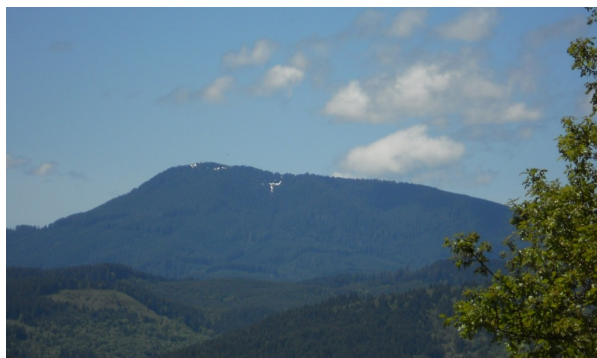


Volunteer Handbook & Procedures Manual



greenbelt
land trust

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Welcome to Volunteers

On behalf of Greenbelt Land Trust, we would like to welcome you to our community and extend our thanks for your interest in volunteering. Perhaps like us, you're concerned about the loss of open spaces, natural areas, wildlife habitat, and farmlands surrounding our communities in the beautiful Willamette Valley. Perhaps like us, you have a strong desire to help protect native species and diverse ecosystems, and ensure that there is clean air and water for current and future generations. The enthusiasm, commitment and collaboration of volunteers like you are vital to our work in connecting people with nature through preserving lands in the mid-Willamette Valley. Working together, the Greenbelt community of members, board, staff, and volunteers help make the vision of protected and connected natural lands a reality. In 2011-2012, dozens of volunteers performed over 1000 hours of service including:

- Educating youth and adults about native habitats and species
- GIS analysis
- Invasive plant identification and removal
- Habitat restoration
- Serving on our Board of Directors to determine goals, objectives and policies
- Serving on our Lands Committee to identify priority properties for acquisition or conservation easements
- And more!

Whether you attend our field days a few times a year, or participate in a longer term volunteer position, we hope to help you live your values through a volunteer experience with Greenbelt. Once again, a warm welcome to our community.

Sincerely,



Michael Pope, Executive Director



Mission

The mission of the Greenbelt Land Trust is to conserve and protect in perpetuity native habitats, working lands and lands of natural beauty, which provide a connection to the natural world for the residents of the mid-Willamette Valley.

Who We Are

Greenbelt Land Trust (Greenbelt) benefits the people of Oregon’s beautiful mid-Willamette Valley by protecting natural areas and open space in their communities. Working with willing landowners and private and governmental organizations, we have permanently protected over 1800 acres of forest, prairies, flood plains and riparian areas.



We work to secure lands that contain great conservation values that provide habitat for native wildlife and fish. We focus on linking protected natural areas with parks and public spaces to provide wildlife corridors, protect valuable natural resources, and expand opportunities for low-impact recreation and

connect people to nature. Protected—and connected—these natural areas make our communities more desirable as places to live and work, and help preserve Oregon’s distinctive landscape and character.

History

Greenbelt was founded in 1989 to create a “greenbelt” around Corvallis providing residents easy access to nearby natural areas. Founders, prominently including Charles and Elsie Ross and Meg and Homer Campbell, were instrumental in generating community interest and support for the greenbelt concept in Corvallis and Philomath. Since 1989, we have completed conservation plans, identified land protection priorities, acquired natural areas, secured conservation easements, and constructed new trails for community use.

Greenbelt is a nationally accredited by the Land Trust Alliance, an association representing many land trusts nationwide. We are also a member of the Coalition of Oregon Land Trusts, a statewide association of Oregon Land Trusts, formed in 2011. We have over 700 members and focus our work on protecting and restoring lands in Benton, Linn, Polk, and Marion Counties.

Key Program Areas

Greenbelt has opportunities for volunteers in key program areas including stewardship, education and outreach.

- **Stewardship:** This program develops plans and implements actions on our properties to restore, maintain and enhance the most important conservation values for each site. These values might include grassland prairies for rare species such as Fender's blue butterfly, back-channel sloughs for western pond turtles, or giant ancient white oaks for acorn woodpeckers and gray squirrels. Some properties include public trails for hikers, joggers, and bicyclists. Nearly all our properties are used as part of an environmental education program to connect students and others in our community to the natural world. Stewardship volunteer opportunities may also include tasks like monitoring properties to gather and map data, surveying for invasive species, or planting native forbs, grasses, shrubs and trees.

