



BOYS & GIRLS CLUB
OF PORTAGE COUNTY

Volunteer Handbook & Code of Ethics

Approved August 2026

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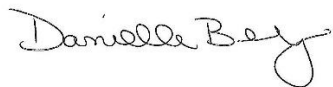
Welcome to Boys & Girls Club of Portage County!

As a Volunteer, you are embarking on a challenging but immensely rewarding journey by sharing your time with the youth of Central Wisconsin.

Boys & Girls Clubs of America have been changing young lives since 1860 by creating safe, positive places in the community for children and teens. Since our founding in 2002, Boys & Girls Club of Portage County has done the same for young people in our own community. Our work is driven by our mission: *to inspire and empower our youth to realize their full potential.*

As a Volunteer at the Club, you will have a tremendous impact on young peoples' lives by serving as a role model and through the supportive relationships you will develop. Our time is the most precious resource we have, and your choice to donate your time to our mission and the youth we serve is inspiring. On behalf of all of us, we commend your dedication to serve and thank you for choosing to serve with Boys & Girls Club of Portage County.

Thank you,



Danielle Belsky
Chief Executive Officer

GENERAL INFORMATION

MISSION STATEMENT

To inspire and empower our youth to realize their full potential.

VISION STATEMENT

Provide a world-class Club experience that assures success is within reach for every young person we serve.

VALUES

- **Fun:** Creating a positive and engaging environment that enhances social interactions, makes learning enjoyable, and creates memorable experiences for youth.
- **Trustworthy:** Fostering and maintaining honesty, transparency, and accountability in our relationships and activities.
- **Responsive:** Committed to the changing needs of the youth and families we serve. Committed to staying connected and adaptable.
- **Inclusive:** Maintaining a supportive and welcoming space for all youth, regardless of their backgrounds, ensuring that everyone has access to the same programs, resources, and experiences.
- **Safe:** Ensuring the emotional well-being of our youth, while also providing a supportive space where they can learn, grow, and thrive in a secure environment.

BOYS & GIRLS CLUB OF PORTAGE COUNTY HISTORY

Boys & Girls Clubs of America had its beginning in 1860 with three women in Hartford, Connecticut. They believed that the boys who were roaming the streets should have a positive alternative, so they organized the first Club. A cause was born.

In 1906, Boys Clubs decided to affiliate. The Federated Boys Clubs in Boston formed with 53 member organizations, starting the nationwide movement and our national organization. Then in 1931, the Boys Club Federation of America became the Boys Clubs of America. To recognize the fact that girls are a part of our cause, the national organization's name was changed to Boys & Girls Clubs of America in 1990.

Boys & Girls Club of Portage County's first Clubs were opened in September of 2002 simultaneously on Ellis Street, downtown Stevens Point, and at JF Kennedy Elementary thanks to the hard work and dedication of John and Patty Noel. They shared a vision to start a Boys & Girls Club in Portage County to provide children from all walks of life with a positive place to go after school and during the summer months to have fun. Between 2007-2014 Boys & Girls Club of Portage County expanded rapidly. Specialized programming to address specific needs in the community was addressed through additions such as a Teen Center, Free Summer Lunch, Gateway Report Center, and Portage County Truancy Abatement Program. Since BGCP's humble beginnings in 2002, over 10 Club sites and specialized programs have been established. BGCP will continue to grow and create opportunities and programs that are needed most in Central Wisconsin.

FORMULA FOR IMPACT

The Formula for Impact (FFI) is a theory of change that summarizes how Boys & Girls Clubs drive positive outcomes for youth and teens.



EQUAL OPPORTUNITY EMPLOYMENT STATEMENT

The Boys & Girls Club believes that all persons are entitled to equal employment opportunities. We do not discriminate against qualified employees or applicants because of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, genetic characteristic, medical condition, sexual orientation, or any other characteristic protected by state or federal law. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and termination.

VOLUNTEER POLICIES

VOLUNTEER ELIGIBILITY

Individuals must be at least 14 years of age to volunteer at the Club. Additionally, individuals are not eligible to volunteer in order to complete court-mandated hours.

