Georgetown, TX Rotary Club

The Rotary Club Of Georgetown

Human Trafficking Initiative

Volunteer Information and Agreements

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Volunteer Agreement

Between the Rotary Club of Georgetown (RCG) and volunteers staffing the human trafficking information truck and trailer.

As a volunteer I will:

1. Fulfill all the duties of a volunteer, including the completion of all required training and background checks.
2. Interact with the public, Rotarians, and other volunteers in a courteous manner, respecting the rights and dignity of all.
3. Demonstrate/exercise excellent boundaries with the public to ensure that everyone touring the trailer experiences a physically and emotionally safe environment.
4. Always maintain the confidentiality of any disclosures and facilitate the proper reporting of disclosures.
5. Positively represent the RCG in all interactions.

The Rotary Club of Georgetown will:

1. Orient, train, and supervise me in my volunteer role (training may come from a third party).
2. Respect my dignity and rights and treat me in a courteous manner.
3. Provide me with this handbook that summarizes my duties and responsibilities as a volunteer.
4. Provide a mechanism to record training and schedules.

Volunteer Policies and Procedures

All volunteers are required to complete a criminal background check, an orientation and training in recognizing and reporting child abuse and “Not a Number” training, and a signed Volunteer form before they will be allowed to staff
the trailer.

Age Requirements: Volunteers must have reached the age of 18 and have completed high school to work on the trailer.

Volunteers are expected to:

1. *Be service and mission centered:* The HTI trailer is designed to educate and inform the public about the issue of human trafficking and abuse and to dispel myths and misperceptions surrounding the subject, and we hope that our volunteers will go above and beyond the initial training to stay informed on the subject.

2. *Prioritize safety:*
   A. Complete your volunteer application and follow the procedures for a background check.
   B. Complete your training (approximately four hours)
   C. Strive to create the most welcoming and safe environment for those who walk through the trailer.
   D. Ask for help if a situation becomes uncomfortable. **Refer to numbers listed in the information in the trailer.**
   E. There should always be at least two people (including driver) staffing the trailer at all times. **Restroom** breaks and lunch breaks may necessitate that one person is by themselves for a short time. Please be aware of your surroundings. If adequate number of volunteers is not available, lock up the trailer and go on a break.
   F. Do not carry firearms on the trailer.
3. *Be a reliable team member:*
   A. Always show up on time for your assigned shift.
   B. Notify the volunteer coordinator as soon as you can if you are not available to cover your shift**, letting them know who will replace you. You are responsible to recruit a replacement if you are not able to cover your shift.**
4. Always act in accordance with this agreement and the Four-Way test:

   Is it the Truth?
   Is it Fair to all concerned?
   Will it build good will and better friendships?
   Will it be beneficial to all concerned?

Background Checks and Screening Policy:

You will be asked to complete ~~a~~ **specified** background check at your own expense. The RCG reserves the right to use these checks as a basis for determining your volunteer status. The RCG also has a right to ask you to periodically renew those background checks in order to preserve your status as a volunteer. These background checks may include:

- Criminal history
- Child abuse registry
- Sex offender history
- Verifying references

The RCG shall not accept volunteers if they have been convicted, have prior charges pending for a felony or misdemeanor involving a sex offense, violent act, child abuse or neglect, or related acts that would pose a risk to the public, especially children.

All information from the application and background check will be kept confidential by the education and training volunteers.

Volunteer Orientation and Training:

All volunteers, both drivers and docents, will be required to attend volunteer orientation and training. These will be conducted on a regular basis through a third party (the Williamson County Children's Advocacy Center). Schedules of available trainings will be available on the RCG website,

https://www.georgetownrotary.org/ or in its weekly newsletter. Volunteers will be asked to renew their training every two years.

Ethics and Boundaries:

Please be mindful of your personal boundaries as you meet the public:

1. Never meet up with anyone you don't know who has toured the trailer.
2. If someone discloses abuse, do not share information with anyone outside of the correct authorities.
3. Don't share "secrets" with anyone. If someone asks if you can keep a secret, tell them no.
4. Don't share your personal life with anyone who tours the trailer.
5. Confidentiality, in cases of disclosure, is imperative.

Public Interviews and Articles for Publication:

Volunteers on the trailer may be asked for background information and news about the trailer. Please refer the inquiry to Rotary Club of Georgetown Public relations Representative.

Dress Code:

Please dress as if you are at a Rotary meeting. Rotary shirts or other Rotary attire is preferred. Remember that Rotary is neither political nor religious, so please wear appropriate attire. There may be Rotary vests on the trailer. Don't forget to leave them for the next volunteers.

Dismissal of Volunteers

The RCG reserves the right to terminate a volunteer if they do not adhere to the policies and procedures listed above, who fail to follow the Four-Way test in their interactions with the public or other volunteers, or who fail to carry out their assignment.

Reasons for corrective actions include but are not limited to:

1. Blatant violation of policy, especially as regarding confidentiality
2. Gross negligence resulting in significant error or harm
3. Habitual negligence, such as regularly not showing up for an assigned shift
4. Violations of the law
5. Misconduct which includes but is not limited to
    A. Inappropriate conduct with a child
    B. Knowingly disclosing confidential information to an unauthorized person
    C. Being under the influence of alcohol or drugs
    D. Possession or storage of alcohol, **unauthorized firearms** or drugs while on duty **(note, law enforcement officers would be authorized to possess firearms)**
    E. Verbal or physical altercations with public or volunteers
    F. Intentionally making false or misleading statements that would contribute to the harm of the RCG.

The Rotary Club Of Georgetown
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Volunteer Application Form

Name: _____

Address: _____City: _____

State: _____ Zip: _____Phone: _____

Email: _____

Driver's License #: _____

Preferred Days to work: please circle best days.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Preferred Shifts: Please circle all that apply

AM: 8-10 10-12

PM: 12-2 2-4 4-6 6-8

I prefer to work as a * docent *driver both (circle one)

- Docent staffs the trailer, answers questions, and distributes materials
- Driver – drives and parks the trailer

I agree to attend required training, undergo and pay for a background check, and abide by the policies set forth in this document.

Signature: _____Date: _____