to grievances, P4K has established a procedure for all volunteers. It is P4K's policy to give full consideration to every



volunteer's opinion. There will be no discrimination against or toward anyone for his or her part in presenting a grievance. All grievances are handled confidentially.

Please Note: If urgent action is needed, please notify a staff member immediately.

1. First Step – Volunteers may present any matter verbally or in writing to their Program Coordinator or Program Director within 5 working days of the event causing the grievance. If no answer is received from your Program Coordinator or Director within 3 working days, or if the answer is not satisfactory, the volunteer may proceed to the second step.

2. Second Step – Employees may submit the grievance, in writing, to the next level of management which is our agency President, explaining the reason for the grievance and the requested remedy. If no answer is received within 3 working days, or if the answer is not satisfactory, volunteers may proceed to the third step.

3. Third Step – If a satisfactory resolution is not reached at the first or second step, volunteers may present the written grievance to P4K's Board of Directors' Chairman. The Chairman's decision is final.

Contact Information

It is important that you contact the appropriate Partnership 4 Kids' staff member to resolve a conflict efficiently and effectively. Please use the following as a guide:

1. Program Coordinators - the person you work directly with at the school

2. Program Directors

Elementary	Kris Morgan	402-557-6372	kmorgan@p4k.org
Middle & High	Joanne Poppleton	402-557-6364	jpoppleton@p4k.org
College Access	Molly Verble	402-557-6394	mverble@p4k.org

4. President of Partnership 4 Kids

Debbie J. Denbeck, 402-930-3003 or ddenbeck@p4k.org

5. Chairman of Partnership 4 Kids' Board of Directors



Ward Chambers, 402-559-3596 or wchamber@unmc.edu

4. Equal Opportunity Policy

Partnership 4 Kids promotes equal opportunities to its volunteers and applicants without regard to race, religion, creed, color, sex, age, disability, national origin, status as a disabled veteran or veteran of the Vietnam era, marital status or political affiliation. This policy applies to all terms and conditions of volunteering.

Partnership 4 Kids expects its volunteers to adhere to a similar equal opportunity policy regarding all aspects of this Volunteer Policies and Procedures Manual.

5. Maintenance of Records

A system of records will be maintained on each volunteer with the organization, including dates of services, positions held, duties performed, evaluations and awards received. Volunteers and appropriate staff shall be responsible for submitting all appropriate records and information to the organization in a timely and accurate fashion.

Volunteer records shall be awarded the same confidentiality as staff personnel records.

6. Social Media Policies

Social media (including personal and professional Web sites, blogs, chat rooms and bulletin boards; social networks, such as Facebook, Instagram, LinkedIn, Twitter, Tumblr, Google+ and Wordpress, video-sharing sites such as YouTube, and e-mail) are a common means of communication and self-expression.

While we recognize the inherent benefits of online communication platforms, we also understand that online communication can have negative, damaging or unintended effects when boundaries of public and private information sharing are blurred. For these reasons, we have developed a social media policy to protect program participants and organizational integrity. This policy has been adapted from the Friends for Youth Mentoring Institute to fit the needs of this program.

Our program relies on social media tools for marketing, outreach, event planning and networking; however, if a program board member, employee, volunteer, youth participant or affiliate selects to participate in social media platforms on their personal time, we hold that this is the choice and sole responsibility of the individual. Partnership 4 Kids does not intend to



control online interaction among program participants; however, to protect the healthy boundaries of youth and adult mentoring relationships, we request that participants, affiliates, and employees understand and adhere to the following Social Media **CARE guidelines** when interacting with the program or program participants through online communication platforms.

Community – Appropriate – Responsibility – Exercise Common Sense (CARE)

(Courtesy of Oregon Mentors)

Community –Honor it!

