



Volunteer Handbook  
**Latino Community Fund Inc.**

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### **ACKNOWLEDGMENT OF RECEIPT OF VOLUNTEER HANDBOOK**

# ABOUT THE LATINO COMMUNITY FUND

The Latino Community Fund (“LCF Georgia”) is a grantmaking public charity with 501(c)(3) status. We are also a membership organization with all member organizations being Latinx-led, Latinx-serving and Latinx-governed.

We amplify the voices of the diverse Latinx community through advocacy, research, and civic participation efforts. We build capacity in our organizations and develop programs that advance power and create opportunities and a more just society. We invest directly in our community through grants, scholarships and disaster relief efforts.

**Our Mission:** We are a catalyst for investment, collaborative work, and a positive narrative for the Latinx/Hispanic Community in Georgia.

**Our Vision:** LCF Georgia will be the most trusted connector between funders, nonprofits, individuals, and businesses working with and within the Latinx community in Georgia.





# PURPOSE AND SCOPE OF VOLUNTEER HANDBOOK

This Volunteer Handbook will acquaint you with LCF Georgia's basic policies and practices, and it includes general outlines of the policies that our volunteers are expected to follow. Specific application of these policies and procedures may vary depending on the facts and circumstances of each case.

Please read this handbook thoroughly. Take a moment to sign and return the acknowledgement form included at the end of this handbook indicating that you have received and read this handbook. All volunteers will be expected to know, understand and abide by the policies and procedures outlined in this handbook. Should you have a question not answered in this handbook, contact an LCF Georgia employee.

The dynamic nature of LCF Georgia's activities will undoubtedly require revisions to our policies and practices. LCF Georgia may change or revoke these policies and procedures at will and without prior notice. We will work to keep this handbook up to date; however, policies or practices may change between updates. Information contained in this handbook is provided as a summary.

The policies in this handbook apply at all times when engaging in any activities for or on behalf of LCF Georgia, whether at its premises, at its events or elsewhere.

**NEITHER THIS HANDBOOK NOR ANY PROVISION IN THIS HANDBOOK CONSTITUTES A CONTRACT OF EMPLOYMENT OR ANY OTHER TYPE OF CONTRACT. NOTHING CONTAINED IN THIS HANDBOOK SHALL CHANGE THE RELATIONSHIP BETWEEN LCF GEORGIA AND ITS VOLUNTEERS FROM THAT OF A VOLUNTEER RELATIONSHIP.**

# COMPLIANCE WITH APPLICABLE LAWS

LCF Georgia intends to comply with all applicable state and federal laws. This handbook will be interpreted and/or applied in accordance with all applicable federal, state and local laws. If there is or may appear to be a conflict between the wording of this handbook and applicable law, the law takes precedence and the language in question will be interpreted and applied in a way that conforms with the law.



## ORGANIZATIONAL DUTIES

LCF Georgia volunteers may assist LCF Georgia in various civic participation, health and wellbeing and advocacy matters, as well as special events.

**Civic Participation** – Inform, educate, register voters, and mobilize those who want to exercise their right to participate in democracy. Examples of activities include:

- Tabling at community outreach events
- Virtual outreach like phone and text banking to increase voter turnout
- Door-to-door canvassing

**Health and Wellbeing** – Help us expand access to the most vulnerable within our community in Georgia. Examples of activities include:

- Facilitating health screenings such as Blood Pressure & Glucose and vaccine support alongside medical professionals at various locations, including the Latino Consulates throughout the state
- Sharing resources and providing health information throughout the most vulnerable communities
- Supporting our 2-Gen Soccer Academy

**Advocacy** – Uplift our community's priorities through working with legislators in Georgia and keep communities knowledgeable about what's going on in our state and elected officials accountable to the communities that they serve. Examples of activities include:

- Give testimony at committee hearings at the Capitol, talk to lawmakers, and help with "Know Your Rights" events
- Supporting our annual events – Latino Day and Farm Working Families at the Capitol

**Special Events** – Engage in meaningful, community-centered activities that bring together celebration, learning, culture and connection. Examples of activities include:

- Joining an event committee in preparation for one of our many annual events such as Estamos Aqui Festival, Orgullo Pride Festivities and the Latino Annual Summit
- Serve as on-site event production support to ensure a smooth and successful event

By agreeing to be a volunteer at LCF Georgia, you are representing to LCF Georgia that you are qualified to undertake the activities for which you have volunteered, including possessing any required licenses and educational requirements. **If at any time during your time as a volunteer you are or believe you may be underqualified to perform the applicable volunteer duties, it is your responsibility to inform your supervising LCF Georgia employee.**

## HOURS

Volunteers may have a determined schedule or a volunteer's hours may be determined on

an ad hoc basis. Volunteers are responsible for informing their supervisor of any scheduling conflicts with any determined schedule or other planned volunteering activities. If volunteer has any work requirements from volunteer's school or other organization, volunteer is responsible for meeting those requirements, including any minimum hourly requirement. Lastly, volunteers may be required to sign in upon entry and sign out upon exit of LCF Georgia's facilities.

