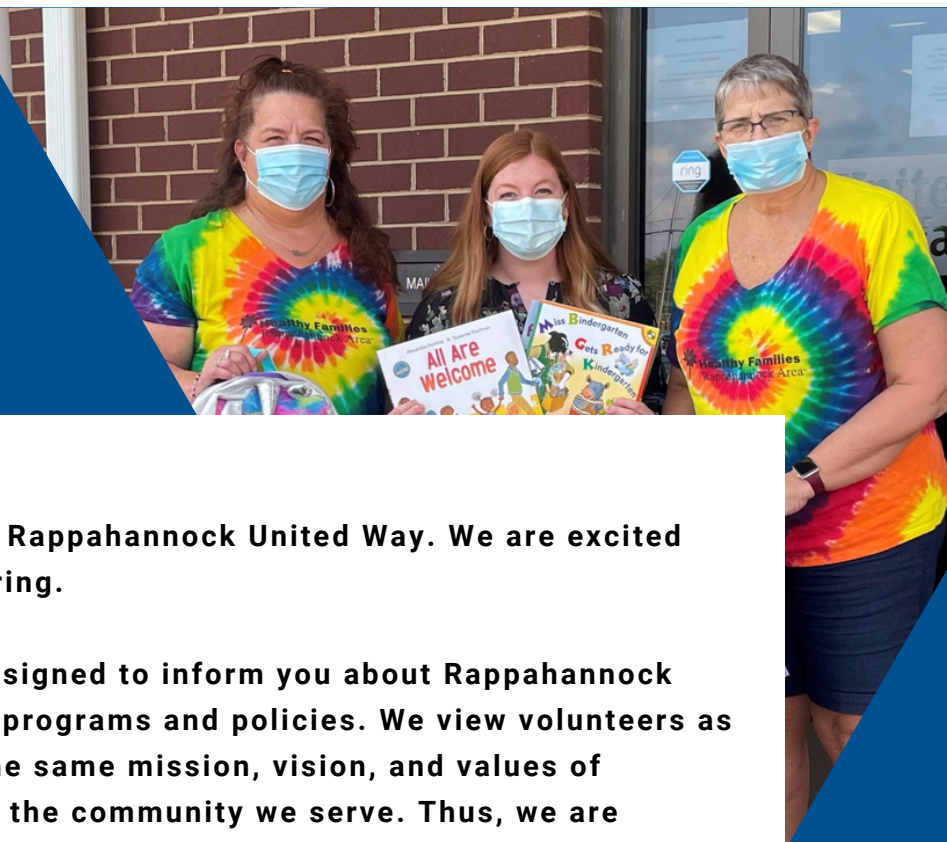




Rappahannock United Way VOLUNTEER HANDBOOK

a letter from RUW

WELCOME



Dear Volunteer,

Thank you for connecting with Rappahannock United Way. We are excited you are interested in volunteering.

This Volunteer Handbook is designed to inform you about Rappahannock United Way, and our volunteer programs and policies. We view volunteers as a valuable asset who shares the same mission, vision, and values of Rappahannock United Way and the community we serve. Thus, we are committed to providing you with the resources and professional support to ensure you have the best opportunity to serve our community.

Rappahannock United Way offers a variety of opportunities that focus on education, financial stability, and healthy living in our community. These opportunities include: board & policy makers, internal committees, and direct services volunteers.

We offer a flexible program that allows your service to be long-term or hours that can be regularly scheduled, or seasonal. At Rappahannock United Way, we have volunteer opportunities for all members of our community.

Our volunteer program is excited to offer you benefits that include:

- Flexibility**
- Recognition events**
- Lifetime of learning and comradery**

During your time with RUW, we will explore your interests and skills to find a volunteer opportunity that is the best match for you. On behalf of Rappahannock United Way, thank you for volunteering.

