


# **CINCINNATI CONTRA DANCERS, INC. RECRUITMENT AND USE OF VOLUNTEERS POLICY AND PROCEDURES**



## **Article 1 - Purpose**

The Cincinnati Contra Dancers Inc. (CCD) recognizes the importance of Volunteers in the achievement of its goals. To this end, CCD accepts and encourages the involvement of volunteers within all appropriate programs and activities. This policy is to provide overall guidance and direction to volunteer involvement in CCD functions. Changes to or exceptions to this policy and its procedure may be made by the CCD Board



## **Article 2 - Definitions**


**1 - Volunteer** – a ‘volunteer’ is anyone who without compensation or expectation of compensation beyond reimbursement who performs a task under the direction of and on behalf of the CCD Volunteers:

Agree to perform their duties and to remain loyal to the goals and procedures of the CCD

Volunteers are expected to communicate with the Volunteer Manager should they decide to discontinue their duties. (see – Volunteer Management)

CCD Board in conjunction with the Volunteer Management may dismiss a volunteer, for whatever reason. This should be communicated to that person as soon as possible.

**2 - Volunteer Management** - the Board of Trustees may assign to a specific committee or individuals the duties of volunteer management to assure the completion of required tasks. The function of the volunteer management is to provide a central coordinating point for effective volunteer activity. Volunteer Management is accountable to the CCD Board.



## **Article 3: Procedures (Continued next page)**

### **Article 3: Procedures**

**1 - Volunteer Management** Volunteer Management has the immediate responsibility for planning effective volunteer utilization, identifying productive and creative volunteer roles, recruiting suitable volunteers, and tracking and evaluating the contribution of volunteers to the CCD.

#### **A - Recompense**

**1 - Payment** - Volunteers will not receive payment for services

**2 - Reasonable Reimbursement for Service** - volunteers are able to receive equitable recompense for services based on receipts or other documentary evidence.

Purchases in behalf of the organization - the Board is to determine what expenses are acceptable for a volunteer to incur on behalf of CCD events/programs.

A volunteer must document any out of pocket expenses. The employee or volunteer must account for the expenses within 60 days of incurring the expense, or another reasonable length of time if pre-approved.

The employee or volunteer must return any excess reimbursement no more than 120 days after receipt.

**3 - Travel expenses incurred on behalf of CCD** – the board is to determine whether travel expenses are to be covered, and if so, how much is reasonable. Generally speaking, the amount of reimbursement will be based on current IRS travel reimbursement guidelines. A volunteer must document any out of pocket expense and turn in receipts in a timely fashion (within 60 days).

#### **B - Recognition and Awards**

The Board of Trustees can determine the means of recognizing or awarding for volunteer services done in its behalf and should be proportional the benefits received by the CCD.

**1 - Immediate Recognition for Service** - the CCD Board can give recognition for volunteers who, in an immediate need, assist a function by:  
Waving the entrance fee to the event or program being assisted  
Or by applying the waived value of the entrance fee to a similar function held at a later date approved by the CCD Board.

**2 - Other forms of recognition** may also be awarded by the Board if the Board should deem

these an appropriate gesture for volunteer service to the Organization. (I.e., special

certificates, fruit baskets, flowers, etc.)

Adopted by the CCD Board of Trustees on July 18 , 2022