“For years I drove past Owens farm and wondered about the old farmhouse up on the hillside. Through a volunteer event with Greenbelt, I was able to learn about the work Greenbelt is doing to restore natural habitats at the old farmstead and explore this beautiful area. I met some wonderful people who have been volunteering with Greenbelt for years and was able to make my own small contribution to habitat conservation in my community.”

- Greenbelt Volunteer
Corvallis

- **Education and Outreach:** This program focuses on our mission of connecting people with nature by describing and demonstrating the work we do to the broader community through public events, media releases and educational activities for youth and adults. Volunteer opportunities in this program could include activities like tabling an event, greeting visitors to Greenbelt lands as a volunteer naturalist, or recruiting, training and managing volunteers.

Job descriptions for current volunteer opportunities in these programs appear on the volunteer page of the Greenbelt website (www.greenbeltlandtrust.org), and are advertised in our newsletters. There are other opportunities to volunteer with the Board of Directors or on a Board committee. If you would like to learn more about these volunteer opportunities, please contact the Greenbelt staff.

Opportunities for Volunteers

Volunteer opportunities directly connect to our organization's needs and priorities while striving to provide the most beneficial experience to volunteers. Greenbelt has several basic types of volunteer opportunities that include:



- Daylong opportunities are open to any volunteer. These opportunities are often assistance with individual events or stewardship activities. We encourage volunteers to attend any general Greenbelt event of interest (RSVP may be required).
- Team opportunities engage a group of volunteers who share a special interest in a longer collaborative project, and may offer opportunities for volunteer leadership. A current example of a team opportunity is our Volunteer Naturalists program. Look for other examples of these types of activities in the future.

- Solo opportunities focus on a specific project or organizational need and match volunteers with the necessary skills and interests to a particular stewardship and conservation project. Open positions will be advertised on the Greenbelt website, our newsletter, or through the list serves of partner organizations. Examples of some solo volunteer projects include using GIS analyses for mapping floodplain habitats, surveying plant communities to record native and non-native species, or helping to build or maintain infrastructure such as pump houses, picnic tables or maintaining fencing on our lands.
- For self-generated volunteer projects that you believe could contribute to an unmet need within Greenbelt's existing programs, please contact the Greenbelt staff in the appropriate program area.

Some Benefits of Volunteering

- Connect with our conservation-focused community
- Protect the places you love
- Build skills (educational opportunities and/or academic credit may be available for some volunteer positions—check with your educational institution)
- Contribute to a better future for the planet and the Willamette Valley
- Experience the wonder of nature through activities on Greenbelt properties
- Be recognized (if desired) in our newsletter and at our annual meeting.
- Be challenged by learning new skills
- Learn more about the natural resource and cultural legacy of the Willamette Basin
- Have fun!

“The sense of being truly connected to my community has brought me great pleasure being able to volunteer and support Greenbelt’s efforts.”

**Sherrie
Greenbelt Volunteer
North Albany**

Getting Started

- 1. Discover-** Fill out our sign-up form (attached or on our website) to receive our e-newsletter with notifications of volunteer opportunities.
- 2. Apply-** See an opportunity you're interested in? Each opportunity posting will tell you how to get involved. Here's what you can expect when getting involved in daylong, team and solo volunteer opportunities:

What to expect if your volunteer opportunity is.....	Daylong	Team	Solo
Attend the event and sign clipboard waiver tracking	x		
Complete sign-up sheet		x	x
Background check if working with minors/	x	x	x
Provide resume or position-specific			x
Interview with supervising staff			x

For daylong events, just show up, complete a brief sign-in/waiver sheet and you're good to go. Greenbelt wants all its volunteers, especially children, to feel safe and secure during their time with us, so consequently we may require volunteers who work with minors to undergo simple background checks. Any event where adult volunteers directly supervise minors will require that those



volunteers clear a background check—please see the opportunity posting for details on completing this background review.

When Greenbelt works with sponsoring organizations, our partners may administer these checks and the criteria for qualifying as a volunteer may vary based on the requirements of the sponsoring organization.

For team and solo opportunities you'll complete a sign-up and/or application process.

- All team and solo volunteers will complete the sign-up sheet and waiver (see attached).
- Solo volunteers will send a resume to Greenbelt and may interview with supervising staff.