**Emily Riesbeck
Engagement**

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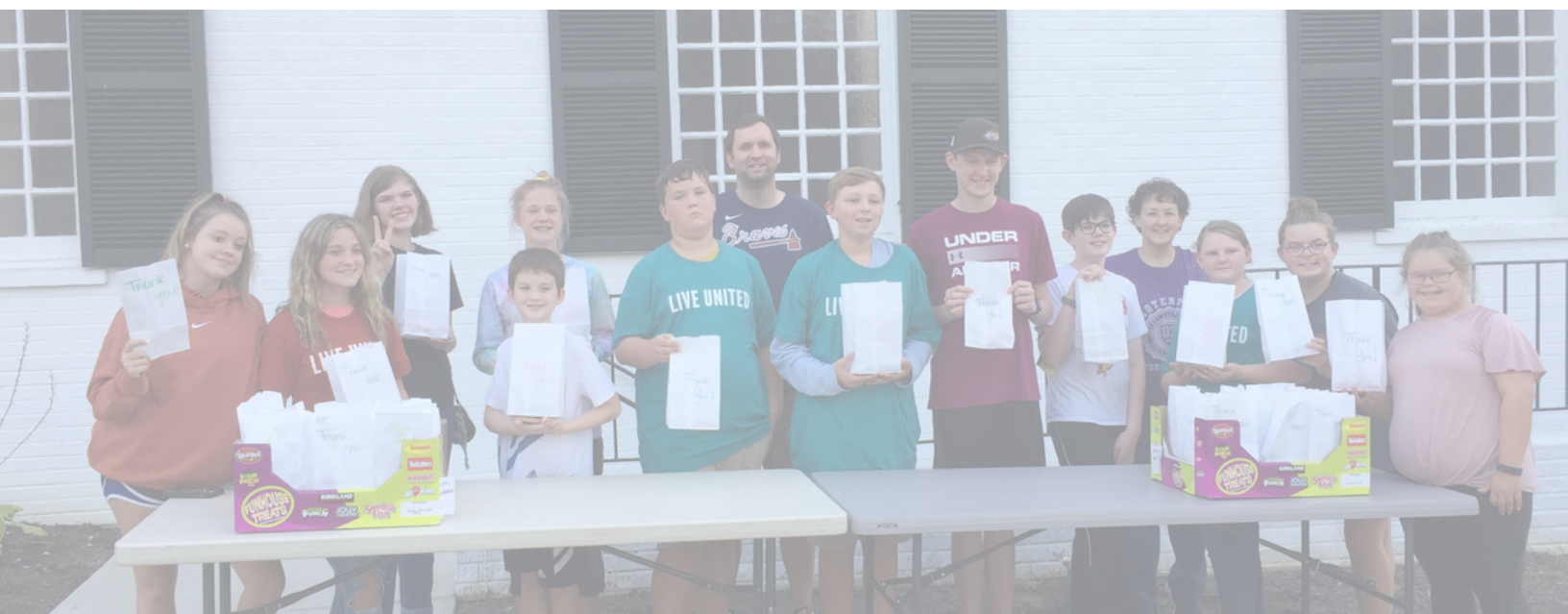
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INTRODUCTION

MISSION: TO IMPROVE LIVES BY MOBILIZING THE CARING POWER OF OUR COMMUNITY.

VISION: A COMMUNITY WHERE INDIVIDUALS AND THEIR FAMILIES ACHIEVE THEIR POTENTIAL THROUGH EDUCATION, FINANCIAL STABILITY, AND HEALTHY LIVING.

VALUES:

- **Respect:** We uphold the dignity of every individual. We incorporate diverse perspectives, knowledge and experiences in our work. We value the diverse missions and expertise of our community partners.
- **Integrity:** Our interactions with individuals and institutions are honest and ethical. We fulfill our commitments and promises.
- **Service:** Giving one's time, talent or treasure for the sake of another or for the common good is essential to a vibrant, healthy community. Compassion and caring for others inspire our individual and collective efforts.
- **Accountability:** Our decisions and actions conform not only to planned outcomes, but also to applicable legal and fiscal requirements. We publicly account for our performance and results.
- **Stewardship:** We are highly responsible trustees of financial and in-kind support. Resources the community contributes to United Way are wisely invested and managed.



DIVERSITY & INCLUSION STATEMENT

Rappahannock United Way recognizes that structural racism, ethnic discrimination and other forms of oppression in our communities have contributed to racial disparities. These disparities have existed in the past and persist in the present. We acknowledge that such policies and practices have resulted in the marginalization of entire populations of people.