Online communication platforms are an incredible resource for connecting and building community. Honoring community connection means using these mediums as ways to build support, positive interaction and shared understanding. Because people bring unique experiences, attitudes, and beliefs to the realm of online interaction just as they do in-person, some online dialogue may illustrate differences of opinion. When this happens, remember to articulate yourself clearly and responsibly by presenting information logically, not overreacting, and objectively clarifying misunderstandings or errors as necessary.

Appropriate – Be it!

If you choose to dialogue via an online communication platform on a personal level while “linked”

or connected to your formal mentoring program and/or respective match mate, be considerate, fair, and appropriate with your posts. This means considering if the information you are sharing is something that you feel comfortable with your program, match-mate, potential employer and other individuals viewing BEFORE you post. Remember all information shared through online communication platforms becomes public domain the instant it is posted.

Responsibility – Use it!

You are responsible for the information you share through online communication platforms. Exercise responsibility for your communication by demonstrating, accuracy, honesty and



integrity. When you make a mistake, acknowledge and correct it immediately. Think twice before posting. Always consider if you are comfortable with the information being connected back to you by anyone. Honor confidentiality and do not disclose any confidential or proprietary information of P4K, or personal identifying information of any employee, volunteer or student involved with P4K. If you are expressing your personal opinion while referencing your mentoring program or respective match mate, be sure to indicate that you are expressing a personal belief, opinion, or attitude and not the expressed opinion of the organization, or individual with which you are affiliated.

Exercise Common Sense and Good Judgment –Show it!

If you're unsure if you should post information using online communication platforms, err on the side of caution and use discretion. Understand that if you choose to connect with your program and respective match mate via online communication platforms, you are expected to share this information with the program. Recognize that Partnership 4 Kids will monitor social networking sites to protect program participants and organizational integrity. Failure to follow the program's Social Media CARE guidelines may be cause for dismissal from the program.

If a program participant, employee or affiliate is concerned about their ability to follow this social media policy and CARE guidelines, this program requires that they do not communicate electronically in a way that connects them to this program or another participant. This policy is established to protect participants, the integrity of this organization, and to support healthy youth and adult mentoring relationships. Partnership 4 Kids will appoint a staff member to manage and represent all program information via online communication platforms. This individual is responsible for managing all login information, marketing, and adherence to above guidelines.

Creating and Managing Content

P4K must approve any Web site, blog, chat room, video-sharing site, bulletin board or other social media that promotes the company. No employee may incorporate the P4K logo or other intellectual property in a Web site, blog, chat room, video-sharing site, bulletin board, or other social media without written permission.

If you maintain a Web site, blog, chat room, video-sharing site, bulletin board, or other social media that promotes the company, you are responsible for reviewing responses to online posts and resolving any concerns about the propriety of the responses before they are posted.



If a blogger or any other online participant posts an inaccurate, accusatory, or negative comment about P4K or any of its employees, do not respond to the post without the approval of your supervisor or a member of the Executive team.

You should avoid hostile or harassing communications in any posts or other online communications involving the Company and refrain from publishing comments about controversial or potentially inflammatory subjects, including politics, sex, religion, or any other non-business-related subjects in any posts or other online communications involving P4K

Violation of the social media policy can be grounds for disciplinary action, up to and including termination of employment.

The above policy is not intended to interfere with, abrogate, or in any way impact employees' rights under Section 7 of the National Labor Relations Act.

Employees and Mentors

Employees and mentors should keep the following guidelines in mind when considering the use of social networking sites for programs that involve youths under the age of 18:

Friending, following, etc. of students on any social media site including, but not limited to, Facebook, Instagram, Snapchat, Twitter, etc. is not allowed. Program Coordinator permission must be granted to subscribe to the public platform of a student ie. blogs, YouTube channels, etc.

The use of chat programs for P4K related communication is allowed.

Refrain from any proactive one-on-one communications with mentees on social networking sites. They may accept invitations to profiles, groups, and events.

Agency employees are required to have a separate work profile versus personal when communicating with mentees on social networking sites.

