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LET US CREATE FUTURES

Policy Name	LUCF Volunteer Policy
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Signing Authority	Sopheap Kong Executive Director
Policy Owner	Human Resource/Admin Officer Executive Director
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LUCF VOLUNTEER POLICY

Policy History and Version Control

Version	Action	Approval	Date
Revision of 2017 Volunteer Policy	Reviewed by Management Team	Management Team with signature of the Executive Director, hereafter the Board of Directors	February 1, 2019

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LET US CREATE FUTURES VOLUNTEER POLICY

1. INTRODUCTION

Let Us Create Futures (LUCF) values professional individuals who are able donate their time and skills to the organization.

Volunteer placements are designed to provide capacity development opportunities to LUCF. In return, LUCF offers skilled volunteers the opportunity to mentor and support LUCF staff. This style of placement adopts a sustainable long-term approach to community development. Volunteers may also be requested to undertake specific unfilled positions in the organizational structure. Volunteers undertake full-time placements directly on the ground with the organization. Volunteer placements provide the organization, staff, and community with the opportunity to benefit from external skills and knowledge.

The strict standards and guidelines outlined in this policy are applicable to all LUCF volunteer placements. Volunteers do not work directly with children.

2. ORGANIZATIONAL PARTNERSHIP

2.1. Partner Organizations

LUCF engages volunteer organizations as partners. No individual volunteers will be engaged on a short-term or long term and full-time basis. LUCF and the partner volunteer organization shall draw up a Memorandum of Understanding (MOU).

2.2. Volunteer Engagement at No Cost to LUCF

LUCF only engages volunteers on a no-cost agreement. All needs of the volunteer, including accommodation, meals, transportation, insurance, and visa will be covered by the partner organization. Based on the policies of the partner organization, the volunteer could also cover placement-related expenses. However, expenses during placement incurred while dispensing official duties at LUCF will be covered by the organization.

2.3. Volunteer Application

The partner organization is responsible for matching volunteers to LUCF requirements. It will conduct an application process based on its own policies, while considering LUCF's request for volunteers and job description as basis for considering volunteer applications.

2.4. Vetting

The partner organization shall conduct a strict background check. This could include checking on character references, running a criminal history check. At the minimum, the partner organization should require a police clearance or its equivalent from the volunteer's country of origin. All deployed volunteers have successfully passed the partner organization's vetting process and is considered by the partner organization as fit to work in LUCF.

2.5. Selection

Volunteers are selected based on their skills, capacity, and experience that match LUCF requirements for a specific volunteer vacancy. The partner organization will select the volunteer who best matches the job description provided by LUCF.

2.6. Deployment

The partner organization shall provide necessary documentation, visa, and travel arrangements for the volunteer to be deployed to LUCF. The partner organization likewise shall cover resources needed at the end of placement until the volunteer's return to home country.

2.7. Placement Support

The partner organization shall provide its placement support based on their own policies. However, partner organizations are expected to provide all required support during volunteer onboarding and end of placement.

2.8. Partnership Review

LUCF and the partner organization will conduct a partnership review as stipulated in the Memorandum of Understanding.

3. VOLUNTEER MANAGEMENT

3.1. Volunteer in Charge and Line Manager

Human Resource/Admin Officer is the designated volunteer manager. As such, the HRAO will ensure the welfare of the volunteer while in placement. The HRAO also ensures volunteer compliance with LUCF policies.

Based on the volunteer assignment (position and department or project assigned to), the volunteer will have a direct line manager to whom the volunteer reports to. The volunteer line manager ensures that the volunteer is given the support needed to accomplish agreed targets and deliverables based on the volunteer job description.

3.2. Onboarding Process

The volunteer will undergo an on-boarding process to prepare her/him in working for the organization. The on-boarding process will be facilitated by the HRAO, with the support of the line manager in discussing the job description of the volunteer. The Onboarding Form must be accomplished in the first week of placement.

During the onboarding process, the volunteer shall provide the Volunteer Profile and other needed information.

Once on board, the volunteer is considered as a full-time staff of the organization, and shall be covered by all LUCF policies, including the LUCF Code of Conduct stipulated in the Human Resource Policy. However, volunteer placements at LUCF do not result to employer-employee relationship, thus volunteers do not receive employee salary and benefits. The engagement

is instead governed by the provisions of the MOU with the partner organization and the job description agreed on between parties.

3.3. Volunteer Job Description

The volunteer placement is based on a specific role needed in the organization. A volunteer may be assigned to provide mentoring or direct support to a specific department, project or employee, or to fill an unfilled position that LUCF does not have the capacity to fill yet.

The volunteer job description clearly states the volunteer job title, purpose of the position, main duties and responsibilities, department or project assigned to, reporting requirements, line manager's name, duration of placement, and other relevant information to guide the volunteer in the efficient and effective dispensation of duties during placement.

3.4. Volunteer Safety

LUCF shall take due diligence in ensuring the least possible exposure of volunteers to risk while working in the organization. However, the partner organization and volunteer shall not hold LUCF harmless for any untoward, unexpected incident conducted in unofficial capacity while in placement. For any untoward incidents, the partner organization covers volunteer insurance for the duration of the placement.

3.5. End of Placement

Volunteers may, for personal or other reasons, opt to end placement earlier than the stipulated duration. In such cases, the partner organization is informed before the end of placement process is conducted.

On the other hand, LUCF may terminate any volunteer placement if LUCF finds that the volunteer is not an appropriate match for the requirements of the position being filled. Grave offence, especially concerning child safety, is also a ground for termination of placement.

At the end of placement, LUCF recognizes the valuable assistance the volunteer has provided to the organization, by providing a certificate of service and appreciation to the volunteer. The volunteer will undergo the end of placement process which is equivalent to employee Handover Notes.

3.6. Employment

All former and current volunteers who wish to apply for any employee position in LUCF should go through the proper human resource recruitment process as stipulated in the HR Policy.

4. REVIEW OF POLICY

The LUCF Volunteer Policy is reviewed every two years by the Management Team. The proposed revision will be recommended to the Board of Directors for approval. The policy review also involves review of its implementation in the course of two years. However, the Executive Director may recommend the review of the policy before the mandated review as needed.

5. APPROVAL

This policy has been discussed and agreed upon by the Management Team. The Executive Director, as the signing authority, affixes signature and date of signing on each page of this policy.

6. ANNEX

6.1. MOU with Partner Organization *(Template to be attached here)*

6.2. Volunteer Profile



1 LUCF Vounteer
Profile.docx

6.3. Onboarding Checklist



2 LUCF Vounteer
Onboarding Checklist

6.4. End of Placement Form



3 LUCF Volunteer
End of Placement For

Signed

SOPHEAP KONG
Executive Director
February 1, 2019