3. Orientation and Training

What to expect if your volunteer opportunity is....	Daylong	Team	Solo
Orientation to important policies	x	x	x
Handbook/policy/waiver --receive, read and sign		x	x
Training and worksite orientation with supervising staff		x	x

Orientation

As a team or solo volunteer, you will undergo general volunteer orientation training from supervising staff and/or volunteer team leaders. Training for solo and daylong volunteers may just be a brief meeting with supervising staff, while training for teams may include more formal presentations or workshops. Next, you'll review the volunteer handbook and policies, and acknowledge that you

understand and agree to the policies, rights and responsibilities for volunteers. If you have any questions, please check with Greenbelt staff.

Greenbelt wants to make your volunteer experience not only a beneficial but also a very safe one. Volunteers will also complete a waiver (parent or guardian of



youth under 18 must sign for them). The waiver helps protect Greenbelt and our landowner partners from potential liabilities associated with volunteer activities.

Site specific training- Supervising staff will provide how-to manuals, schedules and checklists as needed at the beginning of the training. Supervisors will provide in-service training appropriate to the project needs such as field safety requirements for working on a specific site or protocols for handling data for a particular project.

Of course many of our natural lands are in rural or remote areas so we need to know where our volunteers are when working on our lands and when they may be on-site. We also would like to know how they are doing and if they might need more information or additional assistance. So volunteers who perform independent work will check with their project's supervisor at the start and end of the project, and at scheduled intervals as mutually agreeable throughout the duration of the project.

Volunteer Rights and Responsibilities

At Greenbelt, volunteers have the right:

- To be a part of the Greenbelt community and be treated with courtesy and respect by staff and fellow volunteers.
- To a clear, comprehensive job description and volunteer orientation.
- To receive orientation, training and supervision appropriate to your role as a volunteer.
- To receive sincere thanks from the Greenbelt community for your collaboration in furthering our conservation goals.
- To volunteer in a safe environment and be covered by insurance in case of an accident.



Greenbelt asks that all volunteers:

- Contribute their best work to their volunteer roles at Greenbelt.
- Act as ambassadors of Greenbelt Land Trust and uphold our great reputation.
- Treat others with courtesy, respect and inclusiveness.
- To communicate regularly with staff and ask for help when needed.
- To understand and abide by the policies and procedures of Greenbelt outlined in the handbook and waivers.
- Carefully review and sign appropriate volunteer releases.
- To recognize personal and external limitations on commitment.
- Have fun!

PROCEDURES

Thank you for generously sharing your volunteer time and expertise with Greenbelt Land Trust. We **could not** accomplish our mission without great volunteers like you!

Greenbelt has a reputation for honesty and transparency because the success of our mission depends on the confidence of individuals, groups and organizations with whom we work. We value our wonderful volunteers as we do our staff and expect everyone who is a part of Greenbelt to follow the procedures that allow us to accomplish our goals and maintain our good name.

It is Greenbelt's expectation that all volunteers understand and follow the procedures that uphold our reputation and further our conservation mission.

The procedures that may apply to you as a volunteer are outlined below, though not all policies may be relevant to all volunteer opportunities. Please contact our staff if you have any questions.



Conduct

For the well-being of all individuals at Greenbelt, our organization expects Board, Staff and Volunteers to interact with others in a way that creates a safe, respectful and productive work environment. Through their conduct, volunteers uphold and enhance the integrity of the organization.

- Volunteers acting on behalf of Greenbelt must comply with all applicable local, state and federal rules, laws and regulations.
- Greenbelt office, infrastructure, equipment, technology, supplies and all such resources are solely for the furtherance of the organization's goals and are not to be used for personal reasons by volunteers. Tools, equipment and technology will be returned at the end of each shift. Team equipment such as field manuals will be returned at the end of each field season, or when the volunteer stops volunteering. Personal items like T-shirts may be kept by volunteers.
- No fee, reward, gift, tip or other form of remuneration shall be received from any external source by volunteers in performance of their Greenbelt duties.



Inclusiveness and Diversity

Greenbelt practices and promotes fairness and inclusiveness in its hiring, retention, promotion, board recruitment, contracting, and constituencies served. We welcome volunteers of all ages, abilities, ethnicities, nationalities, religious beliefs, sexual orientations and gender identities. We will seek to provide reasonable accommodation to volunteers with disabilities on a case-by-case basis, so please let us know your needs.

