

Volunteer Policy and Procedures Nebraska FFA Foundation

Dress Code: Volunteers are representatives of the Nebraska FFA Foundation and are responsible for presenting a positive image to constituents and the community. Volunteers will dress appropriately for the conditions and performance of their duties. Volunteers that serve in a capacity of a presenter, speaker or other face-to-face constituent contact will wear a Nebraska FFA Foundation labeled shirt or vest and/or wear an FFA lapel pin. If they are an active FFA member, they should wear official FFA dress or casual dress with an FFA branded collared shirt. Other identifiable clothing and/or lapel pins of companies or organization other than the Nebraska FFA Foundation, Nebraska FFA, National FFA, FFA Alumni or Nebraska Association of Agricultural Educators, should be refrained from being worn. Individual volunteers will be informed of the dress standard for their duties at the time of assignment.

Attendance and Time: Volunteer attendance is important to the operation of each program. Volunteers should notify foundation staff in advance if they are unable to be present on their scheduled day or presentation.

Training: Volunteers receive training as part of their volunteer service with the Nebraska FFA Foundation. The training details the skills and knowledge necessary to perform their volunteer assignment.

Conduct: Volunteers are expected to follow rules of conduct that will protect the interest and safety of all volunteers, staff and Nebraska FFA Foundation. The following are only some examples of inappropriate conduct which could lead to dismissal:

- Altering Nebraska FFA Foundation reports or records.
- Creating a disturbance on Nebraska FFA Foundation premises, at sponsored activities or in areas which could jeopardize the safety of others.
- Improper use of Nebraska FFA Foundation's property or property owned by any other individual associated with the Nebraska FFA Foundation..
- Lack of cooperation, or other disrespectful conduct.
- Unauthorized disclosure of Nebraska FFA Foundation proprietary or confidential information.

Smoking: Nebraska FFA Foundation intends to provide a safe and healthy environment. Smoking in the workplace is prohibited except in outside locations specifically designated as smoking areas.

Drug-Free Environment: Nebraska FFA Foundation provides a drug-free, healthy, and safe environment. Nebraska FFA Foundation may sponsor events where alcohol is served. In such situations, volunteers who consume alcohol are expected to act in a responsible manner.

Safety and Liability: Nebraska FFA Foundation aims to provide a safe and healthy environment for all volunteers. If a volunteer is injured in the course of the volunteer's

service, it is important that the volunteer notify a Nebraska FFA Foundation staff member immediately. Volunteers should also complete an incident report and submit the report to the Executive Director. Nebraska FFA Foundation's general liability coverage, with some limitations and exclusions, protects volunteer workers for covered injury or damage that results from activities or service that volunteers conduct or perform at the Nebraska FFA Foundation's direction and within the scope of their duties for the Nebraska FFA Foundation. Nebraska FFA Foundation's general liability coverage does not provide coverage to volunteers themselves for liabilities they may have incurred for their actions. Nebraska FFA Foundation's volunteer accident insurance coverage covers some injuries to volunteers while volunteers are performing volunteer service on behalf of the Nebraska FFA Foundation. In some instances, volunteers must sign a release absolving the Nebraska FFA Foundation of liability when the Nebraska FFA Foundation volunteers voluntarily and knowingly subject themselves to certain risks while performing volunteer services on behalf of the Nebraska FFA Foundation. Contact the Executive Director with questions or for more information about insurance and liability.

Reimbursement of Expenses: Volunteers may be eligible for reimbursement of pre-approved, actual out-of-pocket expenses, including transportation expenses incurred while engaging in volunteer service for the Nebraska FFA Foundation. Upon the approval of the executive director, volunteers need to track and submit receipts for all actual out-of-pocket expenses for which they seek reimbursement. Reimbursement for travel to and from volunteer service by motor vehicle is based on mileage and the standard rate per mile at which the Nebraska FFA Foundation reimburses volunteer drivers. Reimbursement for travel to and from volunteer service by public transportation is based on actual out-of-pocket expense which must be substantiated by receipts. Reimbursement requests must be submitted to the supervising Nebraska FFA Foundation staff within 30 days of activity. Contact a foundation staff member for the current mileage reimbursement rate.

Emergency Closings: Nebraska FFA Foundation strives to ensure the safety of all volunteers. If a Nebraska FFA Foundation event should be postponed, canceled or closed, a foundation staff person will notify volunteers.

Sexual Harassment in the Workplace: Nebraska FFA Foundation is committed to providing volunteers with an environment that is free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. The Nebraska FFA Foundation encourages volunteers to bring any incidents of sexual harassment to the immediate attention of the Executive Director or Board President.

Conflict of Interest: Volunteers that engage in fundraising, cultivation activities or evaluation committees that require them to work directly with sponsors, donors, student and teacher information will read the conflict of interest policy and disclose any conflicts on the Nebraska FFA Foundation Conflict of Interest Disclosure Form.

Confidentiality: Volunteers that engage in fundraising, cultivation activities or evaluation committees that require them to work directly with sponsors, donors, student and teacher information will read and sign the confidentiality policy for employees, volunteers and board members.

Inside Information: Inside information should not be used either for the purposes of gaining advantage for one's self, a close relative, or another foundation/non-profit or for any other purpose not specifically approved by the Nebraska FFA Foundation.

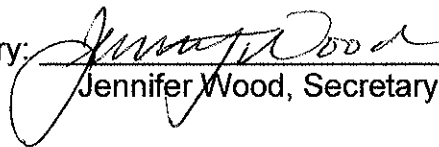
Competing with the Nebraska FFA Foundation: No volunteer shall prevent or hinder the Nebraska FFA Foundation from lawfully competing with others or divert business or personnel from the Nebraska FFA Foundation.

Political Activities: Volunteers are encouraged to take an active interest and to participate in the political and governmental process. However, except for registered lobbyists and others authorized to act on behalf of the Nebraska FFA Foundation, volunteers participating do so as individuals and not as representatives of the Nebraska FFA Foundation. To avoid any inference of support or sponsorship by the Nebraska FFA Foundation, a volunteer must never represent that his or her political donation, endorsement or other political activity was made or engaged in with the approval, or on behalf, of the Nebraska FFA Foundation.

Making of Statements: No volunteer shall use Nebraska FFA Foundation stationery or any title of Nebraska FFA Foundation or refer to Nebraska FFA Foundation or misidentify him or herself as an employee thereof in connection with any matter as to which he or she is not authorized as a representative of the Nebraska FFA Foundation and to express an opinion on its behalf.

Adopted by the Board of Directors of the Nebraska FFA Foundation on October 28, 2019

Nebraska FFA Foundation Board Secretary:



Jennifer Wood, Secretary