



Volunteer Bill of Rights

At the Alisa Ann Ruch Burn Foundation, we count on volunteers to be the key to our success in meeting the need for burn prevention and support of burn survivors throughout the state. We thank you for your willingness to help us meet our goals. Our Volunteer Bill of Rights spells out our commitment to making your time with us mutually beneficial.

1. Your skills and time are valued and we will be clear with our expectations of you as a volunteer in terms of duties performed, expected time commitment and objectives.
2. We will follow up with you before the event to clarify any issues or concerns.
3. We will respond to your requests/inquiries within 72 hours.
4. We will provide the materials you need to be successful. (display board, brochures, money collection materials)
5. You will receive clear directions to events, with a map if necessary, access & parking instructions, suggested attire and contact information.
6. We will follow up with you after the event to learn how your experience was and hear your ideas for improvement, feedback on the event.
7. Any reimbursements of expenses incurred for events must be pre-arranged with your staff contact person.

What We Ask For From Our Volunteers

1. Please arrive on time.
2. If for some reason you cannot meet your commitment you will give us 72 hours notice to find a replacement for you.
3. You will represent the Foundation professionally and treat other volunteers, survivors and the public with respect.

4. If you or another party would like to use our logo please seek permission from the foundation before publishing.
5. Provide candid feedback on the value of the experience and event and your great ideas to make things better.
6. Return all money & items to AARBF within 10 days of the event.
7. Volunteer reimbursement forms along with necessary receipts must be turned in no later than 30 days after the event.