

Title: VOLUNTEER HOUR-LOG POLICY	Print Date: 13/03/2020
Prepared By: Kira Antonyshyn, Communications & Development Officer Anka Wrzesnewskyj, Program Coordinator	Date Prepared: 26/02/2020
Reviewed By: Krystina Waler, Executive Director	Date Reviewed: 10/03/2020

Policy: Each volunteer must track the hours he or she spends volunteering. Each volunteer activity and hour must be signed off by a “Signing Officer.”

Purpose: Tracking volunteer hours keeps both the volunteer and Help Us Help aware of the individual’s contributions to the organization. Submission of Volunteer Hours is also a requirement for eligibility to volunteer with Help Us Help in Ukraine.

Scope: This procedure applies to all Help Us Help volunteers.

Responsibilities: It is the responsibility of the Program Coordinator to ensure each volunteer is informed on this policy and associated procedures.

It is the responsibility of each volunteer to track their own hours and ensure signing in a timely manner.

Procedure:

1.0 Eligibility of Hours

- 1.1 All volunteer activities organized by Help Us Help are activities in which volunteers can gain volunteer hours. Hours must be signed by a “Signing Officer”.
- 1.2 Volunteer hours worked for organizations or charities that are not Help Us Help are ineligible.
- 1.3 Time spent commuting to/from a volunteer activity cannot be counted as volunteer hours, unless otherwise specified by a “Signing Officer”.
- 1.4 Volunteers are able to log hours for their own volunteer initiatives. For these hours to be eligible, volunteers must notify a “Signing Officer” of their intent prior to starting the initiative with an estimate of number of hours to be worked. If the initiative is taking longer than expected, the volunteer must notify their contact. After completion of the initiative, volunteers must notify their contact and transfer any funds raised before hours are marked as signed.

2.0 Tracking Hours

- 2.1 All volunteers must track their own hours. See example below (Note, with implementation of eTapestry, this section of this policy may be subject to change).

Date	Start	End	Description of Activity	Hours	Signing Officer
Sat. Feb 15, 2020	2:00 PM	5:00 PM	Packing clothing donations for Summer Camp	3	Danusia
Tues. Feb 18, 2020	6:00 PM	7:30 PM	Creating social media posts for volunteer recruitment and social media plan of action	1.5	Kira
			TOTAL	4.5	

2.2 Volunteers are expected to describe the volunteer activity using proper spelling and grammar. If they do not do so, the hour log may not be accepted until their mistakes are fixed.

2.3 Volunteer hours, as they apply to Camp applications and flight reimbursements, expire after two years. We encourage volunteers to keep track of their hours beyond the two years to help the organization identify long-time volunteers for recognitions and awards.

3.0 Signing Hours

3.1 All hours must be signed by a Signing Officer:
 Program Coordinator, Anka Wrzesnewskyj-Cottrell : anka@helpushelp.charity
 Communications and Development Officer, Kira Antonyshyn : kira@helpushelp.charity
 Donations Coordinator, Danusia Wysochanskyj : danusia.huhtc@gmail.com
 Executive Director, Krystina Waler : krystina@helpushelp.charity

3.2 All hours must be signed within 2 weeks of completion of the activity

3.3 Hours can be signed electronically. As long as there is e-mail communication between the "Signing Officer" and the volunteer about the specific hours worked, the hours can be considered signed. Alternatively, hours can be signed by hand.

Title: VOLUNTEERING AT SUMMER/WINTER CAMP POLICY	Print Date: 13/03/2020
Prepared By: Kira Antonyshyn, Communications & Development Officer Anka Wrzesnewskyj, Program Coordinator	Date Prepared: 26/02/2020
Reviewed By: Krystina Waler, Executive Director	Date Reviewed: 10/03/2020

Policy: To volunteer at Help Us Help’s HUHTC (Project: Help Us Help The Children) Summer or Winter Camp, each volunteer must:

- 1) Volunteer a minimum of 50 hours with Help Us Help
- 2) Individually raise a minimum of \$500 CAD
- 3) Apply through our online application system and submit the necessary documents by the dates specified on the application

Purpose: To ensure impartiality in acceptance of volunteers to participate at Summer/Winter Camp without favouritism or discrimination. To instil a sense of purpose when volunteering outside of Ukraine and a sense of accomplishment when accepted to volunteer in Ukraine, as well as to ensure commitment of volunteers.

