

**SOME OF THE WORLD'S
MOST TALENTED PEOPLE
HAVE NEVER BEEN
PAID A CENT. . .**



. . . VOLUNTEER!

Voluntary Action Center for Somerset County
A Division of United Way of Somerset Valley

201/526-7050

9:00 A.M. to 5:00 P.M. Monday thru Friday



WELCOME

Volunteering can be a very meaningful experience, filled with internal and external gratification. This Handbook has been written to help you in your pursuit of the volunteer position that best suits you, and to be of use as a reference guide after you begin your volunteer assignment. Our best wishes in your new adventure into the world of volunteerism!



THEY NEED YOU!

The Voluntary Action Center (VAC) for Somerset County was established in 1973 and is a division of the United Way of Somerset Valley. It recruits and refers volunteers to health, welfare, recreational, educational and cultural agencies in the county. VAC also gives guidance to groups seeking community service projects; maintains a comprehensive listing of current agencies' needs for volunteers; and assists agencies in the development and implementation of new volunteer projects. VAC matches the needs of agencies to the energies and talents of volunteers.

Volunteering brings a sense of accomplishment, a chance to use special skills, a look at new horizons and an opportunity for involvement in today's programs and problems. The community gains the use of the diverse talents and interests of its citizens.



AFTER THE VAC INTERVIEW, WHAT NEXT...

At the interview, you and your counselor have agreed upon selected volunteer opportunities that you would like to further explore. An appointment has been scheduled and you are now ready to visit the agency and learn as much as possible about their particular volunteer program. We have included some helpful guidelines that you might want to think about before the interview.

... be sure to note the name and telephone number of the volunteer coordinator so that a firm contact can be established from the outset of your inquiry.

... find out as much as you can about the agency; its function, the populus it serves, how you will fit in to complement existing services.

... are there any special rules and regulations of the agency; training sessions designed for volunteers for further enrichment or skill development? Can you arrange for a trial period before making a firm commitment to volunteering?

... what kind of time commitment are you expected to fill; what is agency procedure should you have to miss time due to an emergency; what will your specific duties be?

... please ask questions if you don't fully understand the program. The volunteer coordinator is there to be fully utilized. If you are unhappy with your assignment or feel you would like more or less responsibility or a completely new volunteer position, let them know or call your counselor at VAC to work on alternatives.

... after completion of your agency visit, please call VAC and inform us of your progress. We are eager to hear of your decision and any observations (positive or negative) you may make about the various agencies' volunteer programs.

... above all, give it your best. Make it fun and show your interest and enthusiasm in volunteering. You're on your way to a rewarding encounter; experience the joy of giving of yourself. You'll get so much more out of volunteering than you may ever imagine!

On the following two pages you will find published "The Volunteer's Bill of Rights." This may not be true in every case. However, it is hoped that volunteers and agencies will always strive for these ideals and exercise these rights to the fullest extent.



THE VOLUNTEER'S

1. Volunteers have the right to an unbiased interview that will permit the exploration and discovery of their talents, background of experience, skills, interests and education.
2. Volunteers have the right to equal opportunity in applying for and being placed in a volunteer job or position that will best utilize their talents, background of experience, skills, interest and education.
3. Volunteers have the right to the institution's expectations of making a necessary and meaningful contribution.
4. Volunteers have the right to be made fully aware, in advance of undertaking a position, of any factors that may preclude their success in fulfilling the job.
5. Volunteers have the right to proper orientation to the institution or hospital by whom they are employed. This would include orientation to the goals, objectives and principles of the institution, including the institution's philosophy concerning patient care and commitment to the community; the institution's expectations of the volunteer job to be undertaken, general rules and regulations that are applicable to all employees and an orientation and/or tour of the institution's physical plant.
6. Volunteers have the right to know the institution's philosophy and commitment to volunteers and volunteer projects, as well as the institution's commitment to the auxiliary and auxiliary projects.
7. Volunteers have the right to training by qualified personnel for any job to which they are assigned.
8. Volunteers have the right to written job descriptions of any job undertaken, including the objectives of the position; time, skill, physical and educational requirements for fulfilling the assignment; uniform regulations; hygienic regulations; dress codes; ethical codes, and boundaries of the job in terms of volunteer participation.
9. Volunteers have the right to proper and adequate supervision on the job.
10. Volunteers have the right and privilege of being held accountable for the job they are performing, knowing exactly what they are being held accountable for and to whom they are accountable.
11. Volunteers have the right to be involved in the evaluation of the volunteer project in which they are working.

BILL OF RIGHTS



12. Volunteers have the right to continuing education and training that will enable them to become more proficient in performing their jobs.
13. Volunteers have the right to have their job upgraded.
14. Volunteers have the right to be promoted to jobs requiring greater responsibility if they have proven their ability and earned this privilege.
15. Volunteers have the right to be recognized for their performance and accomplishments on the job.
16. Volunteers have the right to be evaluated in terms of their job performance.
17. Volunteers have the right to know if they are properly performing their assigned duties. They also have the right to know if they are not meeting job expectations or if their job performance is inadequate.
18. Volunteers have the right to an exit interview if they are leaving the institution for any reason whatsoever or if they are to be dismissed from a job. They also have the right to know the reason for their dismissal.
19. Volunteers have the right to present their views to an impartial grievance or review committee if they believe they have been treated unfairly or undemocratically.
20. Volunteers have the right to serve on staff and/or departmental committees if they have proven their worth and earned this privilege.
21. Volunteers have the right to change jobs if they are qualified for the new position, either within the institution, or by transferring to another institution, without prejudice or psychological constraint.
22. Volunteers have the right to equal consideration and protection involved in performing their jobs as are guaranteed salaried employees (i.e. lab work, x-rays, etc. for food handlers; protection in use of special equipment etc.).
23. Volunteers have the right to certain fringe benefits pertaining to all employees (i.e. accident and/or liability insurance while on the job).
24. Volunteers have the right to a pleasant working and attitudinal environment.