Mass (one-to-many) communication from these sites is allowed provided that the content is appropriate and program-related.

Use caution when posting pictures of mentee participants. Media releases should be on file for all mentees visible in the photo(s). Photos of mentees posted without signed Media Release consents are in direct violation of those privacy rights. Should a student ask to have their picture removed from social media, their request will be granted immediately.



Posting pictures of large groups is prohibited, as media releases may not be on file for all students in the photo, however if P4K posts it to social media, you may share the post.

Agency staff and mentors should not use a social networking profile, group page, blog, or other Internet medium to discuss behavior that is prohibited by agency policy or the Code of Conduct, including, but not limited to, alcohol or drug use, sexual behavior, delinquent behavior, etc.

Agency staff and mentors should not post any material regarding any mentee's educational record, or other confidential information regarding any student, whether the mentee is identified or not, this may violate the Family Educational Rights and Privacy Act (FERPA) and may result in discipline and/or discharge.

Should an agency staff member or mentor choose to maintain a virtual presence and see something on a mentee's profile that is illegal or questionable in nature, it is the responsibility of the adult to notify the Program Director. The Program Director will provide guidance on any next steps (to possibly include notifying the online community, the mentee's parents/guardians, appropriate state agency, and/or law enforcement). Representatives of Partnership 4 Kids have a legal and moral obligation to protect program mentees and acts of omission, in this case, are considered far more detrimental than acts of commission.

7. Representation of the Organization

Prior to any action or statement which might significantly affect or obligate the agency, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of the agency as specifically indicated within their role descriptions and only to the extent of such written specifications.

8. Confidentiality

Employees, volunteers and contractors of Partnership 4 Kids may be exposed to information which is confidential and/or privileged and proprietary in nature ("Confidential Information"). Confidential information includes, but is no limited to, financial and business planning information, curriculum information and documents, donor information, personal information of students, mentors and volunteers, and any other non-public information designated by the Organization as confidential and /or privileged and proprietary information. This includes



information viewed on-line, in any electronic format, in print/hard copy, in other media, or received verbally.

Employees, volunteers and contractors are responsible for maintaining the confidentiality of all Confidential Information to which they are exposed, both during and after employment, volunteer service or contractual work, whether this information involves an employee, volunteer, student, mentor, or other person or involves overall Organization business. Discussing Confidential Information with anyone outside of the Organization or with an unauthorized employee or volunteer is considered breach of confidentiality. In addition, internal information about our Organization and your co-workers or fellow volunteers should be held in strict confidence. Confidential Information should not be disclosed to others, except employees and others affiliated with the Organization whose knowledge of the information is required in the normal course of business.

Employees, volunteers and contractors are expected to return all materials containing Confidential Information at the time of separation from employment or expiration of service.

9. Insurance

The volunteer's personal automobile policy is the primary policy for claims of personal property damage or medical claims of passengers, including program participants or other parties involved in such accident occurring while carrying out agency business. The Agency is unable to provide primary auto coverage for automobiles not owned by the Agency.

Hired and Non-Owned Coverage

Hired and Non-Owned Coverage specifically applies to vehicles owned by employees and/or volunteers and used for company business. An employee/volunteer's personal automobile insurance will provide primary insurance, however, should the charges exceed the employee/volunteer's policy limit, the Organization's Hired and Non-Owned Coverage will take over and cover the remaining charges.

Volunteers are not covered by Worker's Compensation insurance.



SECTION 3 – STUDENT HEALTH & WELFARE

1. Boundaries for Interactions / Activities with Youth

- Physical contact with the students should be restricted.
- It is not the role of volunteers to discipline students, however there may be times when a student needs to be corrected or re-directed during visits.
- Corporal punishment is never allowed. Volunteers are not to use verbal or physical intervention that could cause emotional or physical harm.
- If discipline is required during individual activities, volunteers should talk with the students in a calm manner, describe the problem and offer a solution. Volunteers must contact the Program Coordinator or school staff/personnel immediately.

