



**Colorado Voters for Animals
501(c) 4 Nonprofit Organization**



New Volunteer Handbook

Contents

Welcome!	Pg. 3
Section 1. <i>Introduction to New Volunteers</i>	Pg. 4
Section 2. <i>Our Philosophy</i>	Pg. 4-5
Section 3. <i>Areas of Volunteerism</i>	Pg. 5-6
A. Membership-Building	
B. Fundraising	
C. Legislative	
Section 4. <i>Group Communication</i>	Pg. 6-7
A. Colorado Voters for Animals Emails	
B. Colorado Voters for Animals Website & Social Media	
Section 5. <i>Important Contact Information</i>	Pg. 7
Section 6. <i>Colorado Voters for Animals Policies</i>	Pg. 7-10
A. Non-Discrimination Policy	
B. Sexual Harassment Policy	
C. Confidentiality Policy	
D. Code of Conduct Policy	
E. CVA Position Statement Policy	
F. Volunteer Time Reporting Policy	
G. Zero Tolerance of Violence Policy	
H. Non-Partisan Policy	
I. Cash Management Policy	
Colorado Voters for Animals Confidentiality Agreement	Pg. 11
ACKNOWLEDGEMENT OF RECEIPT OF VOLUNTEER HANDBOOK	Pg. 12

Welcome!

Dear Volunteer,

Colorado Voters for Animals (CVA) welcomes volunteers in many capacities.

Volunteering is a commitment and requires patience, consistency and willingness to learn. It is our hope that your activities as a volunteer member of our organization will be a gratifying and beneficial experience for you. Your commitment to Colorado Voters for Animals is greatly appreciated.

Please review the following volunteer handbook to understand which opportunities you would like to pursue with CVA. Every member of this organization will make a lasting, positive effect on animals' lives.

Your support of Colorado Voters for Animals will ensure animal protection continues through effective legislation and through candidates and incumbents who align with our values.

Please feel free to contact us if you have any questions. Thank you for choosing to support good government for animals.

Sincerely,

Alexis Ulrich
Volunteer Coordinator
Colorado Voters for Animals

Section 1. Introduction to New Volunteers

Colorado Voters for Animals is a nonprofit 501(c)(4) organization that was founded in 1999. We are an organization run completely by volunteers, who, like you, have busy lives and personal responsibilities. Assistance from volunteers is what makes this organization successful.

What are the benefits to being a volunteer with Colorado Voters for Animals?

- The opportunity to learn and to assume a challenging responsibility
- Personal fulfillment from serving in a meaningful and valuable way to protect animals
- Letter of reference for volunteers who have five or more months of continuous service with good attendance

This guide has been created to help you gain an understanding of how our organization works, where you fit in, and how you can help.

Welcome to Colorado Voters for Animals!

Section 2. Our Philosophy

Our Mission

Colorado Voters for Animals is committed to animal protection through effective legislation. We support candidates and incumbents who align with these values. We advocate for humane legislation, oppose inhumane legislation and educate the public on issues that affect animals.

Who We Are

Colorado Voters for Animals works to end animal cruelty and suffering that is caused by humans. We are a nonpartisan, nonprofit organization that works politically at the state and federal level to protect Colorado's animals.

What We Do

We achieve our mission by supporting animal-friendly candidates for election, lobbying elected officials on pending legislation, gathering and disseminating information about legislators' views on animal protection issues, tracking and publicizing voting records of incumbents and the positions of candidates on animal protection issues, publicly endorsing favorable candidates, and mobilizing our members and the general voting public to lend their support.

How We Do It

Here are the strategies we use to help animals:

- Track the issues that affect animals
- Survey candidates for elected office
- Prioritize proposed legislation
- Meet with elected officials
- Organize grassroots legislative networks
- Mobilize members to communicate with legislators
- Publish a legislative scorecard on incumbents' voting records
- Keep our members informed through periodic updates
- Utilize news and social media to promote animal-welfare priorities

Section 3. Areas of Volunteerism

There are many ways to get involved with Colorado Voters for Animals. Without the support of volunteers, we would be unable to continue to be the leading good government voice for animals in Colorado. No matter what your skills or interests, we can find a way to help you be a part of our animal-centric political endeavors. Below are several areas where you can help us protect animals.

A. Membership-Building

Support from voters is where we can make a positive change for animals.

- Organize with local businesses to host tabling events
- Organize a tabling team
- Set up tabling booths
- Talk with registered voters about current issues
- Collect contact information from interested parties
- Hand out information fliers
- Voter registration
- Administrative Duties
- Social Media

B. Fundraising

Without a solid donor base, CVA would be unable to continue its mission to support good government for animals.

- Contact potential donors
- Organize a major fundraising event
- Create donation letters to distribute to friends and family

- Research grant opportunities
- Write grant proposals

C. Legislative

Good government for animals happens at all levels, from grassroots petitions to selecting humane candidates to promoting legislative changes.