INTEREST IN
VOLUNTEERING



Voluntary Action Center



Call VAC
(201) 526-7050
for interview

Come into VAC
for interview



Given list of
agencies to
explore

Volunteer finds
very gratifying
experience

Volunteer time
documented for
future endeavors

Different
opportunity
desired; go back
to VAC

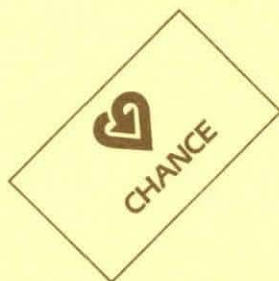
Receive VAC-VU
newsletter to hear
of happenings
in volunteerism

Volunteer placed
temporarily
inactive until
time permits

Volunteer must
seek outside
employment.
Inform VAC
of change

Outside training
taken for improved
skills

Time conflict;
schedule altered
to meet family
obligations



VOLUNTEER

Take a ride on the
"Reading" towards
your volunteer
position. "Do not pass
GO or collect \$200"

ER-OPOLY



Visit selected agencies	Decide to think 2 weeks on opportunities. WAIT	Volunteer approaches agency of choice; arranges for tour	Agency full; must be put on mailing list; go back to VAC
			Wants to wait for opening at agency. Will check with VAC about availability
			Alternative agency chosen; will receive tour and orientation
			After orientation, time commitment agreed upon
			Transportation arrangements must be worked out; WAIT
			Added responsibility given to volunteer, if desired
Recognition given to volunteer for outstanding service	Schedule worked out to afford vacation time for volunteer	Training program completed. Assignment begins	



INFORMATION ON TAX

The Voluntary Action Center, Division of the United Way of Somerset Valley, wishes to remind volunteers that certain expenses incurred performing services for a qualified organization may be a deductible contribution on your income tax.

Out of pocket expenses that you pay in rendering services without compensation to a charitable organization are deductible as contributions. These include telephone calls, materials and supplies furnished (stamps, stationery), meals and lodging while you are away from home rendering donated services to a qualified organization. Convention expenses of official delegates to conventions of church, charitable, veteran or other qualified organizations are deductible. Cost of transportation by car, train, bus or taxi from your home to the place where you serve are deductible, if this expense is "ordinary and necessary".

Automobile expenses: You may deduct unreimbursed out-of-pocket expenses directly attributable to services you render to a charitable organization such as gas, oil, etc., in the operation of your car. You may not deduct a pro rata portion of general repair and maintenance expenses. If you do not wish to deduct your actual expenses, you may use a standard rate of 7¢ per mile to determine your contribution. Under this method, parking fees and tolls are deductible in addition to the 7¢ per mile. Depreciation and insurance are not deductible in either case.

Reasonable unreimbursed out-of-pocket expenses spent for underprivileged juveniles to attend athletic events, movies, dinner, etc. by an adult selected by a qualifying organization whose goal is to reduce juvenile delinquency (through individual guidance in sound character development) are deductible. However, the volunteer's own expenses are not deductible.

Cost and upkeep of uniforms that have no general utility and are required to be worn while performing donated services are deductible.

Fees for babysitters are not deductible. Legislation concerning this item is under study at this time.

The value of your time or services that you contribute to a qualified organization is not deductible.

DEDUCTIONS FOR VOLUNTEERS

It is very important that volunteers keep records of any expenses incurred and that receipts are secured for proper record keeping. A small, take-along booklet has been prepared by VAC for such purposes. We will gladly supply you with one for handy reference at tax time.

VOLUNTEER EXPENSE RECORD for **TAX DEDUCTIONS**



VOLUNTARY ACTION CENTER



VOLUNTEERS IN ACTION



Huggers.



Talkers.



Listeners.



Tutors.



Players.



Typers.



Swingers.



Boxers.



Ticklers.



Cryers.



Fishers.



Swimmers.





??? QUESTIONS ??? VOLUNTEERS ASK

Why do people volunteer?

Some of the reasons people volunteer are because they want to help others, meet new people, gain job experience, build their self confidence and feel needed.

I'm new in the area. How can volunteering help me?

When you volunteer you meet new people and encounter challenging situations. VAC will suggest several agencies for you to contact.

I work from 9-5. Can I still volunteer?

Definitely. There are many opportunities for evening and weekend volunteering.

I don't have any skills. Can I do anything?

Everyone has skills and talents. We will help you discover them. Enthusiasm is your best asset.

Will the agency provide training?

All agencies that VAC works with provide orientation or on-the-job training.

Can volunteering utilize my special skills?

It is to the agencies advantage to utilize your special talent. VAC often helps discover volunteer jobs for people with special skills.

What if this opportunity doesn't work out?

Can VAC offer me any alternative?

Yes, VAC will always offer additional suggestions for replacement.

Can I receive school credit for volunteering?

Many high school and college students have received credit for volunteering. This is an arrangement that must be made between the school and the agency.

Could this lead to a paying job?

It is not unusual for agencies to hire staff who started as volunteers.

Can I put my volunteer experience on a résumé?

Businesses are recognizing volunteerism as legitimate work experience. When writing a résumé or filling out a job application, be sure to include your volunteer work.



The Voluntary Action Center for Somerset County
in producing this handbook would like to thank
Font tastic Type o graphic for typesetting & graphic work
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