Harassment

Greenbelt does the great work that we do because of a spirit of respect, kindness and acceptance in our community, and we trust all community-members will contribute to and uphold this spirit. Greenbelt's culture of mutual respect and acceptance does not leave room for harassment on the basis of race, color, national origin, age, familial or marital status, disability status, veteran status, religion, gender, sexual orientation, or gender identity. Harassment including but not limited to offensive or intimidating verbal, written or visual communications (including online or by phone), or unwanted physical contact, will not be tolerated.

Complaints of harassment in any form should immediately be reported to the supervising Staff member or the Executive Director. Complaints of harassment against the Executive Director or a Staff member should be reported to the Board President, or another member of the Executive Committee. All complaints will be promptly and fairly investigated, and when appropriate, immediate corrective action will be taken. To the highest degree possible, allowing for a fair investigation, all complaints will be handled with strictest confidence.

Conflict of Interest

To maintain our reputation as a trust-worthy organization, it is important that everyone who is a part of Greenbelt—volunteers, board, and staff—act in the best interests of the organization and respect the confidentiality of privileged information.

A conflict of interest may occur if someone who is part of the organization uses “insider” information or their connections with the organization for their own or their family member's benefit and/or to unfairly influence decisions made by Greenbelt.

This conflict may arise when a person has a direct or indirect financial interest through business, investments or family members that includes:

- An ownership or investment interest in any entity with which Greenbelt has a transactional or contractual arrangement

- Receiving pay, gifts or favors of substantial value from Greenbelt or any person or organization that has a business relationship with Greenbelt
- A potential ownership or investment in, or compensation agreement with, any entity or individual with which Greenbelt is negotiating a transactional or contractual arrangement.

If the above criteria apply to a volunteer (including family members), then it is Greenbelt policy that the volunteer disclose actual or potential conflicts of interest, or situations that the public might perceive as a conflict of interest to the supervising staff member, Executive Director or a member of the Greenbelt Executive Committee. For further information a full organizational Conflict of Interest Policy is on file with Greenbelt.

Private Properties and Landowner Relations

With the exception of public access areas listed on therighttrail.org, Greenbelt properties are closed to entry outside of scheduled visits. Many sites are under conservation easements and remain the private property of the landowners.

Before entering any non-public Greenbelt property, especially properties with resident landowners, volunteers must verify an acceptable time and place to visit with their supervisor and the landowner. Ideally, a staff member will provide an

in-person introduction of the volunteer to the landowner, but alternately may provide a phone or written introduction.



No volunteer may enter private Greenbelt lands unless the visit has been scheduled with Greenbelt Staff.

Insurance

Greenbelt has volunteer insurance which provides coverage for accidents and injuries to volunteers while they are on the job and performing the duties of their position. If you are injured while volunteering, please contact Greenbelt staff as soon as possible.

Safety

We want volunteers to feel safe and comfortable working with Greenbelt. Whether interacting with the public or working in the field, your safety in your volunteer position is top priority. We will provide volunteers with clear policies, procedures, and appropriate training on safety issues related to specific volunteer projects. Greenbelt expects all volunteers to be proactive in staying safe by:

- Preparing appropriately for the work to be performed based on staff instructions and handbook guidelines.
- Choosing projects/positions that are a good match for their health and fitness condition.
- Alerting Greenbelt staff to medical conditions such as allergic reactions to insect stings/bites, medications that may limit the operation of equipment, pollen sensitivity etc.
- Performing only assigned duties while on the job, using only equipment they are trained to use safely. Any volunteer operating equipment or performing tasks requiring certification shall provide documentation of such certification prior to performing the work, a current copy will be kept on file with Greenbelt.
- Working in teams if possible. If working alone, carrying a cell phone. If working in remote and non-public areas, checking in and out with the project supervisor.
- Complying with site or situation-specific safety procedures as explained by staff and/or detailed in supplemental safety materials.
- Never drinking alcohol or being under the influence of any illegal or mind altering substances during the course of volunteer work.
- Never carrying or using firearms while working as a volunteer.

Emergency Procedures

If an emergency arises that necessitates immediate assistance of medical, fire or law enforcement personnel we require volunteers to call 911 and to be familiar with the following information to provide to the emergency dispatcher:

- Directions to the trailhead
- Their location on the trail, including landmarks and distance from the trail
- Details of the emergency situation
- Emergency contacts at Greenbelt

If multiple people are present, have one or more individuals stay with any injured person(s) and send others to the entrance of the property to meet and direct emergency personnel.