- Create petitions
- Organize petition signing
- Attend endorsed-candidate events
- Collect and analyze candidate voting records
- Research current animal-related issues
- Talk with your representatives regarding current animal issues

Section 4. Group Communications

Because our volunteers are scattered across the state, clear lines of communication within the group are crucial to maintaining our effectiveness and efficiency. We use several methods of communication among our volunteers to help achieve this.

A. Colorado Voters for Animals Email

Once you have completed the volunteer application process, your personal email will be added to a volunteer list so you can receive CVA volunteer emails. Emails will come directly from the Volunteer Coordinator, so please ensure that you add the Volunteer Coordinator's information to your contacts to receive all requests for help. Your personal email will never be shared with other volunteers or members without consent.

CVA requests that the content, tone and frequency of public messages shared be respectful and appropriate. As CVA strives to conduct all activities in a professional manner suitable for families, please take into consideration the diversity of our membership when constructing a message, including the email subject line. Please design all group messages with this thought in mind. The CVA board of directors reserves the right to moderate or ban social-media messages or emails should violations of this policy occur.

B. Colorado Voters for Animals Website & Social Media

The Colorado Voters for Animals website is continuously updated to reflect events and fundraisers, and to provide an information source to volunteers and potential donors. Find us at www.covotersforanimals.org

CVA utilizes Facebook and Twitter to reach additional supporters and recruit new volunteers. Volunteers who use these sites are encouraged to join us and follow our latest updates. The CVA Facebook and Twitter accounts are managed by board members, and volunteers will only be given administrative access upon completion of a brief social media online training. Volunteers will be required to post/tweet information, events and photos based on a CVA format as well as follow Facebook and Twitter rules and conduct themselves in a professional manner while representing CVA.

Colorado Voters for Animals Facebook: www.facebook.com/covotersforanimals

Colorado Voters for Animals Twitter: @COVotersAnimals

Section 5. Important Contact Information

If you have a comment or concern, don't hesitate to contact one of our board members for assistance. We're here to help and want to make sure that our volunteers feel informed and appreciated.

Alexis Ulrich – Volunteer Coordinator

Lori Greenstone – President

Holly Tarry – Vice-President

Rachel Klein – Secretary

Corinna Santini – Treasurer

Jan Shellhammer – Board Member & Communications

Gabriela Sandoval – Board Compliance Officer

Clay Fox Clark – Board Legal Advisor

Andrea Metzger – Board Member

Ashley Soard – Board Member

alexis@covotersforanimals.org

lori@covotersforanimals.org

holly@covotersforanimals.org

Rachel@covotersforanimals.org

corinna@covotersforanimals.org

jan@covotersforanimals.org

gabriela@covotersforanimals.org

fox@covotersforanimals.org

andrea@covotersforanimals.org

Ashley@covotersforanimals.org

Section 6. Colorado Voters for Animals Policies

A. Non-Discrimination Policy

Colorado Voters for Animals is dedicated to providing equal opportunities to all individuals based on job-related qualifications and ability to perform a job without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment or bias based upon these grounds.

B. Sexual Harassment Policy

Colorado Voters for Animals is firmly committed to maintaining a positive working environment and a workplace which is free of inappropriate conduct, including offensive verbal and written communication of a sexual nature.

C. Confidentiality Policy

Colorado Voters for Animals and its volunteers have an ethical and legal obligation to respect the privacy of our employees, donors, members and volunteers, and to protect and maintain the confidentiality of all information that we learn about those individuals and agencies in the course of providing services to them.

D. Whistle-blowing Policy

Colorado Voters for Animals is committed to providing the highest possible standards of service to animals, staff, volunteers, the public and our directors. In order to achieve this, we encourage staff and volunteers to report any cases of harassment, malpractice, illegal acts or omissions that adversely affect the CVA's provision of high-quality service and professionalism. No one who raises concerns responsibly and reasonably shall be discriminated against, disciplined or reprimanded for reporting their concerns or requesting guidance concerning bad practices or application of the Code of Conduct.

E. Code of Conduct Policy

Colorado Voters for Animals expects volunteers to perform their jobs competently and reliably. CVA volunteers are to conduct themselves in a professional, ethical and responsible manner that reflects well upon CVA, that promotes a spirit of cooperation and teamwork among volunteers and that is respectful of the clients, volunteers, and members of the public with whom we interact. Failure to do so may lead to corrective action, including dismissal. Volunteers are urged to use common sense and ask a supervisor for clarification of any questions in this area.

F. CVA Position Statements Policy

Colorado Voters for Animals deals with many sensitive legislative and electoral issues in the course of campaigning for humane legislation and candidates. At no time should volunteers use personal opinion when speaking on behalf of CVA.