A volunteer, regardless of volunteer category, will not be eligible for volunteer service if such individual:

1. Refuses to consent to a criminal background check,
2. Makes a false statement in connection with such criminal background check,
3. Is registered, or is required to be registered on a State or National sex offender registry,
4. Has been convicted of a felony consisting of:
 - a. murder,
 - b. child abuse,
 - c. a crime against children, including child pornography,
 - d. spousal abuse,
 - e. a crime involving rape or sexual assault,
 - f. arson or
 - g. physical assault, battery,
5. Or has been convicted of a drug related offense committed within the last five years.
6. Any volunteer who has direct, repetitive contact with Club members will also be barred from employment if they have been convicted of any criminal offense categorized as a barrier crime by the State of Wisconsin for caregiver entities (please see “Caregiver Background Checks Child Care Crimes Table” published by the Wisconsin Department of Children and Families).

Volunteers are required to notify BGCPG immediately if they become ineligible to volunteer based on the criteria outlined above during their service. In such cases, volunteers are required to cease their volunteer activities immediately and are no longer eligible for service.

BACKGROUND CHECKS & REFERENCE CHECKS

The Boys & Girls Club of Portage County will conduct criminal background checks of all volunteers who have direct, repetitive contact with children. Name-based record searches will be used, at a minimum to:

1. Verify the person’s identity and legal aliases,
2. Provide a national Sex Offender Registry search,
3. Provide a national criminal record search,
4. Check professional and/or personal references.

Such checks shall be conducted prior to volunteer engagement and at regular intervals not to exceed twelve (12) months thereafter. For minor volunteers, we will obtain explicit consent from their parent or legal guardian prior to conducting the background check. All background check findings shall be considered when making volunteer decisions.

VOLUNTEER CATEGORIES AND REQUIREMENTS

Category 1: One-Time Volunteers

Definition: Volunteers who assist for a single event or on a one-time basis, with limited or no direct contact with Club members. Examples include community volunteers performing specific tasks (e.g., cleaning, organizing).

Requirements:

- A one-time volunteer application is completed, including an attestation verifying no barriers to volunteering (e.g., no criminal history related to child abuse or endangerment).
- Volunteers receive a brief orientation upon arrival for the event. No formal training is required.

Category 2: Sponsored Organization Volunteers

Definition: Volunteers participating regularly due to affiliation with an organization that conducts its own background checks and training (e.g., Big Brothers Big Sisters volunteers, personal aides).

Requirements:

- A formal relationship is established between the sponsoring organization and BGCP. An MOU is signed and updated annually that verifies the sponsoring organization's background check and training standards meet or exceed BGCP's requirements.
- The sponsoring agency completes a background check and training verification form for each volunteer, submitted to BGCP's volunteer coordinator for filing. A MyClubHub membership is created to track background check expiration and affiliation with the sponsoring organization; volunteers use a barcode card for check-in/out.
- Volunteers are given a brief orientation on their first day by the site director.

Category 3: Long-Term Volunteers

Definition: Regular, unsponsored volunteers who do not have an external background check (e.g., UWSP practicum students, general volunteers, board members).

Requirements:

- Long-term volunteers are required to commit to at least 10 hours of volunteer service within a 12-month period.
- A full background check is conducted (i.e., First Advantage, CCAP, Family Watchdog).
- Three references are provided and verified; at least two must be confirmed.
- A volunteer membership is created in MyClubHub for tracking hours and background check expiration; volunteers use a barcode card for check-in/out.
- Volunteers complete a comprehensive orientation covering BGCP policies and procedures before volunteering.
- Volunteers complete required BGCA safety training videos (approximately 45 minutes) before volunteering: mandated reporting, grooming prevention, and child abuse prevention.

PERSONAL PROPERTY

Boys & Girls Club does not assume responsibility for loss or damage of property to a volunteer's personal property on the premises, and we do not reimburse for any losses or damage to personal property resulting from theft, fire, automobile accidents, or any other condition for which personal insurance is available.

DRESS CODE

As representatives of the Boys & Girls Club, volunteers are expected to maintain the highest standards of personal appearance that is professional, neat and clean. Attire and grooming must enhance and promote and not detract from the program, the environment of coworkers, and the environment and success of any activity taking place at any time in facility, events, or site. Boys & Girls Club projects an image of professional, productive, thorough, and reliable provider of services in the youth development area. Appearance is very important in projecting this image.

