

HEALTH SERVICES AGENCY VOLUNTEER SERVICES POLICIES

1. **New members:** After 25 hours uniform is to be worn with the patch sewn on.
2. **Uniform:**
 - a.) Adult women wear pink jacket or vest with optional magenta tie, white pants or skirt, and white shoes with closed toes. Cobbler aprons are worn with white blouse. Patches are to be sewn on left side of uniform. Uniforms are to be maintained and presentable for the work area.
 - b.) Adult men wear royal blue tops with white pants and shoes. Patches are to be sewn on left shoulder. Uniforms are to be maintained and presentable for the work area.
 - c.) Students wear teal t-shirts with white pants or khaki pants, and white shoes. Uniforms are to be maintained and presentable for the work areas.
 - d.) Volunteers may purchase and pay for uniforms through the Director of Volunteer Services.
3. **Elections:** Members must be present to vote for regular elections for officers. There is no absentee ballot.
4. **Emergency Fund:** \$25 is available in Gift Shop for small amounts needed by volunteers for patients needs. The Treasurer will monitor this fund.
5. **Sunshine Policy:** Advanced \$25 and will keep record of expenditures of cards and stamps used. Cards are to be purchased from the Gift shop. Cards will be sent to members and partners who are ill; sympathy cards to family in case of member's death. To be sent by Corresponding Secretary. For death of a member or immediate family, members may give a contribution to the volunteer Memorial Fund (son, daughter, husband, wife, father or mother). Floral bouquets or gifts from the Gift Shop for major volunteer hospitalizations not to exceed \$75. To be sent by Director of Volunteer Services.
6. **Life Members:** Must have longstanding commitment of at least 3,000 hours; quality service demonstrated by ability to follow through and achieve Volunteer Services goals; takes part in leadership roles, has ability to create a harmonious working atmosphere; able to recognize the potential and promote the recruitment of new members. Does have voting privileges. Life members are voted on by the Executive Board.
7. **Travel/Mileage:** Will be paid for according to current county rate for conventions, conferences, volunteer approved training, seminars, and meetings. Attendees will get appropriate approvals and provide receipts for reimbursements.

- 8. Volunteer Services Funds:** To be spent on Health Services Agency projects only.
- 9. Gift Shop:**
- a. 10% Discount given at all times to all Stanislaus County employees and to all volunteers. No discounts given without identification. No discounts given on cards, flowers, t-shirts, sale items, balloons, candy or gum.
 - b. All Gift Shop Volunteers will abide by Gift Shop Procedures.
- 10. Leaves of absence:** Positions will not be saved for volunteers who take more than 6 weeks leave. Volunteers may have their position back at first opportunity or may arrange with substitute for the time back but at substitute's decision.
- 11. Scholarships:** Are available annually. Number and amounts to be determined each year. Use memorial funds and supplement with regular Volunteer Services funds as needed.
- 12. Executive Board Available funds:** \$250 maybe expended without membership approval for miscellaneous expenses per year. Also, the President is allowed up to \$200 for decorations and entertainment for each special event throughout the year.
- 13. Each Volunteer Services President** earns an additional 1000 hours for each year of service.
- 14. Special Funding:** meals at events or uniforms will be paid for potential members or current members needing financial assistance at the discretion of the Director of Volunteer Services or President of Volunteer Services.