

XI. Community Involvement

Community involvement includes actively seeking the direct support of volunteers, colleges and universities, and civic, fraternal and social organization in services provided by Family Outreach, Inc.

A. Volunteers

1. Policy

Through community education, Family Outreach, Inc. will seek to use volunteers in areas where their assistance may be needed.

Volunteers will be recruited when possible to perform a specified task, for which they would receive training, be supervised and evaluated by Staff.

Volunteers' efforts will be recognized.

Volunteers will be selected without regard to sex, race, creed, national origin, age, or disability (if reasonable accommodation can be made).

2. Procedures

- a. Staff will determine a specific area in which volunteer services may be useful in supporting Family Outreach, Inc. services. The Program Manager will decide on the feasibility of the request.
- b. Volunteers for specific areas will be recruited through available means.
- c. Volunteers will be selected according to the skills required, time available and experience, not according to sex, race, creed, national origin, age, or disability.
- d. The Program Manager will be responsible for coordinating the development of a description of the activities of the volunteer, determining who will supervise, providing training and conducting evaluations, and recognizing the individual for his/her contribution.
- e. The Program Manager will ensure compliance with appropriate laws relating to insurance and labor.

- f. The Business Manager will maintain a file to record type of service provided, number of hours and results of the service, names of individuals/organization providing services, materials, monies and Family Outreach, Inc. expenditure in obtaining and utilizing service.

B. Colleges and Universities

1. Policy

Family Outreach, Inc. will make resources available for training while still maintaining services to consumers and their families.

Family Outreach, Inc. will allow one field placement per department with supervision by Staff with a minimum of a Bachelor's Degree and three years experience or a Master's Degree.

When requested, Family Outreach, Inc. will assist in development of curricula for appropriate courses.

Family Outreach, Inc. will maintain a working relationship with the Montana University Affiliated Program in activities relating to training of personnel in the field of developmental disabilities.

2. Procedures

- a. Program Managers should maintain contacts with appropriate departments of local colleges and universities to advise faculty of the availability of Family Outreach for student field placement and the advantages of that experience.
- b. Negotiations will occur with the institutions interested in field placements and the local Program Manager.
- c. The Manager will submit the proposal to the Director for review.
- d. The Manager will keep the Director, the Board, and Staff informed regarding negotiations and the final results.
- e. There will be a maximum of one field placement in each office. The placement will be supervised by a Staff Member with a minimum of either a BA/BS and three years experience or a MA/MS.
- f. Before the field placement begins, a specific job description, a means for providing training and supervision, and a means for evaluation will be developed.

- g. Students in field placement will be required to follow Family outreach, Inc. Policies and Procedures and to conduct themselves professionally.
- h. Students will be reimbursed for travel, lodging, and meals required during the field placement. (See IV. Personnel Policies, G. Work Related Expenditures Reimbursement policy).
- i. Information regarding individuals involved in field placement will be filed and maintained by the Business Manager.
- j. If a university, college, or the Montana University Program requests information regarding curricula, the Director will involve appropriate Staff in determining input.
- k. The Manager will submit Family Outreach, Inc. suggestions within the specified time lines.

C. Civic, Fraternal, and Social Organizations

1. Policy

Family Outreach, Inc. will seek the support and/or volunteer action of civic, fraternal, and social organizations for appropriate projects. Community Education activities can be used to recruit support (See XIII. Community Education).

2. Procedures

- a. When appropriate, the Program Manager or his/her designee will contact organizations regarding support for a specified project.
- b. The request should be specific enough to convey the nature and purpose of the project but allow flexibility to be able to utilize what the organization may be able to offer.
- c. Community education activities may be useful in obtaining support or finding support where it may not be expected.
- d. If less than five individuals from an organization will have continued contact with the project, then the Policies and Procedures for A. Volunteers should be followed.
- e. The support of any organization shall be recognized.