

VOLUNTEER PROGRAM POLICY

Issued by: Board of Selectmen, May 14, 2024

SECTION I: PURPOSE.

The Town accepts and encourages the involvement of volunteers at all levels and within all appropriate programs and activities. These policies are intended for internal management guidance only, and do not constitute, implicitly or explicitly, a binding contractual or personnel agreement.

SECTION II: SCOPE.

Unless specifically stated, these policies apply to all non-elected volunteers in all projects undertaken on or behalf of the Town.

SECTION III. POLICY.

- 1) The Town accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Town.
- 2) Volunteers may be utilized in all programs and activities of the Town and serve at all levels of skill and decision-making. Volunteers will not be utilized to displace any paid employees from their positions.
- 3) Prior to being assigned or appointed to a volunteer position, all volunteers will be interviewed to ascertain their suitability for and interest in a project or position. The interview should determine the qualifications of the volunteer, their commitment to fulfill the requirements of the position, and should answer any questions that the volunteer might have about the position.
- 4) If approved by the Town, each volunteer shall be required to complete a volunteer service statement and agreement. Upon receipt of this form, an authorized Town official shall issue a letter of appointment. All documentation shall be retained in the respective volunteer's file maintained by the Town.
- 5) Each volunteer who is accepted to a position with the Town must have a clearly identified supervisor who is responsible for direct management of that volunteer.
- 6) Background checks will be required for volunteers who may be working with minors, elderly persons or other vulnerable populations.

Town of Bow, NH
Volunteer Service Statement & Agreement

Full Name: _____ Date: _____

Date: _____

City/Town _____ State _____ Zip Code _____ E-mail: _____

I make this Statement and Agreement in order to provide, and to be authorized to perform, the following uncompensated services to my community:

Volunteer Activity: _____

Supervisor: _____

Time period: _____

In performing the specified volunteer service, I acknowledge:

- That I know of no reason, medical or otherwise, which would prevent me from performing the tasks required.
- That I will perform the volunteer service in compliance with the standards and specifications established by the Town of Bow and its officials.

Sign Below. If under 18, please include parent or guardian signature.

Volunteer
Signature: _____ Date: _____

Parent or
Guardian:
Signature: _____ Date: _____

Emergency Contacts

Please list at least one person to contact in the event of an emergency.

Phone: _____ E-mail: _____

To be executed prior to issuing letter of appointment under RSA 508:17

Town of Bow, NH

VOLUNTEER APPOINTMENT

Dear _____:

You are hereby recognized as a volunteer of the Town of Bow for the purpose of participating in the following:

Project/Task: _____

Time period: _____

Your tenure as a volunteer will continue until the end of the project. The purpose of this letter is to comply with the provisions of RSA 508:17, the volunteer immunity law, as that law may be amended from time to time.

Thank you for your service.

Authorized Town Officer

Date