[INSERT COLORS THAT MATCH ORGANIZATION/LOGO]

***[ORGANIZATION]***

**[ADDRESS]**

**[CITY], [STATE] [ZIP CODE]**

**[PHONE NUMBER]**

**[E-MAIL ADDRESS]**

**training**

**Manual**

[INSERT LOGO HERE]

**i. INTRODUCTION**

**ii. MISSION**

[INSERT ORGANIZATION’S MISSION]

**iii. GUIDING PRINCIPLES**

**I. Guidelines**

**i. Overall Policy**

**ii. Definition**

**iii. Involvement**

[COMMITTEE 1]: [RESPONSIBILITIES/DUTIES]

* [COMMITTEE 2]: [RESPONSIBILITIES/DUTIES]
* [COMMITTEE 3]: [RESPONSIBILITIES/DUTIES]
* [COMMITTEE 4]: [RESPONSIBILITIES/DUTIES]

**II. Volunteer Policies & Engagement Guidelines**

**i. Policy**

**ii. Purpose of Policies**

**iii. Role**

**v. Access**

**vi. Dress Code**

**vii. Time Sheets**

**viii. Performance Reviews**

**ix. Absenteeism/Substitutions**

.

**x. Leave of Absence**

**xi. Resignation**

**III. Conduct Guidelines**

**i. Representing the [ACRONYM]**

**ii. Liability**

**iii. Insurance**

**iv. Discrimination**

**v. Sexual Harassment Policy**

**vi. Confidentiality**

**vii. Conflict of Interest**

**viii. Maintance of Records**

**ix. Use and Copyright of the Website**

**x. Email Policy**

**xi. Online and Written Communication**

**xii. Dispute Regulation**

**xiii. Volunteer Sensitivity**