



## VOLUNTEER LIAISON PROCEDURE MANUAL 2022-2023

Thank you for signing up as a Volunteer Liaison. This manual is intended to provide general guidelines for fulfilling your duties. Each philanthropy is different, and you should work with our VP & Assistant VPs Philanthropy to customize these processes as needed.

The Volunteer Liaison (VL) position is a shared title consisting of an Adult VL and Youth VL member team. The goal of our organization is to provide as much leadership experience and service opportunity as possible to our youth members and this manual provides recommendations as to the division of team duties.

In recognition of the supervisory capacity of the Adult VL position, Adult VL's receive two (2) hours of SLOBs service for the position title.

Volunteer Coordinators report to:

**VP Philanthropy:** Nancy Chen | 213-864-7460 | [philanthropy@fullertonslobs.com](mailto:philanthropy@fullertonslobs.com)

**Asst. VP Philanthropy:** Melissa Luhm | 562-713-3916 | [asstphilanthropy1@fullertonslobs.com](mailto:asstphilanthropy1@fullertonslobs.com)

**VP Philanthropy:** Monica Yi | 714-476-1279 | [asstphilanthropy2@fullertonslobs.com](mailto:asstphilanthropy2@fullertonslobs.com)

# **Adult Volunteer Liaisons**

## **Make contact with philanthropy representative**

The VP Philanthropy will provide you with the name and email of our contact person at your designated philanthropy. Please email this person to say hello, provide your contact information (email and phone), and offer our assistance. **Copy the VP Philanthropy on all emails.**

## **Act as liaison between SLOBs and philanthropy**

Convey all volunteer requests to VP Philanthropy for approval. Get all necessary details from philanthropy re: number of volunteers needed, details of event, location, time, attire, liability waiver requirements, etc.

## **Email VP Communications with Event Listing**

Send after approval by VP Philanthropy. Use the **Event Signup Request Form (see addendum for step-by-step instructions)**.

The Event Signup Request Form can also be found on the SLOBs website under Volunteer Liaison Links Section.

## **Follow-up with Your Volunteers**

We highly recommend sending personal reminders to your list of volunteers one day before the event.

## **Manage and Mentor Your Youth VL**

Whenever possible, the Youth VL should attend your philanthropy's events and act as the SLOBs "point person." Before the event, supply him with the volunteer list and review his responsibilities (below).

## **Bring Extra Liability Forms**

From time-to-time, we may have non-SLOBs family members or friends who join us in volunteer activities. Be sure to have extra liability forms on-hand and make sure they are completed before the activity starts.

## **Service Hours**

Each **ADULT Volunteer Liaison** may log two service hours per year for working in the position.

# Youth Volunteer Liaisons

## **Bring sign-in sheet and volunteer list to the event**

You should have at least a couple of pens. A clipboard is also useful.

## **Arrive early (approximately 15 minutes)**

Introduce yourself to philanthropy representative (get this name from your Adult VL). Let them know how many SLOBs are expected. Ask relevant questions to understand what SLOBs will be doing and where they should be.

## **Greet volunteers**

Say hello to all SLOBs volunteers and give them a brief overview of what they will be doing. Have them sign in (you should sign in as well).

## **Contact any no-shows**

After approximately fifteen minutes, text any volunteer(s) who have not shown up. Keep the tone positive and not accusatory. Example: **[Event] has started. Are you on your way?** Odds are he is lost or looking for parking. Let him know where to meet you. When he arrives, have him sign in (noting his actual, not scheduled, arrival time).

## **Service Hours**

The **YOUTH Volunteer Liaisons** will not receive SLOBs hours for time spent planning events. However, if he is logging community service hours for outside organizations or awards (i.e., National Honor Society or the President's Volunteer Service Award), the President or VP Philanthropy will sign off on however much time he devoted to preparation. Also, he can report those hours, if needed, on college applications.

# Shared Adult/Youth VL Duties

## **Communicate with philanthropy representative as needed**

If there are any questions about what the volunteers should be doing – or whether they are free to go – talk to the person in charge and relay the information to the volunteers.

## **Take photos & videos**

With the permission of the philanthropy, (some events, such as Crittenton, do not allow photos) document the service activity with photos & short videos. Photos/videos should be emailed or texted to the VP

Communications: Suzanne Alcantara, [communications@fullertonslobs.com](mailto:communications@fullertonslobs.com), 714-321-2425

## **Check out volunteers**

When the event is finished, remind them to promptly log their hours & encourage them use the Track It Forward app to enter them.

## **Let philanthropy representative know when the volunteers are leaving**

Say goodbye and thank him or her for the opportunity.



# Fullerton Service League of Boys

## Release of Liability Waiver

**By signing below, I hereby acknowledge and agree that:**

**Participation is at my own risk:** I understand that I and/or my child(ren) are voluntarily participating in volunteer work, meetings and events offered by the Fullerton Service League of Boys. These activities may be on private and/or public property and may involve outdoor labor, and certain hazards and dangers may exist and occur while participating in these activities. I further understand and agree that my or my child(ren)'s presence at these activities is entirely at my own risk.

**I release liability (I hold everyone harmless):** In consideration of my and/or my child(ren)'s participation in the Fullerton Service League of Boys, I hereby release The Fullerton Service League of Boys from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from participation. I understand that this Release discharges the Fullerton Service League of Boys from any liability or claim with respect to any bodily injury, personal injury, illness, death, disability, property damage, incidental or consequential damages, punitive damages or special damages that may result from participation in the organization.

**I give permission to use my photo:** I hereby grant and convey unto the Fullerton Service League of Boys authorization to use my and/or my child(ren)'s image, photographs, videos or audio recordings taken by the Fullerton Service League of Boys.

**I have read this agreement:** I agree that my voluntary signature below indicates that I have read and understand these terms and the consequences of the releases and I am fully aware of the legal and binding effect of my signature. I am signing below without any duress or undue influence on the part or behalf of any other party, with the full intent of releasing all claims against the Fullerton Service League of Boys and any members or officers representing the Fullerton Service League of Boys.

**This agreement will remain in effect for all Fullerton Service League of Boys activities until revoked or replaced by either the Fullerton Service League of Boys or the signer.**

Participant's Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

Parent or Guardian Printed Name: \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_