

I. Introduction

A. Parents of Latin American Children (PLAC) is a Twin-Cities-based, 501C3 non-profit adoptive parents' organization. PLAC does the following:

- Provides cultural activities to enhance knowledge and pride in the heritage of our children.
- Sponsors activities through La Semana Culture Camp, Corazon Latino dance troupe, and Los Alumnos alumni group.
- Provides guidance and ongoing support for adoptees.
- Provides assistance to children in Latin America through fundraising and service projects.

B. Volunteer/ Staff Relations: The PLAC organization is run by volunteers and has no "employees". Therefore, volunteers are critical to the success of La Semana/Corazon Latino programs under PLAC, and are essential to the organizations day-to-day operations. Volunteers are considered partners in implementing the mission and programs of the organization.

A volunteer is defined as anyone who, without compensation or the expectation of compensation, performs a task at the direction of, and on behalf of, the organization. Financial benefits to volunteers are limited to reimbursement for approved program-related expenses and discounted program fees.

C. Equal Opportunity Policy: Parents of Latin American Children maintains a strong policy of equal volunteer opportunity. PLAC recruits, accepts, trains, promotes and dismisses volunteers on the basis of personal competence and position performance, without regard to race, creed, color, religion, sex, sexual orientation, age, marital status, handicap.

II. Volunteer Rights and Responsibilities

Volunteers are viewed as valuable resources to the PLAC organization, its staff, and its clients. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated fairly, the right to be given effective supervision, the right to engage in full involvement and participation, and the right to receive recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of the organization.

III. Program Volunteer Procedures/Development

A. Application Form Prospective: To be considered for a program leadership position (Tier A or Tier B), volunteers will be required to complete an application form and may be asked to interview. La Semana offers volunteer positions in tiers, which are based on time commitment requirements. All volunteer roles and their associated tiers can be found on the www.lasemana.org website.

B. Interviewing/Screening Process: Prior to being assigned or appointed to a position, volunteers may be asked to complete additional interview questions, and/or be personally interviewed, to ascertain their suitability for, and interest in, a position. The interview/screening will offer the PLAC board the opportunity to learn more about the prospective volunteers, and give the prospective volunteers the opportunity to learn more about PLAC. Volunteers will also be given the opportunity to ask any questions they may have about the position.

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The application process for each Tier is outlined below:

Tier A:

1. Open positions will be communicated by email to those signed up to receive emails as well as posted on the www.lasemana.org website and Facebook.
2. Each year interested candidates will submit an application and send it via email to plac@lasemana.org.
3. The PLAC Board of Directors will review all applications at the meeting following the close date of application acceptance.
4. When there is more than one applicant for a position, the PLAC Board may request interviews for applicants via email.
5. The PLAC Board will review the candidate's application, discuss the interview as applicable, and review responses to determine the best candidate for the open position.

The decisioning process includes the following: relevant experience related to the open position, experience with the area being applied for (La Semana Cultural Camp, Corazon Latino, etc). The final decision on Tier A volunteer positions will be made by the PLAC Board of Directors.

Tier B (Currently applicable to La Semana Cultural Camp only):

1. Open positions will be communicated by email to those signed up to receive emails as well as posted on the www.lasemana.org website and Facebook.
2. Each year interested candidates will submit an application and send it via email to plac@lasemana.org. PLAC will forward the applications to the La Semana Chair or appropriate role.
3. The La Semana Planning committee will review all applications at their monthly meeting.
4. When there is more than one applicant for a position, the La Semana Planning committee may request interviews for applicants via email.
5. The La Semana Planning committee will review the candidate's application to determine the best candidate for the open position. The decisioning process includes the following: relevant experience related to the position, experience with La Semana culture camp, and input from the Tier A. The final decision on Tier B volunteer positions will be made by the La Semana Chair and the Tier A for that area.

Tier C and Tier D (Currently applicable to La Semana Cultural Camp only):

1. During the registration process, all open positions will be available for selection.
2. Positions will be filled via the registration process on a first-come, first-serve basis. Note: Early Registration Positions: Some key positions in Tier C level may be assigned by the La Semana Planning Committee before general registration, and given the opportunity for early registration. These positions generally require work to be

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done prior to the start of camp, and are agreed upon by the PLAC Board and the La Semana Planning Committee Chair A overseeing their role.

D. Discontinuation of Volunteer Service: If a volunteer wishes to terminate their volunteer service for any reason, they must notify the Tier A for their role. The Tier A volunteer will then contact the PLAC Board via email at plac@lasemana.org. A volunteer as well as PLAC, has the right to terminate a volunteer service for any reason.

E. Orientation and Training: All volunteers will be informed as to the work to which they have been assigned and the contact information for the Tier level above them.

F. Volunteer Record Keeping System: A system of records will be maintained on each volunteer with the PLAC Board. The records will include any or all of the following: volunteer application, volunteer agreement, background check date and status, emergency information, dates of service, position held, duties performed and notice of termination.

IV. Volunteer Conduct

A. Job Description: A position description will be specifically defined for each volunteer or group of volunteers. These descriptions are accessible on the www.lasemana.org website.

B. Code of Conduct: The lasting impression that volunteers make on those they serve and work with reflects directly on all staff, volunteers and Board members of Parents of Latin American Children. A Code of Conduct agreement is published each year, which all participants are required to sign and follow.

C. Absenteeism: Volunteers should do their best to be present and on time for each event or activity for which they are scheduled. If a volunteer knows that they will be late or absent, they should contact their volunteer leader as soon as possible to allow for coverage. If the volunteer's commitment is not filled, they will be expected to pay the balance of the registration fee associated with the level at which they actually performed, or the full registration fee of a non-volunteer.

D. Grievance Procedure: Volunteers are expected to act professionally and in accordance with their position descriptions. Should a volunteer have a grievance concerning their volunteer environment, they should report it promptly to the PLAC officers via email to plac@lasemana.org, so that a dialog can be opened and if mediation is desired, steps can be taken to result in a speedy, fair and effective resolution. All complaints will be treated confidentially (confidentially cannot be guaranteed for complaints involving sexual harassment or child abuse).