

Virtual Volunteer Agreement

Virtual Volunteer Agreement and Code of Conduct

This document details our policies regarding volunteers and volunteering for our nonprofit organization, American SPCC. These standard policies cover the definition of a volunteer, confidentiality, copyright issues, appropriate communications, representation of the organization, online safety, dismissal of a volunteer, and ending your role as a volunteer with the organization.

Purpose of Volunteer Policies

These policies are written to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. American SPCC reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to, or exceptions, from these policies may only be granted by an American SPCC Administrator or Manager, and must be obtained in advance and in writing.

Definition of 'Volunteer'

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the organization. A "volunteer" must be officially accepted and enrolled by the organization prior to performance of the task, except for virtual volunteers engaged in our "Spread the Word" Program; relating to posting or reposting American SPCC branded social media memes through their own social media channels. Unless specifically stated, volunteers shall not be considered as "employees" of the organization.

"Mandatory" Service

American SPCC also accepts as volunteers, those wishing to participate in student community service activities, student intern projects, corporate volunteer programs, and other volunteer referral programs. In each of these cases, however, a written agreement must be in effect with the organization, school, or program from whom the special case volunteers originate and this agreement must identify responsibility for management and care of the volunteers. This agreement must be reached in writing before the volunteer begins an online assignment, and it is the responsibility of the volunteer to secure this agreement with the appropriate organization. *Note: not every program recognizes virtual volunteering as meeting mandatory community service obligations. Our Virtual Volunteer Manager is happy to speak with supervisors by phone or email to answer any questions, and explain our organization and its programs.*

Volunteers Under 18

We remind you that due to The Children's Online Privacy Protection Act (COPPA), children must be over the age of 13 to be eligible to use the website. This act was passed by the U.S. Congress in 1998 and took effect in April 2000. COPPA is managed by the Federal Trade Commission (FTC). If you are between the ages of 13 - 17, at least one of your parents or caregiver must agree in writing to your virtual volunteer engagement with our organization or on a specific virtual project.

When engaged with American SPCC, we strongly suggest that you give your parents or caregivers the URL of the [Virtual Volunteering](#) page and the [Project](#) page, and copy one or both of your parents or caregiver on your reports and email communications to our Virtual Volunteer Manager. We invite them to subscribe to our newsletter list to stay informed. Your parents or caregivers are invited to email the Virtual Volunteering Project Manager with any questions or comments about our organization and programs.

Service at the Discretion of the Organization

American SPCC accepts the service of all volunteers with the understanding that such service is at the sole discretion of the organization. Volunteers agree that the organization may at any time, for whatever reason, decide to terminate the volunteer's relationship with the organization. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the organization. Notice of such a decision should be communicated as soon as possible in writing to the Virtual Volunteer Manager.

Representing the Organization

All activities for American SPCC are guided and governed by the Vision and Mission of the organization. Volunteers are asked to maintain the “voice” and reputation of the organization. Volunteers may not contact other organizations or individuals on behalf of our organization unless they are given written directions to do so by the Administrator or Virtual Volunteer Manager. Prior to any action or statement which might significantly affect or obligate the organization, volunteers should seek prior consultation and approval from managing staff. These actions may include, but are not limited to, public statements to the press or public, coalition or partnering efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of the organization as specifically indicated within their job descriptions and only to the extent of such written specifications.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff member, volunteer, nonprofit community member, any other person, or involves the overall business of the organization. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the organization or other corrective action.



Screening/Reference Checks

For some tasks, volunteers must submit samples of work and professional references. If such is required, it will be outlined in the task description. In some cases, volunteers may be required to complete a background or police check. This will be required if the volunteer position requires direct personal interaction with minor children on behalf of our organization.

Copyright/Ownership Issues

Volunteers hereby grant non-exclusive permission to American SPCC for use of any materials produced for assignments, projects, or programs, including, but not limited to: graphic materials, marketing materials, blog submissions, newsletter content, web page designs, web page content, narratives, research, compilations, instructional texts, and digital collateral, etc. These materials become the property of the organization upon submission, and not limited to, may be copied, reproduced, and published at the discretion of the organization. Volunteers will receive credit for these contributions.

American SPCC respectfully reminds our volunteers to please be mindful of works covered by copyright law when using or sourcing online content and images. The United States copyright law protects “original works of authorship,” fixed in a tangible medium including literary, dramatic, musical, artistic, and other intellectual works and is governed by the Copyright Act of 1976. Copyright infringement may result in criminal penalties and financial infringement fees for individuals and the organization. All imagery and content used by the organization must be royalty-free.