Scope: This procedure applies to all Help Us Help volunteers.

Responsibilities: It is the responsibility of each volunteer to follow the specified guidelines and submit all relevant material on time.

It is the responsibility of the Program Coordinator to ensure each volunteer is informed on this policy and associated procedures. It is their responsibility to review and accept applicants based on the number approved by the Board of Directors.

It is the responsibility of the Board of Directors to approve a maximum number of North-American Volunteers for camp prior to acceptance of applications.

Procedure:

1.0 Eligibility of 50 Hours

1.1 The 50 hour volunteer requirement must adhere to the guidelines set in Help Us Help’s “Volunteer Hour Log Policy”

1.2 All hours must be completed and submitted by the document deadline (specified below). Exceptions, granted by the Program Coordinator, might be made on a case-to-case basis. In these cases, all hours must be completed prior to departure for camp. Volunteers who have not completed the 50 hours will not be accepted.

2.0 Individually Raising a Minimum of \$500 CAD

- 2.1 Volunteers must individually raise \$500 CAD to be accepted to volunteer at an HUHTC camp.
- 2.2 If more than one volunteer is involved in the same initiative, the funds raised will be split equally amongst involved volunteers unless another arrangement is agreed upon in writing.
- 2.3 Volunteers who write letters to receive in kind donations are able to count the value of that in-kind donation towards their minimum \$500 CAD.
- 2.3 Funds raised by volunteering at events organized by an HUH staff do not count towards satisfying this condition. For example, if you volunteer at a Help Us Help booth at an Easter Bazaar, although you can count hours towards your minimum, you cannot count the funds raised towards your minimum.
- 2.4 If there is a situation in which volunteers are unclear about whether or not to count funds raised, they are to speak with a Signing Officer.
- 2.5 Fundraising Log. Please keep a track of the funds you raise using a fundraising log. See example below (note - all examples below were achieved by Help Us Help volunteers):

Date	Initiative	Funds Raised	Signing Officer
Month of October/ November 2016 (Kira Antonyshyn)	“Warming Hands and Hearts” Campaign at JCS, St. Demetrius and St. Josaphat’s for Winter Camp 2017	\$750	Anka
May/June 2018 (Stephanie Turenko)	Collect \$10,000 worth of in-kind donations (200 backpacks) from Adidas for Summer Camp 2019	\$10,000	Anka
Feb 3-7 2020 (Ruslana Wrzesnewskyj)	Birthday Fundraiser - for Help Us Help’s Summer Camp 2020	\$800	Anka
	TOTAL:	\$11,550	

- 2.6 Credit for funds raised expire after the completion of the program for which they were raised. Exceptions can be made on a case-to-case basis after review by the Program Coordinator.

3.0 Camp Volunteer Application

- 3.1 The application for Summer Camp will be open from mid-March to May 30 of every year. The application for Winter Camp will be open from Labour Day weekend in September to mid-November.

- 3.2 Documents, including but not limited to the CV, Hour-Log, First Aid Certification, and Police-Check, are due June 1 for Summer Camp and December 1 for Winter Camp.
- 3.3 Applicants may be conditionally accepted prior to the submission of the documents listed in 3.2, but their acceptance may be revoked if they fail to provide the documents by the specified deadline.
- 3.4 Late applications and/or late submission of documents will render a volunteer ineligible to volunteer at Summer/Winter HUHTC Camp.

