

ASIAN PACIFIC HEALTH FOUNDATION

VOLUNTEER POLICIES AND GUIDELINES

1. Starting from January 1, 2018:
 - i. Volunteers are required to pay a one-time payment membership fee for the entire year. The fee will be \$20 which will cover your T-shirt, operating costs, and lunch at outreaches. Please submit your membership fee to any of the volunteer coordinators at your first training orientation or one week from the date you receive your acceptance email.
 - ii. We will no longer be assigning volunteers to a respective station. Instead, volunteers will be assigned to the station on the day of the outreach. This will require all volunteers to be knowledgeable on each station and allow them an opportunity to experience all the stations.
 - iii. The equipment team will be decided based on a random selection unless we have enough volunteers willing to participate for that specific outreach.
2. **All volunteers must be 18 years of age or older to participate in our program.**
3. When registering for an outreach, volunteers will be decided based on the order their registration was received.
 - i. If we do not have enough volunteers signed up, individuals will be **randomly selected** until we reach the amount we need.
 - ii. This event will be **mandatory** for those volunteers on the selected list unless there is appropriate justification. Failure to attend an event due to poor time management (studying for exams) and/or lack of transportation is not acceptable.
 - iii. If there are more than 3 **unexcused** absences starting from your first rotation cycle until the end of the summer rotation, you will be **suspended** from the volunteer program until further evaluation of your service by the executive board (Executive & Program Directors, Program Managers, and Volunteer Coordinators).
4. HIPAA certification must be completed **before** the first training orientation for your rotation cycle. If it is not completed and emailed to the Volunteer Coordinators (VCs) within this time, we will **withdraw** your application and you have the option of reapplying in the next cycle. You can find the link to complete your HIPAA here: [HIPAA Certification Website](#)
5. When emailing APHF staff, please refer to this link for future references regarding the topic: [Volunteer Communications Form](#)
6. For specific outreaches, VCs will be able to provide rides to the venue. Volunteers must contact these VCs by their preferred method of contact and receive confirmation at least by 9:00 pm (PST) before the day of the outreach. We will not excuse volunteers who contact VCs past this deadline and fail to attend the outreach.

7. At any given time, VCs have the right to declare a volunteer as inactive. The executive board will review their record and determine whether the volunteer will be removed from the program.
8. If a volunteer will be absent from an outreach, please notify the VCs **five days** in advance unless it is a last-minute emergency. Failure to report will result in an unexcused absence.
 - i. If a volunteer has a continual record of schedule conflicts with APHF outreaches (including work, other volunteering events, or prior commitments), the VCs will schedule a meeting with them individually to discuss whether they should continue with our program.
 - ii. When a volunteer registers for an outreach, they are expected to attend for the entire duration of the event. Leaving early or arriving late without an appropriate reason will result in an unexcused absence even if they were initially present.
9. VCs typically reply **within 24 hours**, but if you do not hear back from us, then your email might have not been received. Please follow up with us using a different email or method of contact until you receive a confirmation email or a response.
10. If you would like us to replace an existing email address on your record, please contact us from this new email address and we will use that one for future communication.
11. Please remember to sign your name on the attendance sheet at outreaches to record your attendance. Otherwise, you will be marked absent even if you registered for the event.
12. Notify us immediately if you are going to be inactive for a long duration of time for valid reasons, but would like to remain a part of our program. As this organization expands, the number of volunteers interested in the program increases and this limits the amount of volunteers we are able to accept per each rotation cycle. This is merely professional courtesy as you are occupying a position that another potential active volunteer could have been offered. You should attend at least 1-2 outreaches per rotation cycle (aka application cycle).
13. Notify us immediately if you registered for an outreach and you are unable to attend. Try to plan your schedule before the registration form closes based on the deadline. Once again, this goes back to the previous concept that you are occupying a position that another volunteer could have registered for.
14. If you are inactive for a long duration of time or the coordinators deem that you are inactive, we will send you a warning email once. If this event occurs again at a later time without any notice, you will be withdrawn from the program and the decision is non-negotiable.