## RESPONSIBILITIES

Although this is an unpaid volunteer program, volunteers participate in the organization as reliable, trustworthy and contributing members of the LCF Georgia team. We rely on volunteers' punctuality and commitment to our programs to be successful. Please contact volunteer's supervisor if you anticipate being late or absent for an activity to which you have committed.

## PERSONAL PROPERTY

Volunteers are responsible for securing their own personal possessions (e.g., cell phone, coat, sunglasses, purses, etc.). In no circumstances will LCF Georgia or any employee of LCF Georgia be responsible for any volunteer's personal possessions.

## BAD WEATHER POLICY

LCF Georgia's primary concern during inclement weather is to protect the safety of our staff and volunteers. If volunteer feels it would be unsafe to travel to volunteer, he or she should use his or her best judgment and inform volunteer's direct supervisor if volunteer will not be coming in.

Warm season inclement weather, such as thunderstorms and tornadoes, tend to develop quickly and unpredictably. In these cases, it is generally safer for volunteers to take appropriate cover within the building rather than to be on the road driving home. Therefore, except as directed by the Executive Director, LCF Georgia will not close in response to such events.

## STANDARDS OF CONDUCT

As a volunteer with LCF Georgia, volunteer is expected to maintain high standards of conduct. The following list includes some (but by no means all) of the types of prohibited conduct. **While engaging in any activities for or on behalf of LCF Georgia, whether at its premises or elsewhere, prohibited conduct includes:**

- Making false or misleading statements to LCF Georgia, or refusing to provide requested information in an accurate and timely manner
- Making slanderous statements about LCF Georgia, its employees, other volunteers, interns, clients or others helping or working with LCF Georgia

- Theft, misuse or destruction of LCF Georgia property or the property of its employees, volunteers, interns, clients or others helping or working with LCF Georgia
- Fighting, gambling or engaging in horseplay on LCF Georgia property
- Possession of any weapons (guns, knives or other weapons, whether licensed or not)
- Conduct or behavior that violates any LCF Georgia policy or negatively reflects on LCF Georgia
- Engaging in commercial arrangements benefiting you or your interests while representing LCF Georgia

## DRUGS AND ALCOHOL

LCF Georgia is committed to providing a safe and comfortable environment for its employees, volunteers, interns, clients and others helping or working with LCF Georgia. Volunteers who abuse drugs or alcohol while on LCF Georgia premises or during LCF Georgia events harm both themselves and the work environment and can be a bad influence on LCF Georgia's mission. LCF Georgia has a zero-tolerance policy against alcohol and drug abuse. As a condition of initial and continued service as an LCF Georgia volunteer, LCF Georgia prohibits you from reporting to LCF Georgia premises or events, or performing your duties as a volunteer, with any unlawful drugs or alcohol in your system. You are also prohibited from using, possessing, manufacturing, selling, trading, distributing, dispensing, or making arrangements or offering to distribute unlawful drugs or alcohol while performing volunteer duties and while at LCF Georgia-sponsored events or on LCF Georgia property.

Alcoholic beverages may be available for consumption at certain LCF Georgia-related events and social occasions. The purchase and/or consumption of alcohol at these events does not violate this policy. However, you may not be under the influence of alcohol such that judgment and/or job performance is impaired, offensive and/or unprofessional conduct occurs, or other LCF Georgia policies are violated.

Although the proper use of medication is not prohibited, the abuse of prescription medication is unlawful and may subject you to disciplinary action up to and including immediate termination. Any prescription medication brought onto or into LCF Georgia property (including vehicles) and/or events must be retained in its original container labeled with the original pharmacy label. You may not take another person's prescription medication. The law treats the abuse of prescription medication as unlawful drug use.

Any violation of the rules set forth in this policy may result in immediate termination of your status as a volunteer.

## NO VIOLENCE

Acts or threats of violence (including intimidating behavior, verbal or physical harassment or coercion) that involve or affect LCF Georgia's employees, interns, volunteers, clients or anyone else will not be tolerated. Violation of this policy may lead to the termination of the volunteer relationship with LCF Georgia.