2. Student Injuries

If at any time a student sustains an injury while under the supervision of a volunteer, the volunteer is to take any and all necessary steps to ensure the student receives medical attention. This may include providing first aid, transporting the student to a hospital or calling emergency services (911). Volunteers must contact the Program Coordinator or school staff immediately in the event of an injury.

In the event that a student is injured while under the supervision of a volunteer, that volunteer will complete a written “Injury Reporting Form” and submit it to Partnership 4 Kids as soon as possible.

**A copy of the “Injury Reporting Form” can be found on the last page of this document.

3. Mandatory Reporting

Any person who suspects that a child has been, or is being, physically or sexually abused or neglected is required by Nebraska laws to report it promptly to the Abuse/Neglect Hotline (**1-800-652-1999**). This Hotline is operated 24 hours a day, 7 days a week.

Nebraska law (Child Abuse Mandatory Reporting Provisions 28-710[3]) defines child abuse as:

“Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child to be: (a) placed in a situation that endangers his or her life or physical or mental health; (b) cruelly confined or cruelly punished; (c) deprived of necessary food, clothing, shelter, or care; (d) left unattended in a motor vehicle if such minor child is six years of age or younger;



(e) sexually abused; or (f) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films or depictions.”

The law requires that you only have suspicion of abuse, not that you investigate or are 100% sure the abuse occurred.

IF THE CHILD IS IN IMMEDIATE DANGER OF PHYSICAL HARM CONTACT 911.

4. Medication Dispensing

The organization practices the policy of “zero” tolerance for dispensing over-the-counter medications (i.e. aspirin, Tylenol, Advil, etc.) to students or clients of the organization. Many over-the-counter medications have serious side effects and when misused can alter an individual’s cognitive or medical safety.

Any prescription medications must have a signed parent medical form which includes life saving medication such as Epipens and inhalers. Parents must instruct staff and volunteers how to administer these medications properly. If a medical emergency situation arises, either due to a missed medication or any other circumstance, volunteers are to take any reasonable measures to ensure the safety of the student, including but not limited to contacting emergency services or transporting to the hospital. In the event of an emergency, volunteers must contact the organization as soon as possible after the student is safe.

5. Overnight Stays and Activities

Overnight activities between volunteers and students are not allowed, with the exclusion of P4K sponsored events.

6. Supervision of Students

Prior to being allowed contact with students, Partnership 4 Kids volunteers receive intensive screening and background examinations. Volunteers are not allowed to let someone who is not in the program (i.e. spouses, significant others, family members, friends, neighbors, etc.) supervise a student.



7. Activities

All activities must take place in a group setting and in a public location. Any mentor/mentee activities may not take place in any private residence. Volunteers should use good judgment in deciding age appropriate activities that will not impose higher than normal risk to the student's emotional, physical or spiritual well-being. For example, volunteers are not to take a student to an "R" rated movie if the child is under 17 years of age. Examples of high risk activities include but are not limited to riding on a motorcycle, horseback riding, attending an amusement park...etc.

The family of the mentor should refrain from attending mentor/mentee activities. P4K offers public sponsored activities where the family of the mentor may attend and be present with the mentees such as the P4K Family Festival and P4K Day at the Storm Chasers. These events are clearly advertised as family events.

Volunteers are strongly encouraged to contact the Program Coordinator if there are questions about the appropriateness of an activity.

8. Financial Responsibility

Volunteers are discouraged from assuming any financial responsibilities on behalf of students. The volunteer's financial commitment shall be limited to the cost of participation on activities with the student in which the volunteer voluntarily elects to participate. Furthermore, in planning activities with students, volunteers should fully consider the financial aspects of the activity and the student's willingness and ability to fulfill these financial obligations. The agency recommends that volunteers choose activities that require little to no financial costs.

In lieu of providing financial assistance, the protocol for assisting with any requests is to connect the participant and their family to community resources.