Youth Safety

Greenbelt is committed to providing a safe volunteer environment for children and teens. For the protection of minors, volunteers and staff are expected to follow these policies at all times:

- Volunteers under 18 must have a parent or legal guardian present at all times to volunteer, or be part of a chaperoned school or civic group. This policy also applies to adults with any special needs requiring supervision or attendance, though a designated caretaker may take the place of a legal guardian.



- Waivers signed by a parent or guardian must be on file for minors who volunteer.
- Adults who supervise/chaperone unrelated minors on Greenbelt lands or in the scope of Greenbelt volunteer duties are required to pass a background check verifying that they have never been convicted of a violent crime, child abuse or neglect, child pornography, child abduction, kidnapping, rape or any sexual offense, or been ordered by a court to receive psychiatric or psychological treatment in connection therewith. When background checks are administered by co-sponsoring organizations, additional criteria may apply.
- Adult staff, board, and volunteers are not to be in one-on-one situations with unrelated minors who volunteer for Greenbelt activities, including carpools and field settings.
 - Minors leaving the group must use a “buddy system” and depart in a small group of three or more.
 - Two or more supervising adults must be present with any group of minors and must keep the youth in their line of sight at all times.
- Minors are not to use power tools and are to be trained and supervised in the safe use of appropriate hand tools.



Automotive Use

Except when authorized by staff, volunteers may not operate any motorized Greenbelt vehicles including but not limited to trucks, cars, tractors and ATVs.

Tools and Equipment

Volunteer Age	Hand Tools	Power Tools
Adults	Use of common sense safety measures and appropriate protective equipment.	<p>Only when authorized by supervising staff and meeting these criteria:</p> <ul style="list-style-type: none"> • Working under supervision of Greenbelt staff who use the tool on the job and provide site-specific training for safe use. • Following OSHA standards for workplace safety and use of tools, including use of appropriate protective equipment. • Proven professional experience in use of the tool within the past year.
Minors	<p>Only if all the following are true:</p> <ul style="list-style-type: none"> • Working under supervision of Greenbelt or partner organization staff. • Use common sense safety measures and appropriate protective equipment. • Minors may not use axes, machetes or anything with a large exposed blade. 	May not operate power tools.

Field Preparation

- Wear sturdy footwear and clothes appropriate to the weather and terrain (long pants and sleeves recommended).
- Protect yourself from the sun with hat, sunscreen or sunglasses.
- Bring drinking water.
- Worksites have no restroom facilities, so be prepared to find a private clump of bushes if necessary, or make your restroom stop before visiting the field.
- Private properties: Work with your supervisor to ensure that the landowners are expecting you, and only go to the property at the time and date approved by the landowner.



Field Safety

- Details of conditions and issues specific to your worksite will be covered during field orientation. Before heading into the field, identify potential hazards and the actions you will take to be safe. Your supervisor will discuss site-specific risks and best practices for safety. Some site-specific risks and safety actions to mitigate those risks are discussed in the following table. Apply these general guidelines to the detailed information covered in field orientation.
- Carry a cell phone (required for solo volunteers). Be aware that not all phones may have service on all properties.
- Work as a team when possible.
- If working solo, let someone know where you are going and when you'll return, and check in/out with them.
- Field volunteers may be provided with addresses or directions to their project sites. Keep these directions on hand in case of needing to provide directions in an emergency, as not all properties have an address. Stay aware of your location and have an evacuation plan in case of emergency.
- If an injury occurs, seek appropriate medical assistance and notify Greenbelt staff right away.
- Volunteer work involving power tools or working in the vicinity of herbicides require additional safety preparation which will be addressed in materials and training provided for relevant volunteer positions.

Hazard	Safety Action
Ticks that may cause Lyme's disease or other illness	<ul style="list-style-type: none"> • Wear long sleeves and pants in light colors (so ticks can be seen and brushed off), tuck pants into socks or wear gaiters. • Check yourself all over for ticks when you get home. • If you find an attached tick, remove it with tweezers, grasping as close to the skin as possible. Do not twist or break the tick if possible. • For more information: http://www.cdc.gov/features/stopticks/
Hunting season	<ul style="list-style-type: none"> • Consult with your Greenbelt supervisor to determine if or when hunting may occur on your worksite. • Most lands we work on are closed to hunting but in case of trespass during hunting season, volunteers working outdoors are encouraged to wear brightly colored clothing or flagging.

