

**COLLIER COUNTY AGRICULTURAL FAIR AND EXPOSITION, INC
VOLUNTEER POLICY**

MISSION STATEMENT: The purpose of the Collier Fair Board Volunteer Program is to involve the community, increase public awareness and support to help the community understand the work and planning process behind the implementation of the Collier Fair as well as special events.

In order for volunteers to work well with the staff and to represent the Collier Fair (hereinafter called Fair) in the best possible light, we ask that all volunteers adhere to the following policies and procedures while on duty as a volunteer. Failure to comply may result in disciplinary action or termination.

Qualifications:

Volunteers must be at least 15 years of age to work without parental supervision and must enjoy working with all types of people. A volunteer must show a genuine concern for the Fair, a willingness to work hard, get dirty and pitch in wherever needed.

Where volunteers are placed in direct contact with at-risk clients, such as those working with children under the age of 18, developmentally disabled persons, the frail, or the elderly, additional screening procedures will be instituted. These procedures may include driving record checks, reference checks, direct background investigation, criminal investigation to check for history of abuse and/or sexual deviant behavior or other crimes of violence. All volunteers to be dealing directly with the public, shall submit adequate information to allow the Fair Board to conduct these checks. Volunteers who refuse permission to conduct these checks or who fail to submit the prior information will not be accepted for a position interacting with the public.

Requirements:

Volunteers must complete a Volunteer Application form before reporting to their first assignment and shall be reviewed and approved by the Volunteer Coordinator. Training will be provided once an assignment has been determined.

Volunteers must agree to represent the Fair in a professional manner and not to allow personal views and opinions to cloud or conflict with the Fair's purpose.

Commitment:

Each volunteer can and should sign up for as many hours as personal commitments permit. A minimum of two (2) hours of service per event is requested, but not required. However, during the annual Fair more volunteer hours would be needed and required. The exact amount of hours would be determined by Volunteer Coordinator.

Once a volunteer has agreed to be available for a particular day and time, the Fair counts on them to be there, and they need to make sure they fulfill their commitment. If he/she is not able to make the day and time they indicated they should call the Volunteer Coordinator ASAP so a replacement can be found if needed.

Sign In:

Each volunteer must sign in each time they show up for volunteering and they must sign out once they finish their shift.

Dress Protocol:

A volunteer's appearance and conduct reflects upon the Fair. It is required that all volunteers wear closed toe shoes and appropriate apparel that is not offensive or revealing. If a volunteer is working during an event and/or annual Fair he/she must wear a name tag.

Misappropriation of supplies:

No removal of the Fair's property will be allowed without the approval of the Volunteer Coordinator.

Workplace Safety:

Volunteers should conduct themselves in a way that promotes safety of themselves, co-workers and event attendees. Volunteers should never put themselves or others into a situation that makes them fearful or uncomfortable.

I have read the Policy and Procedures and understand its contents. By my signature below I consent and agree to the terms of the Policies and Procedures.

Signature of Volunteer

Date