

SNAG Volunteer Program

Record Management

The Volunteer Committee and the SNAG office maintains records on each volunteer throughout the organization. Records include dates of volunteer service, positions held, duties performed, evaluation of volunteer performance, training attended and awards/recognitions received. Volunteers are responsible for submitting their hours via the Volunteer Google Form. ***We recommend you record your hours either once you finish a volunteer project or regularly like once a month if you have an ongoing volunteer position,*** unless your volunteer coordinator is onsite and you are checking in with them. Please be as honest and accurate as possible when recording your hours. Each project or position comes with an estimated total time commitment and if there is significant deviation you will need to consult with your coordinator.

Attendance and Time

Volunteer attendance is imperative to the operations of all programs and projects. Volunteers should notify their coordinator in advance if they are unable to be present for a committee meeting, their shift, or participation. Volunteers are responsible for completing and submitting their volunteer time through the volunteer google form. Time not accounted for is the responsibility of the volunteer.

Communication

SNAG has enacted a communications policy and within that policy we expect all volunteers to abide by these guidelines. Especially as it pertains to email correspondence as this is our main form of communication within the organization. Please be courteous and timely with your emails and replies.

Change of Placement

Volunteers may request a change in placement anytime during their volunteer service. If a volunteer elects to be re-assigned, the volunteer must apply for the volunteer position and receive all appropriate training. For changes please contact Katie Poterala, Volunteer Coordinator at volunteercoordinator@snagmetalsmith.org.

Service Requirement

Volunteers will be committing to a variety of hours dependent on their position over the course of one year. At the end of a service term, volunteers and their supervisor may elect to renew their volunteer service position.

Training

Volunteers receive training as part of their volunteer service with SNAG. Most volunteers must complete an orientation, on-the-job or program training, and other pertinent training based on their position. Volunteer Orientation provides an overview of SNAG, its mission, history and goals. The orientation is designed to provide a framework for volunteering. Volunteer Assignment or Program Training is provided by the coordinator. The training details the skills and knowledge necessary to perform their volunteer assignment.

Conduct

Volunteers are expected to follow rules of conduct that will protect the interest and safety of all volunteers, staff and SNAG. The following are only some examples of inappropriate conduct which could lead to dismissal:

- Doing your volunteer job under the influence of alcohol or drugs.
- Lack of following the ethics, reimbursement, or conflict of interest policies.
- Violate the ethics policy by inflation of actual hours worked.
- Unsatisfactory performance or conduct.

If there is a major issue or complaint, please refer to our Grievance Policy.

Safety and Liability

SNAG aims to provide a safe and healthy environment for all volunteers. If a volunteer is injured in the course of the volunteer's service, it is important that the volunteer notify his or her coordinator immediately. Volunteers should also complete an incident report and submit the report to the volunteer's coordinator.

Reimbursement of Expenses

Volunteers may be eligible for reimbursement of pre-approved, actual out-of-pocket expenses, incurred while engaging in volunteer service for SNAG. Upon the approval of their coordinator, volunteers need to track and submit receipts for all actual out-of-pocket expenses for which they seek reimbursement. Volunteers then need to submit an expense report and check request form within 30 days of expenses incurred. Volunteers must understand and comply with the Reimbursement Policy.

Sexual Harassment in the Workplace

SNAG is committed to providing volunteers with an environment that is free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. SNAG encourages volunteers to bring any incidents of sexual harassment to the immediate attention of their coordinator, or the Executive Director.

Conflict of Interest

SNAG is judged, in large part, by the individual and collective performance of its volunteers. SNAG must recognize the importance of a volunteer's duty to SNAG, and to its members and supporters, to act in a manner that merits public trust and confidence. Each volunteer must act in all matters in a manner that will safeguard the reputation and integrity of SNAG and will preserve and strengthen public confidence in SNAG activities. Likewise, volunteers must refrain from engaging in any transaction in which personal interests conflict, potentially conflict or appear to conflict with those of SNAG. SNAG asks all volunteers to sign our conflict of interest policy.

Rewards and Recognition

SNAG will sponsor recognition events, rewards, and promotional acknowledgments for volunteers to highlight the contributions of volunteers to the organization. Continuing recognition of volunteers is vital and will occur throughout the year. Once a quarter volunteers will be thanked in Riveting News and an annual ad in Metalsmith.

With the new SNAG Volunteer Program, SNAG has established not only new ways to recognize and thank our volunteers but to create a tiered award system, where volunteers who achieve certain levels of volunteering can receive something in return for their work as a token of appreciation from SNAG.

Regular Volunteers for projects, committees, and coordinators.

These hours are cumulative year to year. These can be achieved over a period of years.
<50 Volunteers Hours – a thank you from SNAG, recognition in all volunteer eblasts, ads, conference slide, etc, and honored at our annual volunteer recognition event at the conference.

50+ hours - Receive a handwritten thank you and a piece of SNAG swag (something special just for volunteers.) t-shirts, brooch, stickers?

100+ Volunteers Hours – a Free SNAG one-year print membership.

250+ Volunteer Hours – a Comped Basic Conference Waiver

500+ Volunteer Hours - Special Designed Volunteer Brooch, consideration for Volunteer Recognition Award

Conference Student Scholarship, Professional Work Exchange, and Student Work Exchange positions are already tracked under the Conference Volunteer Coordinator and do not count as a part of this program.