At Rappahannock United Way, we, the staff and Board of Directors:

Envision a community where individuals and families achieve their potential through education, financial stability, and healthy living;

Oppose all forms of prejudice, discrimination, antagonism, or exclusion based on race, ethnicity, or any human diversity that has historically constituted barriers to the open consideration of different points of view, perspectives, and lived experiences;

Value the rights of each individual and the differences in people that make them unique. Such differences bring innovation, multiple approaches to problems, and consideration of different points of view, which bring better outcomes for the communities we serve;

Embrace the power of diversity by being an organization with a wide range of human differences. This includes but is not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious value systems, national origin, personal life experiences, geographic and socioeconomic backgrounds, cultural backgrounds, educational achievements, and political beliefs;

Strive to mirror the makeup of the community in both our staff and Board of Directors;

Implement strategies to integrate diversity and inclusion into all systems, policies, practices, behaviors, and partnerships of the organization;

Enrich our community by maintaining a culture of inclusion and respect for each other to reach common goals and outcomes, thus ensuring the overall success of our community.

Rappahannock United Way:

- Is an Equal Opportunity Employer
- Recognizes that healthy diversity means diverse points of view and thus listens carefully and values all opinions and eliminates unnecessary barriers to success
- Refuses to engage in or tolerate any form of discrimination or harassment of or by RUW employees or volunteers.

VOLUNTEER OPPORTUNITIES

HOME SUPPLY KITS:

- Host a Home Supply Kit Drive - get your family, friends, co-workers, or organization together and collect supplies from the provided supplies list.
- Donate Completed Kits - collect supplies and assemble kits.
- Home Supply Kit Assembly - come to a sort-a-thon and assemble kits.
- Home Supply Kit Distribution - help RUW distribute kits to local organizations.

VOLUNTEER READERS:

- Sign up to read a book and come to Rappahannock United Way's office to be video recorded while you read.
- Opportunity will be provided quarterly.

OUTREACH TEAMS:

- Assist Rappahannock United Way with distributing materials around the community for RUW programs, including:
 - ALICE® Assistance
 - Prosper Community
 - Prosper Mentoring
 - Prosper Tax Services
 - Prosper Students
 - Ride United

LITERACY KITS:

- Host a Literacy Kit Drive - get your family, friends, co-workers, or organization together and collect supplies from the provided supplies list.
- Donate Completed Kits - collect supplies and assemble kits.
- Literacy Kit Assembly - come to a sort-a-thon and assemble kits.
- Literacy Kit Distribution - help RUW distribute kits to local organizations.

LITTLE FREE LIBRARY:

- Use the Little Free Library Map to refill local libraries with books.
- Clean and restock the Rappahannock United Way Little Free Library.

SORT-A-THONS:

- Quarterly sort-a-thons for established events.
- Sort-a-thons will be scheduled as needed when organizations, companies, and/or group host supplies drives.

SEASONAL OPPORTUNITIES:

- Tax Season Volunteers (January - April)
 - Greeter
 - Preparer
 - Financial Coach
 - FAFSA Assistance
- Prosper Students (Spring / Fall)
 - Mock Interviewer
 - Guest Presenter / Speaker
- Day of Action

For more information visit, RUWvolunteer.org

BOARD/COMMITTEE OPPORTUNITIES

BOARD OF DIRECTORS

- Our Board of Directors is responsible for making sure Rappahannock United Way is on the right track. They meet monthly to discuss strategic issues facing the organization. The board holds Rappahannock United Way's senior staff responsible for carrying out our mission. They ensure that Rappahannock United Way is an organization you can trust. The board is composed of community leaders from throughout the greater Fredericksburg region.

COMMITTEES AND CABINETS

- RUW has a variety of board appointed committees and cabinets which advise the board on specific areas of operations. Committees and cabinets are comprised of board, staff and community members with specific areas of expertise and experience. Community members are recruited and appointed year round.

FOCUS AREA COUNCIL

- Focus Area Council members work with RUW Community Impact staff to ensure RUW goals and outcomes are supported through Community Impact grants.

PROSPER COALITION

- The purpose of the Prosper Coalition is to bring like minded community members together to help individuals and families achieve financial self-reliance through positive financial practices and employment. If you / your organization has an interest in financial stability in our community you are invited to join.

WOMEN UNITED

- Women United is part of a global network of more than 70,000 women in 165 communities across six countries, all dedicated to improving lives and creating stronger communities. We invite you to join Women United and become a part of creating long-lasting change in our community. Women United membership is an annual gift of \$1,000 to Rappahannock United Way. By making this investment, our members are helping us build a community that is hopeful, resilient, and self-sufficient.

