# Iowa Department for the Blind

# Volunteer Policy (Draft)

Approved 03/24

IDB is committed to creating and growing volunteer opportunities within all of our programs and services. In order to facilitate this, we have established the following Volunteer Policy.

We welcome clients as volunteers, but clients who volunteer will not receive special treatment in the delivery of any services from the Department.

## Guest Speakers

Guest speakers provide volunteer service to IDB by giving presentations about their careers, hobbies, life experiences, areas of expertise, or organizational membership to groups of clients or patrons. Guest speakers do not need to complete a volunteer application to serve as a guest speaker. Selection of guest speakers is at the discretion of the supervisor in charge of the program. Guest speakers are directly supervised by the program facilitator and are accompanied by staff while in IDB facilities.

## Ongoing Volunteering

Anyone wishing to participate in ongoing volunteering in support of IDB services (more than one event each year) must complete a volunteer application. The application helps IDB staff understand how the volunteer wishes to serve and helps to find the best fit for the individual within the agency. Selection of ongoing volunteers for particular projects or roles is at the discretion of the supervisor in charge of the program.

All volunteer applicants must provide two-character references from individuals who are not family members.

Volunteers must sign a confidentiality agreement form.

It is the policy of the Iowa Department for the Blind to provide a safe environment, both in our facility and in our outreach programs. Therefore, we require background checks on volunteer positions that involve client contact, money handling, or driving.

Former State of Iowa employees with a history of discipline, termination, or resignation in lieu of termination may not volunteer with IDB. [IDB reserves the right to search State of Iowa employment records to verify statements regarding former state employment.]