In Nebraska you can dial 2-1-1 when looking for a particular service:

- Food pantries
- Counseling
- Utility assistance
- Other human services

The Nebraska Community Resource Directory includes but is not limited to the following categories:



- food assistance
- rent/ housing assistance
- legal assistance
- energy assistance
- behavioral health assistance
- medical assistance
- clothing assistance

The Nebraska Community Resource Directory website:

<http://dhhs.ne.gov/publichealth/Documents/HIV2013CommunityResourceDirectory.pdf>

9. Contact with Mentee’s Family

Volunteers are encouraged to establish friendly relationships with their mentee’s parent(s) and support their role in the child’s life.

Volunteers should announce themselves as a volunteer of Partnership 4 Kids when contacting the family via telephone (i.e., “Hello. This is Susie’s mentor from Partnership 4 Kids calling.”) Further, volunteers should inform the student’s parent/guardian of planned activities, the location and the expected time of return.

There may be cases where the student’s family requests the volunteer to take on mentoring responsibilities with another child in the family. If this happens, the volunteer is encouraged to gently remind the family that only the enrolled student has been screened and given written permission to participate and then to recommend that the family contact Partnership 4 Kids staff to discuss the situation. Volunteers should also report these requests to the staff.

10. Reporting Student Activities or Events

During a volunteer’s interaction with students, the volunteer may hear or learn information from a student that requires staff notification and/or intervention.

A report to the Program Coordinator needs to be made immediately if the volunteer becomes aware of, or is suspicious of, any of the following activities of a student:

- Involvement or contact with Child Protective Services
- Death in the immediate family
- Contact with police/juvenile justice
- Hospitalization or severe injury of the student



- Running away from home
- Self-destructive behavior
- Suicide attempt or thoughts
- Victim of child abuse or neglect (See Section 3.3)

A report to the Program Coordinator needs to be made on the first business day the volunteer becomes aware of, or is suspicious of, any of the following activities of a student:

- Change in address or phone number
- Death of a friend
- Expulsion or suspension from school
- Gang behaviors
- Perpetrator or victim of physical assault
- Possession of a weapon
- Pregnancy
- Stealing
- Substance abuse (Alcohol or Chemical)

If a student is currently engaged in any activity that would put them at physical danger, the volunteer should contact the police, or 911, immediately. For example, the student calls the volunteer and tells them they feel like hurting themselves; the volunteer should immediately contact 911 and then make a report to agency staff as soon as possible.

11. Transportation of Students

During the course of the mentoring relationship, there are times that volunteers transport students in their own vehicles. Transportation area includes the Omaha Metro area which includes Council Bluffs. For this reason, each volunteer must:

- Have a valid driver's license
- Have a safe driving record
- Maintain the State of Nebraska minimum automobile insurance
- Obey all traffic laws
- Utilize safety restraints for each person transported
- Avoid driving when tired
- Avoid driving when under the influence of any alcohol, medication or chemical that may impair judgment



Volunteers do not have agency approval to transport any youth or client not enrolled in the program. This includes siblings, friends and family members of students.

In the event of an accident, volunteers are encouraged to:

- Prevent further accidents
- Provide first aid if needed
- Not comment about liability or fault
- Contact the student's family
- Report the accident to Partnership 4 Kids staff as soon as reasonably possible after the accident
- Send a completed copy of the police accident report form to the office within 48 hours

Auto Insurance Coverage – Please refer to Section 2.10



SECTION 4 – SUPERVISION AND EXIT PROCESS

1. Supervision of Volunteers

Partnership 4 Kids strives to maintain on-going contact with volunteers via written and verbal communication. The Director of Volunteer Resources, Program Directors and Program Coordinators are available for consultation, advice and supervision of volunteers. Volunteers are encouraged to contact any staff member if there are questions or concerns regarding their role as a volunteer.