Clothing should always completely cover the torso from above the chest to mid-thigh. Close-toed shoes appropriate for an active environment are strongly encouraged. Volunteers are not permitted to wear clothing that displays profanity, is sexually suggestive, offensive, promotes gang activity, or promotes alcohol, tobacco, or drug use.

Hats and head coverings are not to be worn in BGC except as part of a special activity or unless used for religious or medical reasons. Appropriate hats may be worn when leading outside activities.

All volunteers will be issued a nametag that is required to be worn at all times when volunteering.

Directors will use their discretion to make decisions regarding the appropriateness of dress. Individuals wearing inappropriate clothing will be asked to change or leave.

SUBSTANCE USE

Drugs and alcohol impair work performance and create risk for our sites, Club members, and staff. Volunteers have a tremendous influence on our Club members and the youth we serve; we must be extra vigilant with respect to drug and alcohol use and abuse. The use of tobacco products, including but not limited to cigarettes, chewing tobacco, vaping/vaping products and electronic cigarettes, is prohibited on BGC property, in BGC vehicles and/or during BGC activities. The Boys & Girls Club also maintains a drug-free workplace. Therefore, any volunteer who reports to work under the influence of or in possession of alcohol or any illegal drug shall be subject to disciplinary action including dismissal. Volunteers should not volunteer while taking a prescribed drug if the use of the drug will adversely affect the volunteer's ability to do their assigned task safely and efficiently.

WEAPONS POLICY

Weapons are not permitted in the Club. A weapon includes but is not limited to a gun, knife, stick, razor, metal knuckles, or any other object, which, by the manner it is used or intended to be used, is capable of inflicting bodily harm. If any employee or volunteer becomes aware of the presence of a weapon on Club property or present during a Club program, they should immediately notify their supervisor and/or call the police (911) depending on the severity of the situation.

GAMBLING AND SOLICITATION POLICY

Gambling is not allowed on the premises of the Boys & Girls Club. This includes playing games for an exchange of money or product. Personal sale of items within the Club is also prohibited. Solicitation of funds or signatures and/or distribution of non-BGC materials or literature of any kind by non-employees on BGC's premises is prohibited.

HARASSMENT POLICY

The Club prohibits any form of harassment, ridicule, or other abusive conduct directed at a child's, volunteer's, or an employee's race, color, sex, religion, gender identity, sexual orientation, pregnancy, national origin, ancestry, citizenship, marital status, physical or mental disability, genetic characteristic, medical condition, height, weight, age, or any other characteristic protected by law. Abusive remarks about any of these criteria are offensive, unprofessional, and prohibited. Any volunteer who feels subjected to harassment should immediately report this to their supervisor. In the event that there is a conflict with the immediate supervisor, the next level of authority may be contacted directly. This also pertains to your interaction with the children.

Level of Authority: Volunteer > Program Leader > Center Director > Director of Operations > Chief Executive Officer > Board of Directors

VOLUNTEER PROCEDURES

VOLUNTEER EXPECTATIONS

As a Boys & Girls Club volunteer, you play an important role in creating a safe, supportive, and engaging environment for Club members. Please adhere to the following expectations:

Building Relationships

- Win the Confidence of Club Members:
 - Learn Club members' names and greet them warmly.
 - Make every child feel at home and valued.
- Learn Club Members' Interests:
 - Engage actively with Club members by participating in what they enjoy.
 - Encourage them to explore new programs and activities.
- Be a Role Model:
 - Demonstrate professional behavior and uphold safety procedures.
 - Present yourself with integrity, professionalism, and enthusiasm.

Ensure Safety and Well-being

- Maintain a Safe Environment:
 - Uphold good standards of conduct, including appropriate behavior and language.
 - Help keep the Boys & Girls Club facility clean and in good condition.
 - Prohibit activities that could pose a hazard to Club members' health or safety.
- Respect Physical Boundaries:

- Physical contact should be limited and professional. Avoid activities such as piggyback rides, children sitting on your lap, full frontal hugs, wrestling, roughhousing, or horseplay.
- Follow Medical and Emergency Protocols:
 - If a child requires medical or first aid attention, notify a staff member immediately and allow them to handle the situation.
 - Volunteers are prohibited from transporting Club members in personal vehicles.