If a CVA position statement does not exist regarding specific legislation and/or candidates, a CVA volunteer should not address the question or lend personal opinion regarding the issue or candidate in question. The questions regarding that issue can be forwarded to the CVA president for clarification.

Colorado Voters for Animals will periodically adopt position statements regarding current issues, legislation and/or candidates.

G. Volunteer Time Reporting Policy

Individual volunteers are expected to maintain accurate records of the time they have volunteered. Volunteers are responsible for submitting a record of these hours by the fifth of each month to the volunteer coordinator via email. The email shall include an attached Excel sheet of the following:

DATE	TIME IN	TIME OUT	HOURS	Description of Work Performed

H. Zero Tolerance of Violence Policy

CVA will not tolerate violence either by or against staff members, volunteers or members of the public. Board members and volunteers are expected to treat other human beings with respect and dignity. Any incident of violence should be reported promptly to the appropriate supervisor. Violence includes, but is not limited to, verbal or physical intimidation, contact or threats.

I. Non-Partisan Policy

CVA is nonpartisan in our advocacy; however, we are political in the sense that we seek to affect the outcome of legislation or policy. Our position on legislation and/or candidates is based on study and consensus by our board of directors. CVA's cooperation with public officials shall not be determined by party affiliation, rather by position on specific legislation or rule.

J. Cash Management Policy

Donation bins should be emptied frequently to deter theft and to allow for good accounting. Two CVA volunteers should be present when accounting undetermined amounts of donated cash. This process will minimize the inherent risk in cash management responsibilities. All volunteers need to be trained on cash management prior to handling any CVA money. Each CVA event will have a designated volunteer collection officer. This volunteer will be responsible for all donated funds until they have been deposited with the CVA treasurer. The collection officer shall fill out a

CVA deposit slip at the end of each event and give any monies along with the deposit slip to the CVA treasurer in a reasonable amount of time and in a secure fashion. Completed deposit slips shall be kept by the CVA treasurer. All donations shall be accounted for and deposited into a CVA bank account by the treasurer.

Colorado Voters for Animals Donation Deposit Slip		
Event Name	Event Date	Event Time
Total Amount Collected	Total Amount Check/Money Orders	Total Amount Cash
=	=	=
Collection Officer Signature _____ Date _____		
Volunteer Signature _____ Date _____		
CVA Treasurer _____ Date _____		
For Office Deposit Use Only		
Check/Money Order Numbers		
Total Deposit Amount		
Notes		
Ver. 1.1 created 8/3/2012		

Colorado Voters for Animals Confidentiality Agreement

- 1.** I acknowledge and confirm that as a volunteer I may acquire information on the organization, its board and volunteers, and about certain matters that are of a confidential nature and that such information is the exclusive property of the organization and will remain in the strictest confidence.
- 2.** I affirm that the information referred to above could be used to the detriment of the organization and the volunteer activities and thereby undertake to treat as confidential all information, contracts or resources. I agree not to disclose the same to any third party either during the term I am volunteering for the organization or at any time thereafter unless required by law to do so.
- 3.** I agree that any knowledge of sensitive issues gained as a result of my position will remain in strictest confidence.
- 4.** I agree to exercise due care to ensure that any information I may give to others in the course of my duties as a volunteer or otherwise is information that is required to be given and is given to a party entitled to receive such information.
- 5.** I agree I will not discuss the details of my volunteer work with any representatives of the media or publicize any of the confidential aspects of my work orally or by written work or any other medium of communication. I confirm that I have read the above statements and agree with them, and I will therefore adhere to all confidential requirements contained in this agreement or as may be otherwise directed to me in writing by my supervisor as a volunteer.

Volunteer Signature: _____ **Date:** _____

Signature of parent or legal guardian if volunteer is under 18:

_____ **Date:** _____

I am the parent or legal guardian of _____ (volunteer's name). I am freely signing this agreement and understand by signing I am giving up legal rights and remedies that I or the volunteer on whose behalf I am signing may have against CVA and its directors, volunteers or agents.

ACKNOWLEDGEMENT OF RECEIPT OF VOLUNTEER HANDBOOK

The volunteer handbook describes important information about Colorado Voters for Animals. I understand if I have any questions regarding the material in this manual or not addressed by this manual I will direct the question to my supervisor or member of the board of directors.

I have entered into volunteer service with the Colorado Voters for Animals voluntarily and acknowledge that either I or CVA may terminate this relationship at will, with or without cause, and with or without prior notice, at any time.

I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Volunteer Signature _____ Date: _____

Signature of parent or legal guardian if volunteer is under 18:

_____ Date: _____

I am the parent or legal guardian of _____ (volunteer's name). I am freely signing this agreement and understand by signing I am giving up legal rights and remedies that I or the volunteer on whose behalf I am signing may have against CVA and its directors, volunteers or agents.