2. Volunteer/Staff Relationships

Volunteers and staff are considered to be partners in implementing the mission and programs of the organization, with each having an equal but complementary role to play. It is essential for the proper operation of this relationship that each partner understands and respects the needs and abilities of the other.

3. Resignation of Volunteers

The volunteer may at any time, for whatever reason, decide to sever their relationship with the organization. Notice of such a decision should be communicated as soon as possible to organization staff. It is requested that volunteers who intend to resign **give at least 30 days notice** so that a suitable replacement can be found for their students.

4. Dismissal & Reasons for Dismissal

Volunteers who do not adhere to the rules and procedures of the organization, or who fail to satisfactorily maintain their commitment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with program staff.

Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, being under the influence of alcohol or drugs, abuse or mistreatment of students, other volunteers or staff, failure to adhere to policies and procedures, attendance, theft of property or misuse of organization property, and failure to satisfactorily perform assigned duties.



5. Year End Program Evaluation

Volunteers will be asked to participate in a year end survey to assess the overall experience. Surveys will cover a variety of aspects of the volunteer portion of Partnership 4 Kids. Volunteers will be allowed the opportunity to provide Partnership 4 Kids with feedback and suggestions based on their experiences.



SECTION 5 – ORIENTATION AND TRAINING

1. Orientation and Pre-Service Training

All volunteers will receive a general orientation on the nature and purpose of the agency, an orientation on the nature and operation of the program or activity for which they are recruited, and a specific training on the purposes and requirements of the position which they are accepting.

2. Volunteer Training

Volunteers will receive specific on-the-job training to provide them with the information and skills necessary to perform their volunteer assignment. The timing and methods for delivery of such training will be appropriate to the complexity and demands of the position and the capabilities of the volunteer.

3. Ongoing Training

Similar to staff expectations, volunteers should attempt to improve their levels of skill during their terms of service. Additional training and educational opportunities are made available to volunteers during their connection with the organization. This continuing education may include both additional information on performance of their current volunteer assignment, as well as more general information. This may be provided either by the agency or by assisting the volunteer to participate in educational programs provided by other groups.



VEHICLE ACCIDENT REPORT FORM

Driver Information:

Name: _____

Address: _____

City, State, Zip: _____

Email: _____

Phone Number: _____

Driver Insurance Company:

Vehicle Information:

Plate: _____ State: _____

Contact Phone #: _____

Make/Model: _____

Address: _____

_____ City, State, Zip:

Year/Make/Model: _____

Accident Description:

- Other Vehicle(s) Struck in Rear
- Intersection Collision
- Parking Lot Collision/Incident
- Parked & Unoccupied
- Tire
- Other (Please provide description) _____

Name of Person Completing Form: _____

Date of Completion: _____

Accident Details:

Date of Accident: _____

Time of Accident: _____ AM/PM

City, State, Zip: _____

Were Police Called Yes No

If Yes, please provide Police Report #:

Other Vehicles Involved: Yes No

Owner/Driver Name:



INCIDENT / INJURY REPORT FORM

Date of Incident _____ Time of Incident _____

Staff Involved: _____

Student(s) Involved: _____

Mentor(s) Involved: _____

Summary of Incident:

Notifications Made:

Student's Family Date: _____ Time: _____

School Date: _____ Time: _____

Medical Date: _____ Time: _____

Law Enforcement Date: _____ Time: _____

Follow-up Action Steps Required:

Reporting Staff Signature: _____ Date: _____



Program Director Signature: _____ Date: _____

PARTNERSHIP 4 KIDS BACKGROUND CHECK POLICY

**** Please note that all convictions that have been disclosed prior to a screen being ordered will be reviewed and **** determinations will be made on a case by case basis. Failure to disclose a conviction of any level will likely result in Partnership 4 Kids denying your application to be a Mentor with our organization.

