

The Guidance Notes on adaptation of the model Volunteers Policy.

The model Volunteers Policy (hereafter – Policy) is developed for the subrecipients of the regional Right to Health Program implemented by ECOM. It is supposed to be a sample for adaptation and development the Policy of your organization.

It is recommended to learn the national legislation and regulations on volunteering, specifically the terminology, the principles, rights and responsibilities of volunteers, contact relations between a volunteer and an organization.

To tailor the Policy according to the needs of your Organization it is necessary to specify and/ or add the following:

A stamp of approval – a name of a governing body which endorses the Policy

Paragraph 1.1. – a name of your organization

Paragraph 1.2. – a brief information about the organization to present to your current and potential volunteers the organization’s mission, the values, main strategic directions (1 paragraph or 5-6 sentences).

Paragraph 1.5 – write the name of national law and/ or regulations

Section 2. – it is recommended to review the list of tasks/ assignments and specify they according to the objectives and tasks of your organization.

Paragraphs 3.1. u 3.2 – adjust rights and responsibilities of volunteers according to the national legislation, if it is necessary make amendments.

Paragraph 4.3. – write the relevant communication channels.

Paragraph 4.7. – is optional, if there are many volunteers in your organization and needs to conduct a School of Volunteer on a regular base.

Paragraph 5.1. – specify and/ or extend the list of incentives and rewards according to the internal policy and resources of your organization.

Questionnaire of Volunteer:

It is recommended to review and specify the questions 6 and 8 if it is necessary.

The questionnaire can be changed according to the needs of your organization and a target audience of potential volunteers.

Contract with a volunteer:

This document contain the key provisions as a sample. The contract/ agreement on volunteering should be adjusted to the national legislation.