**SETTING UP VOLUNTEER POLICY**

If you are looking to start involving volunteers in your organisation, this is a good place to start. Or if you already have volunteers in your organisation and are looking at putting some policies in place, this is the section for you.

You can pick the policies that you want to work on from this section. You can edit and amend the content of the policies, pick and choose which statements suit your organisation.

The sample policies in this section are provided as a sample only and do not substitute legal advice.

Sometimes Volunteer Supervisors are far too busy with the practical day-to-day demands of their job to get tied up in a paper exercise on policy. Or it may be that policy is regarded only for large, highly structured organisations. However, good policy underpins good practice, and a clear and practical Volunteer Policy can be one of the best aids for a busy Volunteer Supervisors, in developing volunteering and his/her own practice.

**What is policy?**

* ‘Policy is a principle, course or plan of action adopted by a person group or state.’ *Webster’s New World Dictionary.*
* Basically, policies tell people what to do, while procedures tell people how they must do it.
* The policy sets a boundary for the whole organisation. Inside the boundary, things are acceptable and outside the boundary, things are not.
* It is helpful to note that textbooks recommend that policies be written in a directive tone (i.e. they should sound like a command or order). They should use the present or future tense and the active voice (i.e. ‘All volunteers will attend supervision meetings’ rather than ‘Supervision meetings will be attended by all volunteers’).