All volunteers are encouraged and have an obligation to report to their supervisor any incidents of threats or acts of physical violence – regardless of the whether the violence is directed at the volunteer or at others. If it would be inappropriate to report to volunteer's supervisor, contact the Executive Director or any other LCF Georgia employee.

## PROHIBITION OF HARASSMENT

LCF Georgia does not tolerate the harassment of employees, volunteers, interns, clients or others helping or working with LCF Georgia. We are committed to an environment in which all individuals are treated with respect and dignity. LCF Georgia is committed to fostering a professional atmosphere that prohibits discriminatory practices, including harassment related to an individual's race, color, religion, genetic information, national origin, sex (including same sex), pregnancy, childbirth, or related medical conditions, age, disability or handicap, citizenship status, service member status, or any other category protected by federal state, or local law.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your LCF Georgia supervisor. This policy applies while performing volunteer duties, regardless of location, and while at LCF Georgia-sponsored events or on LCF Georgia property. This policy extends to social affairs, functions, events, travel, and related gatherings whether on or off LCF Georgia site(s) at any time. At a minimum, the term "harassment" as used in this policy includes:

- Offensive remarks, comments, jokes, epithets, slurs, negative stereotypes or verbal conduct pertaining to an individual's race, color, religion, genetic information, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions, age, disability or handicap, citizenship status, service member status, or any other category protected by federal, state, or local law
- The display or circulation (including through e-mail and social media) of offensive pictures, drawings, photographs, figurines, or other graphic images, conduct, or communications copies pertaining to an individual's race, color, religion, genetic information, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions, age, disability or handicap, citizenship status, service member status, or any other category protected by federal, state, or local law
- Offensive sexual remarks, sexual advances (regardless of whether physical touching is involved), or requests for sexual favors (all regardless of the gender of the individuals involved)
- References to sexual conduct, an individual's sex life, sexual activity, sexual experiences, sexual deficiencies or prowess
- References to an individual's body, offensive leering and/or whistling
- References concerning an individual's characteristics such as pitch of voice, facial hair or the size or shape of a person's body, including remarks that a male is too feminine or a female is too masculine
- Intentionally and repeatedly referring to an individual by a pronoun inconsistent with their gender identity

- Offensive physical conduct, including touching, gestures, or brushing up against someone (all regardless of the gender of the individuals involved)

If you have any concern that our Anti-Harassment Policy may have been violated by anyone you must immediately report the matter to an LCF Georgia employee.

**Volunteers who harass others may be immediately asked to leave LCF Georgia's premises or location of volunteer's assignment. Furthermore, volunteer's relationship with LCF Georgia may be terminated in the sole discretion of its Executive Director.**

## PERSONAL APPEARANCE

We ask all volunteers to use their common sense when dressing for volunteer activities and to wear attire that is appropriate. It is expected that volunteers and other persons associated with LCF Georgia will maintain a clean and neat appearance and will project a professional image in dealing with clients, other volunteers, LCF Georgia employees and the general public every time you represent us, whether that is in or outside our facilities. This specifically means no ripped clothing, no visible underwear or clothing with lewd language on it. Additionally, partisan clothes are not appropriate. Volunteers should never wear clothing with our organization logo at any political campaigning events including but not limited to events supporting or opposing any particular political candidate.

## SMOKING

Use of tobacco in any form is permitted only in designated outdoor areas at LCF Georgia's facilities. Smoking is prohibited by law in any area where paint or other flammable materials may be present. This policy also applies to electronic cigarettes, also known as e-cigarettes, e-cigs, e-smoke, digital cigarettes, alternative cigarettes and vapes.

## INSURANCE

LCF Georgia does not provide liability, health, medical or disability or any other type of insurance coverage for volunteers for injury, illness, death, disability or property damage suffered by volunteers or third parties.

## CLIENT INTERACTION

Volunteers may be required to interact with LCF Georgia clients as part of their work. However, volunteers shall not, under any circumstances, provide transportation to or from LCF Georgia anywhere for any LCF Georgia client. Volunteers also shall not, under any circumstances, provide any financial assistance to any LCF Georgia clients.

## SUSPECTED CHILD ABUSE

**If a child tells volunteer of an incident or volunteer has reason to suspect child abuse, it MUST be reported.** LCF Georgia defines child abuse as physical, sexual or emotional abuse or neglect of the child, or any other unsafe circumstances affecting the child. In the event volunteer learns of or suspect child abuse, LCF Georgia requires volunteer to follow the approach outlined below.

