

**Cottonwood, Inc.
Policies and Procedures**

SECTION: General

POLICY NO: 02-015

SUBJECT: Volunteers for Educational Purposes

EFFECTIVE DATE: August 2006

Policy:

Cottonwood, Inc. encourages community integration and partnerships. One way this is done is by encouraging individuals to volunteer to teach a skill, lesson, hobby, or share a talent and/or to offer educational exposure to a subject that a consumer has expressed an interest in.

Cottonwood, Inc. uses volunteers primarily for defined projects and services. Volunteers are typically from community service organizations.

These individuals or volunteers do not take the place or assume the responsibility of staff nor do they perform any production tasks for which Cottonwood, Inc. is compensated.

Additionally, when Cottonwood, Inc. uses interns or practicum students there is typically a signed contract or agreement with the referring school.

Procedures:

The procedures to assure volunteers meet Cottonwood, Inc.'s criteria are listed below:

1. When a volunteer need is identified, individuals or groups of individuals will be recruited. An application and interview will help match applicants to individual needs. If an applicant is offered a volunteer opportunity a background check will be completed accessing the same registries and databases as if the volunteer were an employee applicant.
2. Volunteer training and orientation will include, review of select policies, including but not limited to confidentiality, ANE (Abuse, Neglect & Exploitation), safety drills/evacuation procedures, reporting responsibilities, review of training manuals, volunteer orientation materials, and the completion of the confidentiality form. The department using the volunteer will retain paperwork for a period of five years.
3. Designated department management staff will review the following information with the volunteer at least annually.
 - a. Identification of duties
 - b. Scope of responsibilities
 - c. Supervision received
 - d. Expectations of volunteer service duration.

4. Designated department management staff will assess the performance of the volunteer and the quality of the project in writing.
5. At any time during the volunteer project, Cottonwood, Inc. may discontinue the project and dismiss volunteers. Projects may be cancelled and volunteers dismissed if it becomes evident that the service being provided no longer benefits consumers.