4.0 Accepting Applications

- 4.1 Prior to each camp, the Program Coordinator will recommend a number of North American Volunteers for camp. This number will take into account 1) Number of children attending camp; 2) Needs of campers (for example children with disabilities who may require extra or one-on-one care); 3) Number of Ukrainian Volunteers/Staff members
- 4.2 The Board of Directors will approve a number of North American volunteers to be accepted for camp.
- 4.3 The Program Coordinator will review and conditionally accept applications. The Program Coordinator will revoke the conditional acceptance if the criteria are not met by the specified deadlines. Priority will be given to individuals who are able to attend the entire camp including pre-camp training and post-camp clean-up, if applicable.

Title: VOLUNTEER FLIGHT REIMBURSEMENT POL- ICY	Print Date: 13/03/2020
Prepared By: Kira Antonyshyn, Communications & Devel- opment Officer Anka Wrzesnewskij, Program Coordinator	Date Prepared: 26/02/2020
Reviewed By: Krystina Waler, Executive Director	Date Reviewed: 10/03/2020

Policy: Volunteers are eligible to receive up to \$1000 CAD in flight reimbursement for their travel to/from Help Us Help's Summer/Winter Camps if they meet the eligibility criteria and conditions.

Purpose: To provide incentive for volunteers to raise funds and awareness of Help Us Help's projects outside of Ukraine, and to provide opportunity to hard-working and deserving volunteers to directly influence the vulnerable groups they have been advocating for from a distance.

Scope: This procedure applies to all active Help Us Help volunteers.

Responsibilities: It is the responsibility of the Program Coordinator to ensure each volunteer is informed on this policy and associated procedures. It is their responsibility to submit all relevant materials of volunteers to be approved for reimbursement by the Board of Directors.

It is the responsibility of each volunteer to follow the specified guidelines and submit all relevant materials to the Program Coordinator by the specified dates.

It is the responsibility of the Board of Directors to review submitted materials and approve flight reimbursements.

It is the responsibility of the Accountant to reimburse the volunteers.

Procedure:

1.0 Initial Eligibility Criteria

- 1.1 The volunteer must volunteer 100 hours, according to the guidelines set in the "Volunteer Hour-Log Policy".
- 1.2 The volunteer must be volunteering at a Summer or Winter Camp and meet all criteria set in the "Volunteering at Summer/Winter Camp Policy".
- 1.3 The volunteer must specify intent to apply for flight reimbursement in their application to Summer/Winter Camp.
- 1.4 The volunteer must submit all documents by the document deadline, including flight receipt and proof of 100 volunteer hours.

2.0 Reimbursement Specifics

- 2.1 Volunteers can receive one reimbursement per year (12 months). For example, if you receive a reimbursement for your flight to/from Summer Camp 2020, you are not eligible to receive another reimbursement until Summer Camp 2021.
- 2.2 Volunteers will solely be reimbursed for up to \$1000 CAD of their flight to/from camp. They will not be reimbursed for other methods of travel such as, but not limited to, trains, buses, ubers, and taxis.

3.0 Conditions

- 3.1 Individuals who met all initial criteria must be present for the entire duration of camp including pre-camp training and post-camp clean-up, if applicable.
- 3.2 The “Reimbursement Request Package” includes: 1) Copy of Flight Receipt 2) Hour-Log 3) Physical Flight Stubs to Ukraine 4) Physical Flight Stubs from Ukraine to home
- 3.3 If the volunteer is travelling around Europe prior to and/or following HUHTC’s Summer/Winter Camp, they are still eligible for reimbursement. They must submit all methods of travel that brought them to/from Ukraine but will only be reimbursed for solely their flights to get them to camp and back home for up to \$1000 CAD.
- 3.4 Each volunteer must submit the “Reimbursement Request Package” by the first board meeting that follows the completion of Summer/Winter Camp (end of September/end of January). It is the Program Coordinator’s Responsibility to inform volunteers of the deadline. If the volunteer does not submit the package by the set deadline, they will be ineligible for reimbursement.