Contacting Other Volunteers

Occasionally, virtual volunteers will need to contact other virtual volunteers regarding their activities with the organization. We expect all such communications among volunteers to follow general etiquette guidelines. Other than email addresses, the organization will not share contact information about a volunteer with another volunteer without the express consent of all parties involved. We encourage volunteers to use common sense when communicating with other volunteers -- or anyone -- online. We suggest following this rule: don't reveal anything about yourself online to someone that you would not feel comfortable revealing to a stranger you met for the first time.

Inappropriate Communications

If at any point you receive any email that you feel is inappropriate, for any reason, and you believe you have received it in conjunction with your involvement with our organization, please forward the email and other details about the communication to the Virtual Volunteer Manager for follow up.

Online Safety

The online safety of our volunteers is of the utmost important to us. To that end, the organization will not release a volunteer's phone number, age, or other personal information to anyone outside of our organization or to other volunteers without that volunteer's permission to do so.



Anti-Virus Software

The nature of online volunteering means a lot of contact between computers -- emails, attachments, file transfers, etc. Because of this interaction, volunteers and the organization can be at risk for transmitting computer viruses between each other. All online volunteers should have anti-virus software installed on any computer they use in conjunction with the virtual volunteer position, and the software should be updated regularly. Likewise, the organization has anti-virus software on its computer systems, and automatically updates this software. Computer virus protection for your own computer is your responsibility. The organization is not responsible for contaminated files or computers.

Ending Your Volunteer Role

You can cease volunteering with the organization upon the completion of any volunteer assignment, or when you are not currently engaged in an assignment. You may stay subscribed to the Virtual Volunteer email list, regardless of your volunteering status with the organization. Unsubscribing to the Virtual Volunteer list, however, does not mean you are no longer volunteering with our organization. In the event you wish to cease volunteering, please submit your request in writing to let us know that you no longer wish to volunteer with us, and a brief explanation why.

Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of the organization or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with the organization. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, inappropriate communications, theft of property or misuse of organization materials, abuse or mistreatment of nonprofit community members, members of the public, staff or other volunteers, defaming the organization or personnel, failure to abide by the organization's policies and procedures, or failure to satisfactorily perform assigned duties.

Volunteer Name: _____

Signature: _____

Date: _____

American SPCC

Manager Name: _____

Position: _____

Signature: _____

Date: _____



About American SPCC

Each week, the equivalent of a classroom of American children is lost forever due to child abuse, neglect, and bullying – that's 5 a day!

American Society for the Positive Care of Children was founded in 2011 as a 501(c)(3) nonprofit charitable organization from the strong desire of one caring individual to make a difference in the lives of abused children in America.

We believe that childhood should be fun for kids. A time to learn, be nurtured, and loved. Childhood shouldn't hurt, but the harsh reality is that for many American kids, childhood not only hurts, but is often fatal. Millions of American children experience devastating childhoods, with long-term debilitating effects. In America, children are being abused and dying every day. Child abuse, neglect, exploitation, and bullying are at epidemic levels in the United States.

Every day at American SPCC, we ask the question, what can we do to have a positive impact on the lives of children today, tomorrow, and in the future?

With child safety, health, and welfare as our cornerstone, American SPCC is devoted to promoting social impact to end abuse, leading to a safer, healthier, and happier world for children. Through our advocacy, awareness, positive parenting, anti-bullying, and social media campaigns, we advocate for American children and raise public awareness to help end child abuse in all forms. Together with our community of supporters, we give a voice to the 'voiceless' — the abused, neglected, bullied, and marginalized children of America.

Utilizing our virtual platform for social impact, we build a stronger caring community and develop a stronger anti-abuse message. Our advocacy, awareness, and education initiatives are utilized nationwide by hundreds of thousands each year, empowering parents, caregivers, professionals, and society to nurture and protect American children. These resources are invaluable to those in need, when seeking help with child abuse, neglect, sexual abuse, exploitation, trafficking, bullying, foster care, domestic violence, Shaken Baby Syndrome, child safety, positive parenting, and much more.

There's NO excuse for child abuse! [Join us](#), if you believe no child in America should be abused or bullied. Together we can increase social impact to help end child abuse and improve children's lives. Apply today!

[Apply Now](#)

email: volunteer@americanspcc.org