EMPLOYEE CAMPAIGN COORDINATOR (ECC)

- ECCs encourage coworkers to create a stronger, healthier community by planning, coordinating, and implementing an effective United Way workplace campaign.

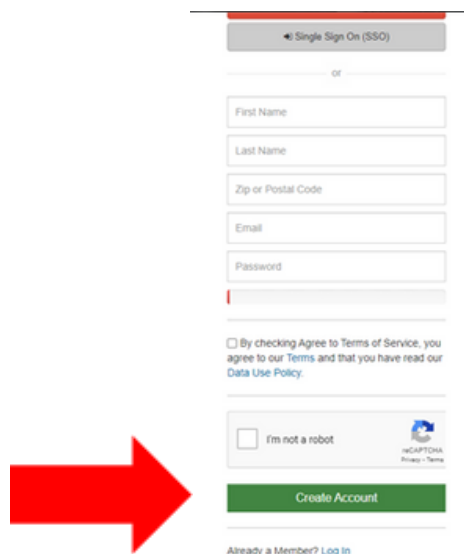
For more information visit, rappahannockunitedway.org

FORMS AND GUIDELINES

Volunteer Registration

All volunteers will sign up for volunteer opportunities on RUWvolunteer.org.

Each Volunteer will need to create an account to sign up. All accounts require an email and password.



Single Sign On (SSO)

or

First Name

Last Name

Zip or Postal Code

Email

Password

☐ By checking Agree to Terms of Service, you agree to our [Terms](#) and that you have read our [Data Use Policy](#).

☐ I'm not a robot

Create Account

Already a Member? Log In

Once you have signed up. You will be able to view and register all RUW volunteer opportunities. To register for an opportunity, click the green "Register" button and fill out the form (image 2 below).



BE THERE

 Literacy Kit Drive

 Friday, July 8th from 10:00am to Monday, August 8th, 2022 4:30pm (ET)

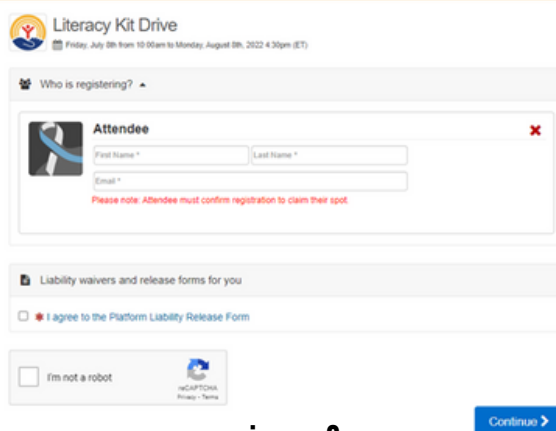
Rappahannock United Way / Events / Literacy Kit Drive


 Register


Add Impact

 Emily R.


SS Contact



 Literacy Kit Drive

 Friday, July 8th from 10:00am to Monday, August 8th, 2022 4:30pm (ET)

Who is registering? ▾

 Attendee

First Name *

Last Name *

Email *

Please note: Attendees must confirm registration to claim their spot.

Liability waivers and release forms for you

☐ I agree to the Platform Liability Release Form

☐ I'm not a robot

Continue

image 2

FORMS AND GUIDELINES

Forms to Complete

Once you have registered for an event. Each volunteer will be asked to complete the following forms:

- Code of Ethics/Conflict of Interest
- Confidentiality Agreement
- Media Release

Forms can be completed online during registration and uploaded during the process. In some cases, volunteer forms can be completed on site before volunteering.

Volunteer Forms are completed annually.



FORMS AND GUIDELINES

Inclement Weather and Emergency Info

INCLEMENT WEATHER & BUILDING CLOSINGS

In the case of inclement weather any decisions on office closings will be made by the President or designee.

Volunteers will be notified via email if the office closing impacts volunteering. If a volunteer does not have access to email, they should go to the RUW website for closing announcements.

EMERGENCY & SAFETY INFORMATION:

The practice of safety and the prevention of accidents are important responsibilities for all volunteers. Please report any unsafe conditions to Emily Riesbeck.

In the event of a building evacuation due to an emergency, please follow the posted instructions or staff direction.

Sources of emergency and safety information:

- 911
- Rappahannock United Way: 540-373-0041



QUESTIONS?



Emily Riesbeck
eriesbeck@rappahannockunitedway.org
540-373-0041 ext. 314