Hazard	Safety Action
Wildlife	<ul style="list-style-type: none"> • Do not approach or touch animals or birds, but if they are injured do what you can to protect them from other animals or people. • For found domestic animals (i.e. cats, dogs), contact animal control at: 541-766-6924 • For injured wild animals, call Chintimini Wildlife Hotline at: 541-745-5324 • Stay clear of the nests of bees, wasps and other stinging insects. Call 911 if anyone has an allergic reaction to a sting. • Notify your Greenbelt supervisor of any incidents involving sick or injured animals.
Cougar or bear sighting	<ul style="list-style-type: none"> • Leave the animal a way to escape. • Stay calm. Do not run or make sudden movements. • Pick up children, but do so without bending down or turning your back on the animal • Back away slowly. • If in the very unusual event that the animal attacks you, fight back with rocks, sticks, tools or any items available. • Report the incident immediately to the Oregon Department of Fish and Wildlife or the Oregon State Police. Inform Greenbelt of the incident. • This information is from ODFW. More information at: http://www.dfw.state.or.us/wildlife/living_with/

Hazard	Safety Action
Poison oak	<ul style="list-style-type: none"> • Wear long sleeves and pants. • Wash clothes and shower immediately when you get home with Tecnu or similar soap. • For more information and treatments: www.cdc.gov/niosh/topics/plants/
Trespassing, vandalism, illegal or unauthorized activities	<ul style="list-style-type: none"> • Your safety is top priority, try to pass unnoticed and do not engage in a confrontation. If you can't avoid an encounter, try to appear casual, non-threatening and ignorant of any suspicious activity. Be prepared to explain why you're there (hiking, research, bird-watching, etc.) • If you see illegal occupancy, don't approach the campsite or shelter but leave the area right away and report the location and information to Greenbelt staff. • Know common signs of a drug operation: chemical odors or household chemical containers, vehicles or camps in remote areas. If observed, don't disturb anything and leave the area immediately. • If any other person or situation you may encounter makes you feel uncomfortable, trust your instincts and leave the area right away. • Once you're safely out of the area, report details and location of any suspicious activity to police and the Greenbelt staff. • More information at: www.oregon.gov/osp/FW/docs/forest_resource_guide_nov2009.pdf

Communications

Confidentiality

To ensure that Greenbelt operates at the highest level of integrity, it is essential that volunteers respect the confidentiality of privileged information in all forms including:

- Financial, donor and membership information
- Location of private conservation easements or information about private landowners
- Location of rare or endangered species on Greenbelt properties
- Conservation planning or acquisition information not yet made available on our website or through the media.



Highly sensitive information is to remain strictly confidential. Any volunteers handling highly sensitive information will be instructed in the procedures that protect this information. Such information includes:

- Any names with corresponding social security or other ID numbers
- Sensitive staff or volunteer medical information
- Passwords and access codes relating to Greenbelt's operational activities
- Other information that Greenbelt is legally required to protect

Interacting with the Public

In many volunteer roles, you'll be interacting with the public and have a great opportunity to be an ambassador for Greenbelt. Be welcoming, professional and friendly, and share your enthusiasm for our work. Most members of the public are curious and supportive of our activities and are excited to learn more.

If anyone approaches you with questions you don't know the answers to, or if they have complaints or concerns, have them contact the Greenbelt staff. Say "I'm here as a volunteer and I don't know the answer, but I'd love to put you

in touch with a staff member who can help.” Most people will be very supportive and pleasant, however there may be an infrequent interaction with a member of the public who is unhappy about an issue or has a conflict with Greenbelt. Don’t try to resolve conflicts, and stay neutral if they have negative



comments—whether about Greenbelt or any other individual or organization. Simply respond with, “I hear your concern, let me put you in contact with staff who can address that issue.” Provide them with contact information for an appropriate staff member or representative of a partner organization if applicable (business cards may be provided). Ask for their contact information. Promptly and confidentially communicate their issue to Greenbelt staff.

Use of Logos/Name

Greenbelt’s logo and name represent the organization to the public. Please contact Staff before using the GLT logo in materials and reports.

