



REQUIREMENTS FOR ACCEPTANCE

1. The Volunteer Center welcomes requests for volunteers from any responsible 501(c)3 organization, governmental agency or organization engaged in a program of health, welfare, recreation, education, cultural or civic activities, or other non-political activities for community betterment that do not conflict with United Way policies and effects.
2. The Volunteer Center will in no instance undertake to refer a volunteer directly to any individual.
3. The Volunteer Center will undertake to have a clear understanding with the organization to whom volunteers are referred as to the organization's responsibility to the volunteer for such training as may be necessary and for such supervision and consultation as may be appropriate.
4. The following requirements are to be met by organization requesting volunteers:
 - a. The organization shall first have determined that its request is properly the function of a volunteer:
 - There is a clearly defined job to be done and
 - The job does not displace a paid worker.
 - b. The organization shall notify the Volunteer Center of needs for volunteers, including job descriptions.
 - c. The organization shall designate one person to be responsible for maintaining communication with the Volunteer Center. This person shall interview volunteers, make appropriate placement, and report results to the Volunteer Center. The Volunteer Center shall be notified if the job is filled from other sources.
 - d. The request for volunteers shall not involve solicitation or recruitment of solicitors for funds.
 - e. A membership organization shall not request volunteers for service to the organization, which might reasonably be done by its own members.
 - f. The organization shall make no discrimination against volunteers on the basis of race, religion, or other affiliations.
 - g. The organization shall not involve volunteers to obtain memberships for the group itself.
5. Once a volunteer is referred to an organization and has initiated a relationship with the organization, the Volunteer Center shall not assume any responsibility for supervision and shall make no other assignment of that person until such time as the volunteer may request it.
6. The Volunteer Center shall not undertake to provide specific training to the volunteer, but shall limit its activity to a basic orientation on appropriate expectations of the volunteer in relation to any assignment, such as working within the context of the organization and such other matters such as dependability, confidentiality, etc.
7. The Volunteer Center shall recommend to organizations working with volunteers that they take necessary steps to give them the same coverage under liability insurance as is given to their paid staff.
8. If the above requirements are met, the Volunteer Center Manager shall have the authority to approve the organization's request. Should there be any question regarding the organizations' ability to fulfill the requirements, the Manager shall refer the matter to the Vice President of Direct Services.
9. Position descriptions from organizations meeting requirements shall be submitted by the Volunteer Center and listed as space permits in the Volunteer Opportunities feature of the Kansas City Star, other media publicity, mailings/emailings, or websites. Such listing prepared by the Volunteer Center shall be described in generic terms and for general geographic location.