If a child confides in volunteer or volunteer suspects abuse, the volunteer should not ask questions of the child, as this may cause confusion or a change in the story. Instead, the volunteer should report the incident to LCF Georgia's Executive Director or the person in charge of the event if the Executive Director is not available. The person in charge of the event should make a factual report to the Executive Director. The Executive Director will then report the suspected child abuse to the proper authorities. After the Executive Director reports the abuse to the proper authorities, a person trained in forensic interviewing will professionally interview the child.

If volunteer is told of the abuse of a child, then as soon as practicable, volunteer must document: (a) the child's exact words to the best of the volunteer's ability, (b) the date and time of the child's communication of the abuse to you and (c) a detailed description of any physical evidence.

If volunteer makes the report of suspected abuse, LCF Georgia will assume that volunteer's report was made in good faith. LCF Georgia will not penalize volunteer if the accusation volunteer conveys results in a case which cannot be sustained.

## ORGANIZATION PROPERTY

All property of LCF Georgia that is furnished to volunteer is only for use and convenience in performing the volunteer's duties. LCF Georgia retains the right of full access to this property and may search it from time to time without further notice. LCF Georgia may also (without further notice) access equipment furnished by any person, but used in the course of performing volunteer responsibilities (e.g., personal computers, laptops, files, calendars, date books). Furthermore, LCF Georgia may, under certain circumstances, search personal property of its volunteers, including but not limited to, packages and purses brought on LCF Georgia property or at events of LCF Georgia.

## CONFIDENTIAL INFORMATION

You may, while performing your volunteer duties, obtain access to sensitive, confidential, restricted, and proprietary information about LCF Georgia that is not generally known or made available to the public. You may also be privy to confidential or sensitive information about community members or members of LCF Georgia. Such confidential information will be used solely by you in the performance of your duties and responsibilities for LCF Georgia and will not be used in any other manner whatsoever during your time as a volunteer. You will not, without the prior written consent of LCF Georgia, use, disclose, divulge, or publish to others any such confidential information acquired in the course of your time as a volunteer with LCF Georgia. This prohibition expressly includes such information in any form, including electronic. Such confidential information is the exclusive property of LCF Georgia and under no circumstances will you have any rights to use, disclose or publish to others such

confidential information, during or subsequent to the termination of your volunteer status.

Unauthorized use or disclosure of confidential information may result in discipline, up to and including immediate termination, prosecution, or other available action.

Upon termination of your volunteer status, you must immediately deliver to LCF Georgia any and all confidential information, whether stored electronically or in paper format, including, but not limited to, all copies of such documents prepared or produced in connection with your volunteer activities with LCF Georgia that pertain to LCF Georgia's business or your services, whether made or compiled by you or furnished to you in connection with such services to LCF Georgia. In addition, at termination of your volunteer status, you must return all of LCF Georgia's non-confidential property, documents, or electronic information.

Unless it is marked otherwise or clearly intended to be public information, treat all LCF Georgia information as if it is confidential information, regardless of its source or form, including but not limited to, electronic, paper, or verbal.

## PHOTOGRAPHS / CAMERAS / RECORDINGS

Volunteers are not permitted to take photographs or video or audio recordings (collectively, "Images") while on LCF Georgia premises or at LCF Georgia functions unless specifically requested by a volunteer's supervisor to do so. If requested by the supervisor to take Images, volunteer shall strictly follow LCF Georgia's instructions on the types of Images that volunteer is allowed to take. Additionally, volunteers are specifically prohibited from using their own personal equipment including, but not limited to, cell phones and digital cameras, when taking Images.

Assignment: If requested to take Images, volunteer hereby grants and conveys to LCF Georgia, without limitations, all rights, title and interest in any and all Images made by volunteer, including, but not limited to, any royalties, proceeds or other benefits derived from such Images.

Release: Volunteer hereby irrevocably grants and conveys unto LCF Georgia, without limitations, all right, title and interest in any and all Images taken of volunteer during volunteer's activities with LCF Georgia, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings. Volunteer consents, in advance, to LCF Georgia's use of volunteer's name, photograph, voice or likeness for all promotional purposes related to LCF Georgia and its sponsors and beneficiaries and waives all rights to privacy in connection therewith.

Volunteers may create certain works on behalf of LCF Georgia that may be copyrighted under the laws of the United States. To the extent that any such works are created, volunteer will be considered to have created a "work made for hire" as defined in 17 USC Section 101, and LCF Georgia shall have the sole right to the copyright. In the event that any work created by the volunteer does not qualify as a work for hire, for any reason, the volunteer agrees to assign without limitations, all of your rights, title and interest in the work to LCF Georgia. This includes, but is not limited to, any royalties, proceeds, or other benefits derived from such works created including photographs or recordings.