FELONIES	MISDEMEANORS
<p>Felony convictions* or pending felony charges for a crime involving violence, terroristic threats, weapons, sexual offenses, crimes against nature or any felony relating to the welfare of a child regardless of how long ago the offense may have occurred will likely result in the denial of the application.</p> <p>Examples (not a complete listing):</p> <ul style="list-style-type: none"> • Abuse of a Vulnerable Child/Adult • Arson • Assault • Child Enticement • Debauching of a Minor • Domestic Violence • Harassment • Homicide • Indecency with an Animal • Intimidation by Phone Call • Manslaughter • Murder • Possession Child Pornography • Prostitution • Rape • Sexual Assault • Sodomy • Stalking • Violation of Restraining/Protection Order • Weapons Charges <p>Felony convictions* as well as pending or continuing felony charges for any other felony offenses will likely result in the denial of the application for a period of 10 years following the court's final disposition date.</p> <p>Examples (not a complete listing):</p> <ul style="list-style-type: none"> • Burglary • Credit Card Fraud / ID Theft • Fraud • Possession/Sale Controlled Substance • Receiving Stolen Property • Theft • Unlawful Taking 	<p>Misdemeanor convictions* as well as pending or continuing misdemeanor charges involving violence, theft, drugs, terroristic threats, crimes against nature, weapons, or any misdemeanor relating to the welfare of a child will likely result in the denial of the application for a period of 7 years following the court's final disposition date; unless otherwise stated below.</p> <p>Examples (not a complete listing):</p> <ul style="list-style-type: none"> • Abandonment of Spouse or Child • Contributing to the Delinquency of a Child • Damage/Destruction to Property • Disorderly Conduct • Obscene Literature Distribution/Sale to Minor • Obscene Motion Picture Show, Admitting Minor • Possession of any controlled substance in the last 10 years • Resisting Arrest/Fleeing Arrest • Shoplifting after age 19 or within last 3 years
	INFRACTIONS
	<p>Please disclose any infractions within the last 5 years. Infractions will be reviewed and determinations will be made on a case by case basis.</p> <p>Examples (not a complete listing):</p> <ul style="list-style-type: none"> • Reckless Driving • Possession of Marijuana • Open Container
	DRIVING HISTORY
	<p>All potential mentors who will be in situations that require or allow them to drive with mentees will be required to submit their own driver's license record from their state of residence. Mentors with excessive driving violations or licenses deemed not to be valid will be prohibited from transporting mentees which may disqualify them from mentoring or limit the type/level of mentor role they can hold.</p> <p>Driving Under the Influence/Operating While Intoxicated Must have completed court jurisdiction of all required probation, fines, costs, etc., of any first offense Driving Under the Influence/Operating While Intoxicated or like charge. One DUI within the last 3 years, or three or more offenses automatically disqualifies the candidate.</p>
PROCEDURAL REQUIREMENTS	SEARCH CRITERIA
	One Source Total Check Plus
<p>Failure to comply with procedures will be considered a failure to meet the minimum requirements for mentoring. This includes but is not limited to:</p> <ol style="list-style-type: none"> 1. Failure to fill out / sign the Mentoring Release Authorization 2. Falsification of information on the Volunteer Application / Mentoring Release Authorization 3. Failure to disclose information such as convictions of pleas of guilt. 4. Failure to comply with On-Going Screening. 	<ol style="list-style-type: none"> 1. Applicant Verification (SSN Trace) 2. Multi – Court Jurisdictional Database (Over 350 Sources) 3. National Sex Offender Registry 4. Global Watch (FBI Most Wanted, DEA Most Wanted, ATF Most Wanted, OFAC, Terrorist Watch List, Etc...) 5. County Criminal - Statewide Where Available 6. Federal Criminal Search 7. NE Adult/Child Abuse Registries 8. Motor Vehicle Reports (as needed)
<p><i>* For the purpose of this policy a conviction includes a plea of guilty, verdict or finding of guilt regardless of whether sentence was imposed by the court, and a felony conviction shall mean any felony offense under the laws of any jurisdiction.</i></p>	