



RainbowVI Volunteer Policy and Procedures

Contact & Role Information

Here at RainbowVI, you'll report to the primary supervisor of your program.

Supervisor: Vi Ly

E-mail: vi.ly@rainbowvi.org

For general concerns, or if you can't contact your supervisor, contact the general administrator at: admin@rainbowvi.org

1. Introduction

RainbowVI is a non-profit organization dedicated to providing free educational tools and content for young people. Volunteers play a crucial role in our mission. This document outlines our policies and procedures to ensure a safe, inclusive, and productive environment for all volunteers.

2. Volunteer Rights and Responsibilities

2.1 Volunteer Rights

As a volunteer at RainbowVI, you have the right to:

- Be treated with respect, fairness, and appreciation.
- Receive clear information about your role and responsibilities.
- Work in a safe and supportive environment.
- Be given appropriate training and guidance.
- Have your personal information kept confidential.
- Express concerns or grievances and have them addressed fairly.

2.2 Volunteer Responsibilities

Volunteers are expected to:

- Follow RainbowVI's mission, values, and guidelines.
- Respect fellow volunteers, staff, and the community.
- Commit to their assigned tasks with reliability and dedication.
- Maintain confidentiality when handling sensitive information.

- Seek guidance when needed and report concerns promptly.

3. Recruitment and Onboarding

3.1 Application Process

Prospective volunteers must submit a resume/cover letter and will be required to participate in an interview to ensure a good fit for the organization.

Volunteers must be at least 15 years old to participate. Volunteers under 16 years of age may be asked to provide parental or guardian consent before beginning their role.

3.2 Orientation and Training

All new volunteers will receive:

- An introduction to RainbowVI's mission, values, and work culture.
- Role-specific training to equip them with the necessary skills and knowledge.
- A point of contact for questions and support.

4. Code of Conduct

Volunteers must adhere to the following principles:

- Treat all individuals with kindness and respect.
- Foster an inclusive and supportive environment.
- Avoid any form of discrimination, harassment, or bullying.
- Use RainbowVI's resources responsibly and ethically.

5. Volunteer Roles and Expectations

Volunteers may contribute in various capacities, including content creation, social media, administrative support, or business development. Each role will have specific expectations outlined during the onboarding process.

6. Attendance and Commitment

- Volunteers are expected to honor their commitments and notify their supervisor in case of absence.
- Regular check-ins may be required to assess progress and provide feedback.

7. Communication and Support

- Volunteers will have access to a designated point of contact for guidance and concerns.
- Regular team meetings and updates will be provided to ensure alignment with organizational goals.

8. Conflict Resolution

If issues arise, volunteers should:

- Address concerns with their immediate supervisor.

9. Recognition and Appreciation

RainbowVI values volunteer contributions and will express appreciation through certificates. Outstanding volunteers may be nominated for awards or leadership opportunities within RainbowVI.

10. Termination of Volunteer Service

While we appreciate all contributions, RainbowVI reserves the right to discontinue volunteer service if:

- There is a breach of policies or ethical concerns.
- The volunteer is unable to fulfill their role effectively.
- The volunteer chooses to resign, with prior notice appreciated.

If a volunteer stops participating without notice, RainbowVI will attempt to reach out. After a reasonable period (e.g. 2 weeks) with no response, the volunteer's role may be considered inactive and closed. Volunteers are always welcome to reapply when ready to return.

11. Technology and Communication Guidelines

- Volunteers must have a stable internet connection and access to necessary tools (e.g., email, project management platforms, messaging apps).
- Communication should be professional and respectful in all digital interactions.
- Volunteers should respond to messages and updates in a timely manner to ensure smooth collaboration.

12. Work Hours and Flexibility

- Since this is an online role, volunteers can set flexible hours but must meet agreed deadlines.
- Volunteers should update their availability if they anticipate being unavailable for an extended period.

13. Data Security and Privacy

- Volunteers must not share confidential or sensitive information outside of approved channels.
- Any files, content, or intellectual property created for RainbowVI remain the property of the organization unless otherwise agreed upon.

14. Use of Official Platforms

- Volunteers should use designated platforms (Slack, Asana, Google Drive, etc.) for collaboration.
- Personal social media accounts should not be used to represent RainbowVI without permission.

15. Intellectual Property and Content Ownership

- Any materials, designs, or content created by volunteers for RainbowVI remain the property of the organization unless stated otherwise.
- Volunteers should seek approval before using or repurposing any RainbowVI content for personal use or portfolios.

16. Digital Etiquette and Online Safety

- Volunteers should maintain professionalism in all online interactions, including emails, chats, and video calls.
- Personal and sensitive information about other volunteers or team members should not be shared publicly.
- Any inappropriate behavior or cyberbullying should be reported immediately.

17. Safeguarding

RainbowVI is committed to safeguarding all youth. Any concerns related to harm, abuse, or unsafe behavior should be reported immediately to a supervisor or admin.

18. Policy Review and Updates

This policy will be reviewed periodically to ensure it remains relevant and effective. Volunteers are encouraged to provide feedback for improvements.

Thank you for your dedication to RainbowVI. Your contributions make a difference!

APPENDIX 1: RainbowVI Volunteer Agreement Form

Welcome to RainbowVI!

We're excited to have you on board. This form is a simple agreement between you (the volunteer) and RainbowVI, to ensure we're all on the same page.

Volunteer Name: _____

Preferred Name/Nickname: _____

Email Address: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

By joining RainbowVI, I agree to:

- ☐ Respect others and contribute to a safe, inclusive environment.
- ☐ Show up for my role and let my supervisor know if I can't make it.
- ☐ Communicate clearly and ask for help if I'm unsure about anything.
- ☐ Follow the Code of Conduct and use RainbowVI tools responsibly.
- ☐ Protect private or sensitive information.
- ☐ Share feedback to help improve our programs.
- ☐ Let RainbowVI know if I decide to take a break or leave the program, so they can plan ahead.

Optional (for youth under 16):

Parent/Guardian Consent

I give permission for my child to volunteer with RainbowVI.

Parent/Guardian Name: _____

Signature: _____ Date: _____

Volunteer Signature: _____ Date: _____

Supervisor Signature (RainbowVI): _____