Computer Use

- Volunteers using Greenbelt computers will be provided with a login allowing them access to data and resources needed for their area of work. This login is private and not to be shared with others. Volunteers will log out when they leave their work station.
- Volunteers will only use files and data specific to their projects and treat as strictly confidential any other content on the Greenbelt’s server.
- Greenbelt computers, software and Internet connections are to be used only for Greenbelt projects. If in doubt about what constitutes appropriate use, check with supervising Staff.
- Files, email content and web histories may be checked to detect misuse or abuse.

Other important logistics

Timekeeping and Paperwork

Volunteers contribute thousands of hours per year to Greenbelt! Please take a minute at the start and end of your volunteer shift to record your work. **It's important for all volunteers to log their hours so Greenbelt can:**

- Recognize volunteers for their service.
- Use some of your great in-kind service to meet match requirements for grants.
- Receive community support by showing how volunteers engage with Greenbelt.
- Decrease liability by showing that volunteers are engaged in activities which are safe and appropriately covered by our insurance.

During training and orientation, you'll learn how to quickly and easily log your volunteer hours and activities on paper or online.

“My participation with Greenbelt reminds me to place a priority on conservation, when it is so easy to get wrapped up in the busy-ness of life. Even volunteering a few hours on a Saturday can help conserve the beautiful spaces around Corvallis is very rewarding.”

- Greenbelt Volunteer
Corvallis

Program Evaluation

Greenbelt regularly evaluates its policies, procedures and programs to determine their effectiveness in accomplishing the organization's mission and to determine if they meet our programmatic needs. The board and staff are committed to improving the performance and effectiveness of its programs and the organization's responsiveness to its members and the community. Volunteers will be invited to complete a survey about their experience to help Greenbelt staff evaluate and improve their volunteer program.

Separation

A volunteer position may end for different reasons:

- The project concludes or the project no longer has financial support (see below).
- The volunteer has an unforeseen scheduling conflict that precludes volunteering.
- The volunteer and/or the Greenbelt staff determine that the volunteer and position are not the right fit.



In these scenarios, the volunteer leaves the position in “good grace” with Greenbelt and may be eligible for future volunteer opportunities.

In very rare cases, a volunteer position may end if the volunteer is released from service for acting counter to Greenbelt policies or violating the policies and procedures of the organization. Volunteers removed from their positions under these circumstances may not be eligible for future opportunities with the organization.



Loss of Funding

In the event that a project employing volunteers no longer has funding, volunteers working on that project may be re-assigned (with their permission) to other projects or asked to join a waiting list for future opportunities that match their skills and interests.



Returning Materials and/or Equipment

We expect volunteers to return any reusable or proprietary materials when they are done using them and/or when they stop their volunteering activities, including:

- Tools and equipment at the end of each shift or work-day.
- Team accessories like binders, badges or property data: when you stop volunteering for more than 2 months (solos) or at the end of a field season (teams). Personal items like t-shirts and hats may be kept by volunteers.

Holidays

Greenbelt is closed on most legal holidays. If there are regularly scheduled shifts that fall on other days when you cannot work (i.e. religious holidays not on the calendar of American legal holidays, vacations) please notify your supervisor.

Medical and Other Leaves

We ask that you show up for ongoing volunteer commitments the way you would for a job, but sometimes illness, accidents and loss make it impossible to keep volunteer commitments. Please notify the staff person whom you're working with most closely, and any volunteer coordinator, as soon as possible if you are going to miss one or more shifts.

Emergency office closures

In the event of an emergency office closure, your volunteer supervisor will attempt to contact you prior to any scheduled volunteer activities. Please be cautious of any safety issues during extreme weather events and avoid going to field sites if you are not on the property during these events. Instead, communicate with your supervisor and reschedule. If local schools close due to weather, please phone the office before coming in to see if Greenbelt is open.

Thanks for taking the time to review this handbook! Please check in with staff if you have any questions!

Thank you also for volunteering, we truly value the enthusiasm and hard work you bring to the Greenbelt Land Trust.



Volunteer Orientation and Handbook Signoff

Print Name

Telephone Number(s) (____)

Date of orientation _____

I have participated in Greenbelt Land Trust's orientation for volunteers and have received and reviewed the Greenbelt Volunteer Handbook and Policy. I agree to abide by the procedures and protocols outlined in the Handbook and Policy.

Signed _____ **Date** _____

If volunteer is under 18, a parent or legal guardian must sign below: