



# Volunteer Handbook

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## Welcome to Onalaska Alliance Volunteer Handbook

It is our pleasure to welcome you as a member of the volunteer staff of Onalaska Alliance. Our projects, run by all volunteers, are a direct expression of our community and are intended to stimulate our local economy as well as enhance community connections. You are an integral part of a dynamic volunteer organization.

Onalaska Alliance is a non-profit 501(c)(3) corporation, the mission and purpose of which is to develop innovative and sustainable economic and educational opportunities compatible with a rural lifestyle in Onalaska and the surrounding areas, uniting people of diverse background to:

- Enhance and develop cultural and natural resources
- Develop alliances with surrounding communities
- Promote the common goals of community and celebration
- Reduce poverty

This handbook will serve as a guide to assist you in finding a place to volunteer. It was prepared to give you some essential information about our policies and expectations. We have many projects that need help and support. There is a place for everyone!

Thank you for partnering with us to promote these values in our community. Your time is worthwhile and we appreciate your willingness to be part of making Onalaska a great place to live and work.

Sincerely,  
The Onalaska Alliance Board

Cathy Murphy, Chairperson  
Annette Erickson, Vice Chairperson  
Christopher Van Clifford, Treasurer  
Lori Van Clifford, Secretary  
Tony Briggs, Board member  
Pete Murphy, Board member  
Paul Mordick, Board member

# Who Can Volunteer?

The achievement of the goals of Onalaska Alliance is best served by the active participation of members of the community. To this end, Onalaska Alliance accepts and encourages the involvement of volunteers where and when appropriate.

We are committed to diversity and inclusiveness.

## ***DEFINITION OF AN ONALASKA ALLIANCE VOLUNTEER***

An Onalaska Alliance volunteer is an individual who freely assists the Onalaska Alliance in the accomplishment of its mission without expectation of compensation.

## ***YOUR RESPONSIBILITY AS A VOLUNTEER***

- 1 . Be realistic and candid in accepting your assignment, taking into consideration your interests, abilities, skills and availability.
- 2 . Learn your volunteer assignment as well as you can.
- 3 . Be reliable and dependable in doing your job and working with your co-workers.
- 4 . Follow all policies and guidelines of Onalaska Alliance, observe confidentiality when needed, and engage in appropriate public behavior at all times.

## ***WHAT YOU CAN EXPECT THE CHAPTER TO PROVIDE FOR YOU***

1. A suitable assignment based upon your interests, skills and availability, as well as Onalaska Alliance's needs.
2. Orientation and instruction to help you perform your job.
3. The opportunity to work as part of a team, to contribute to our community, and to be recognized for your contribution.
4. The support you need to do your job.
- 5 . The opportunity to give feedback about your Onalaska Alliance volunteer experience.

## ***RECRUITMENT AND EQUAL OPPORTUNITY***

Volunteers are recruited by Onalaska Alliance on a pro-active basis, with the intent of promoting the projects of Onalaska Alliance.

Volunteers are recruited without regard to gender, disability, age, race, sexual orientation or other conditions. Volunteers are recruited based upon their skills, abilities and suitability to perform volunteer responsibilities

# How to Volunteer

## ***VOLUNTEER FORMS and PRIVACY***

Onalaska Alliance maintains current records of all volunteers. Volunteers are required to notify us of any changes in contact information (*i.e.*, emergency contact notification, home address, telephone numbers, etc.) The Secretary of Onalaska Alliance keeps copies of Volunteer forms. All volunteer records are confidential.

## ***VOLUNTEER POSITION DESCRIPTIONS***

Key volunteer positions, such as committee chairpersons, will have a description summarizing the principal duties, responsibilities, qualifications and essential work functions of the volunteer assignment.

## ***RECRUITMENT OF MINORS (PARENT/GUARDIAN RELEASE FORM)***

Volunteers who have not reached the age of 18 must have the written consent of a parent or legal guardian prior to volunteering. The volunteer services assigned to a minor are performed in a non-hazardous environment and comply with the appropriate requirements of child labor laws. Youth are a vital link to the life the Onalaska community and the future of this country. Onalaska Alliance is committed to developing youth involvement.

## ***REFERENCE AND BACKGROUND CHECKS***

Onalaska Alliance requires adults supervising minors to complete a criminal background check. All criminal background checks will be performed in accordance with applicable federal and/or state law. All criminal background check results will be maintained in a confidential file by the Onalaska Alliance Secretary. Onalaska Alliance may request criminal background checks at any time.

## ***SERVICE AT THE DISCRETION OF THE ORGANIZATION***

Onalaska Alliance accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Onalaska Alliance Board. Volunteers agree that the organization may at any time, for whatever reason, decide to terminate the volunteer's relationship with Onalaska Alliance or to make changes to their volunteer assignment.

## ***WAIVER FORMS***

Onalaska Alliance requires all volunteers to complete, sign and date an Onalaska Alliance Volunteer/Waiver form. This form releases Onalaska Alliance of any and all liability while fulfilling the responsibilities of your volunteer assignment. Volunteer waiver forms are kept confidential with the Onalaska Alliance Secretary.

# **Safety and Security When Volunteering**

## **VOLUNTEER SAFETY AND SECURITY**

Every volunteer is expected to obey safety rules and to exercise caution in all work activities.

Volunteers must immediately report any unsafe condition to their supervisor.

Volunteers who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be terminated of their volunteer involvement.

In the case of accidents that result in injury volunteers should immediately notify their supervisor or OA board member. Such reports are necessary to comply with laws and ensure the safety of other volunteers

## ***VEHICLE USE FOR ONALASKA ALLIANCE PROJECTS/ACTIVITIES***

From time to time, volunteers may be required to travel as part of their Onalaska Alliance volunteer responsibilities. Volunteers who drive on behalf of Onalaska Alliance must show proof of a current driver's license and insurance card. Record of this proof is kept confidential with the Secretary.

Any change in driver's license status or insurance must be given to Onalaska Alliance board.

Drivers are expected to obey traffic laws at all times. Any driving infraction fine incurred as a volunteer of Onalaska Alliance is the responsibility of the driver. If a volunteer transports anyone on behalf of OA business, that driver must submit a copy of their current driver's license to the OA Secretary each year. A driver must not have had a charge of reckless driving or DUI within the last 5 years.

## ***HANDLING MONEY***

Whenever possible, two or more volunteers should be involved when handling money, fees and donations to ensure that funds are adequately accounted for. All funds should immediately be given to the Onalaska Alliance treasurer for deposit and recordkeeping.

## ***DRUGS AND ALCOHOL***

Onalaska Alliance maintains a work place that is free from the use of drugs and alcohol. Onalaska Alliance will not tolerate any abuse of drugs or alcohol that imperils the health or well-being of volunteers or the community it serves, threatens its operation, or compromises the safety of others.

## Outline of Volunteer Opportunities

- **Apple Harvest Festival**  
This annual event in Onalaska, scheduled the first WEEKEND of October is a community event celebrating our fall harvest and rural lifestyle. It includes a parade, an apple pie contest, food vendors, trade vendors, community steak dinner, apple cider press, music and much more. Fundraising from this event supports the many projects OA sponsors. Festival planning begins in late spring and requires many volunteers. Contact Cathy Murphy at 978-4018 for more info.
- **Carlisle Lake trail**  
Onalaska Alliance has been developing the walking/running trail around Carlisle Lake. Ongoing work parties for maintenance, clean up and trail building are planned throughout the year. See our website for information about how to get involved.
- **Community Easter Egg Hunt**  
This community event is held the Saturday before Easter each year. OA provides colored eggs, chocolate bunnies and a chance for community children to hunt eggs in Carlisle Park. Community groups volunteer to set up, help with the hunt, and clean up. Volunteers are welcome to participate.
- **Onalaska Alliance Community Meetings**  
Onalaska Alliance holds community meetings the first Tuesday of each month at the Onalaska Community Youth Center beginning at 6:00pm. Each month community speakers share about their organizations activities, events and mission. The public is welcome to come and find out what is going on in Onalaska!
- **Onalaska Alliance website**  
Check out our website for updates, information and other happenings in Onalaska at [www.OnalaskaAlliance.org](http://www.OnalaskaAlliance.org).
- **Onalaska Community Service Scholarship**  
Each May, Onalaska Alliance gives a scholarship to a worthy high school senior who has contributed to Onalaska through community service. Let us know if you'd like to financially support a senior pursue their educational goals.
- **Onalaska Veteran's Park**  
Onalaska Alliance partners with Onalaska American Legion Post 508 (VFW) to maintain Veteran's Park, located at the corner of Leonard Rd and Hwy 508. Contact us for ways to help this worthy service organization.
- **Do you have a Project that you would like OA to be involved in? Let us know!**  
Our mission is to partner with community groups to make Onalaska a great place to live, work and play.