

VOLUNTEER SERVICES POLICY

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VERSION HISTORY

<i>Version</i>	<i>Date</i>	<i>Change Description</i>
0.1	02/28/2006	Initial version
0.2	03/02/06	Updated per Board comments

SUMMARY:

Establishes a consistent policy for services offered to volunteers and to endorsed campaigns requesting volunteers.

MAIN TEXT:

Sections:

1. Volunteer Services for Endorsed Campaigns
2. Services for Volunteers

Note:

This document is suitable for redistribution.

1: VOLUNTEER SERVICES FOR ENDORSED CAMPAIGNS

Endorsed campaigns may request volunteers from the Fifth District Democrats to perform campaign-related activities. These include but are not limited to doorbelling, phone banks, literature drops, sign waving, and logistical support.

SERVICE PROTOCOL

1. Endorsed campaign staff (campaign manager, campaign scheduler, candidate, etc) must submit volunteer service requests by email. These requests must be submitted to volunteerservices@5thdems.org. Service requests that are sent directly to Board members will be re-routed to the volunteerservices@5thdems.org address. Volunteer services requests must describe specific “events” – a doorbelling afternoon, a phone bank, or speaking engagement (for which volunteers are needed) are all defined as “events” under this service protocol.

A volunteer services request must include the following information (copy and paste this into the body of an email to use as a template):

- a. Campaign / candidate name
- b. Event Title:
- c. Number of volunteers requested:
- d. Event Date and Time:
- e. Event Location:
- f. Event Coordinator Phone Number:
- g. Event Coordinator Email Address:
- h. Event Description:
- i. Precinct (only if doorbelling)

Volunteer services requests shall be submitted at least 72 hours in advance of an event.

2. The First Vice Chair of the Fifth District Democrats will review volunteer services requests every forty-eight hours.

- a. If the request is for doorbelling assistance, the First Vice Chair will review the last date the Precinct was worked. If this is within seven days, the campaign will be notified with an optional recommendation to select a different Precinct. The campaign may opt to select a different Precinct, keep the planned Precinct, or cancel the event.
- b. The First Vice Chair will then forward the volunteer service request to the “Volunteers and PCOs” email distribution list. The exception is if in 2a the campaign cancels the request.
- c. A copy of the volunteer service request will be carbon copied to the event coordinator’s email address.

2: SERVICES FOR VOLUNTEERS

Grassroots volunteers are the backbone of the Fifth District Democrats. The Fifth District Democrats shall provide the following services for volunteers:

a. Volunteer Opportunities

As defined in section 1 of this Services Policy, endorsed campaigns are encouraged to request volunteers from the Fifth District Democrats. These requests will be offered as opportunities for volunteers to become engaged in our shared political process.

b. Board Response Time

All members of the Executive Board of the Fifth District Democrats pledge to respond to volunteer email within 24 hours of **receipt** of the email. Board members are strongly encouraged to check their email daily except for when traveling. Responses may be as simple as “thanks, I understand and have noted your request but can’t work on it right now”. For longer responses a phone call is recommended.

c. Diversity of Opinion

All members of the Executive Board of the Fifth District Democrats pledge to listen to diverse opinions from all members. The Executive Board shall further solicit and encourage diverse opinions when possible. This may include (but is not limited to) calling for Resolutions, encouraging floor debate, and scheduling speakers who are suggested by members.

d. Recognition

On or before the second Wednesday of each month the Executive Board shall nominate volunteers for recognition of their valuable contributions to our organization. The Chair shall formally recognize these volunteers each month.