## USE OF LCF GEORGIA'S NAME

Use good judgment when using LCF Georgia's name and any photographs of any LCF Georgia participants in any written materials, publications, websites, blogs or other media, especially if volunteer does not have the express authorization from LCF Georgia and the LCF Georgia participants. The volunteer should always make it clear that your content is your own, and your views do not necessarily represent the views of LCF Georgia. LCF Georgia has worked very hard to build a recognized name and reputation.

**Volunteers are not authorized to speak on behalf of LCF Georgia. Under no circumstances may a volunteer speak on behalf of LCF Georgia, or provide any comment, statement or other public disclosure which may be interpreted as being made by or on behalf of LCF Georgia.** If you receive a request for comment in connection with your role with LCF Georgia, you should refer the matter to the Executive Director or another LCF Georgia employee.

## SOCIAL MEDIA POLICY

While serving as an LCF Georgia volunteer, volunteers are free to create or participate in social media sites and other forms of online publishing and discussion, provided that such participation does not violate any LCF Georgia policies and does not interfere with the volunteer's duties.

Whenever a volunteer identifies himself or herself as an LCF Georgia volunteer or interacts with employees, volunteers, interns, clients and others helping or working with LCF Georgia, LCF Georgia expects the volunteer's behavior to reflect the same professionalism and respect as required while participating in LCF Georgia events. Therefore, volunteers should not use non-LCF Georgia blogs or social networking sites to send or post any information which violates LCF Georgia's anti-discrimination or anti-harassment policy, or any other LCF Georgia policy.

## PERSONAL INFORMATION

As a volunteer, you may come across private, sensitive, and/or confidential information. It is our role to protect the trust and privacy of those sharing such information. It is important to note that we uphold values of integrity and respect.

Volunteers are prohibited from giving out their personal information or any employee's or other volunteer's personal information (including mailing address, e-mail address or telephone number) or the personal information of anyone else associated with LCF Georgia. This policy is designed to protect volunteer's privacy and security (and the privacy and security of employees, other volunteers, interns, clients and others helping or working with LCF Georgia) and to prevent volunteer (and employees, other volunteers, interns, clients

and others helping or working with LCF Georgia) from receiving personal phone calls, visits and requests from clients of LCF Georgia or their families. Any information that puts people in danger or undermines our community building work should be shared appropriately with your supervisor.

## CONFLICT OF INTEREST

LCF Georgia expects volunteers to conduct business according to the highest ethical standards of conduct. While serving as a volunteer, volunteers are expected to devote their best efforts to the interests of LCF Georgia. Business dealings that appear to create a conflict between the interests of LCF Georgia and a volunteer are unacceptable.

It is not possible to specify every action that might create a conflict of interest in this handbook. Therefore, if you have any question about whether an action or proposed course of conduct would create a conflict of interest, you should immediately ask an LCF Georgia employee or contact the Executive Director for advice on the issue.

## WHISTLEBLOWER POLICY

LCF Georgia expects its employees, volunteers, interns, clients and others helping or working with LCF Georgia to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Volunteers, as representatives of LCF Georgia, must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. This policy provides clear definitions and provisions for handling allegations of misconduct while protecting LCF Georgia under difficult circumstances. In keeping with the policy of maintaining the highest standards of conduct and ethics, LCF Georgia will investigate any suspected fraudulent or dishonest use or misuse of LCF Georgia's resources or property by employees, volunteers, interns, clients and others helping or working with LCF Georgia. Employees, volunteers, interns, clients or others helping or working with LCF Georgia are encouraged to report suspected fraudulent or dishonest conduct (i.e., to act as "whistleblower").

It is the responsibility of all directors, officers, employees, consultants and volunteers to comply with and report violations or suspected violations of business and personal ethics in the conduct of LCF Georgia's affairs in accordance with this Whistleblower Policy.

No member, director, officer, employee, consultant or volunteer who in good faith reports a violation shall suffer harassment, retaliation or adverse consequences. A member, director, officer, employee, consultant or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination. This Whistleblower Policy is intended to encourage and enable employees, consultants, volunteers and others to raise serious concerns within LCF Georgia prior to seeking resolution outside of LCF Georgia.

LCF Georgia has an open-door policy and suggests that employees, consultants and volunteers share their questions, concerns, suggestions or complaints with someone who can address them properly. A volunteer's concerns about possible fraudulent or dishonest use or misuse of LCF Georgia's resources or property should be reported to the LCF

Georgia employee supporting the volunteer’s work. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with another LCF Georgia employee who you are comfortable with approaching.

Violations or suspected violations may be submitted on a confidential basis or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.