Personal Conduct

- Be Yourself:
 - Be genuine and authentic; Club members value seeing the real you.
- Be Reliable and Consistent:
 - Your presence matters—Club members will look forward to seeing you regularly.
- Be Active and Energetic:
 - Show enthusiasm for what Club members are doing and take an interest in their activities.
- Be Patient and Open-Minded:
 - Recognize that everyone learns in different ways and take the time to connect with members from diverse backgrounds.
- Be Engaged in Your Own Learning:
 - Collaborate with others, ask questions, and embrace opportunities to grow as a volunteer.

VOLUNTEER PROCEDURES

1. Check-In:
 - a. Scan your nametag ID at the front desk at the start of every shift.
 - b. Always wear your nametag while volunteering.
2. Follow Assignments:
 - a. Report to your assigned staff person and activity.
 - b. Stick to your assigned activity and engage actively with Club members during your time at the Club.
3. Engage Safely:
 - a. Never be alone with a group of Club members or one-on-one with an individual Club member.
 - b. Ensure all Club members in your group remain in their designated activity area.
4. Communication:
 - a. Notify the site staff if you will be late or unable to volunteer for your scheduled shift.
 - b. Direct any questions from caregivers to a staff member—do not address caregiver concerns yourself.
5. Check-Out:
 - a. Check out with your assigned staff member before leaving.
 - b. Scan your nametag ID at the front desk as you leave.
6. Nametag Management:
 - a. Keep track of your nametag.

- b. On your last day of volunteering, return your nametag and complete a volunteer exit survey at the front desk.

REPORTING ILLNESS

Boys & Girls Clubs rely heavily on the commitment of their volunteers. After a volunteer has agreed to specific hours, every attempt to fulfill that commitment should be made. In the event a sudden illness or emergency arises, the volunteer should make every effort to contact the staff person in charge as soon as possible.

TRACKING HOURS

Volunteers must scan in and out using the volunteer tracking software located at each Club sites' front desk. If at any point a volunteer requests to know the number of volunteer hours served, our records are entirely reliant on the volunteers' compliance with our timekeeping policy.

SCHOOL CLOSURES

In the event of an unplanned school cancelation, all BGCPCL locations will be closed. If there is an early dismissal due to inclement weather, school sites will be closed; however, the Schierl Center, Berard Center, and Teen Center, in most cases will be open until 5:30 PM.

CLUB MEMBER BEHAVIOR EXPECTATIONS

The Boys & Girls Club strives to provide a safe and positive environment for all Club members. Our expectations and behavior policy exist to ensure all children can fully enjoy programming. The Boys & Girls Club has a close working relationship with our local school districts. To provide consistency, we incorporate the same expectations and positive behavior systems that our Club members are experiencing during the school day.

General Boys & Girls Club Expectations for Club Members

- Be Responsible for your words and actions.
- Be Respectful of yourself, others, and the Boys & Girls Club.
- Be Safe.

Volunteers should refer any discipline problems to staff. Suspensions, personal breaks, etc. can only be issued by staff.

YOUTH SAFETY

Ensuring child safety is fundamental to the mission of the Boys & Girls Club and is always our top priority. Youth who are mentally and physically safe are better able to learn, grow, and thrive. There is nothing more important to us than keeping children safe and protected.

SUPERVISION

A volunteer should never be alone with a Club member. To prevent this, follow the "rule of three," which specifies that there should always be at least three people present - i.e., one staff, one volunteer, and one or more Club members.

RELATIONSHIPS WITH CLUB MEMBERS

There is to be no intentional contact outside BGC or its sanctioned activities between staff or volunteers and a Club member. Incidental public contact may happen from time to time, and volunteers are encouraged to immediately place themselves in a situation where such contact is witnessed by other adults, preferably caregiver. Volunteers are not to give out their personal contact information. This includes phone numbers, emails, and all interactions on social networking sites. Volunteers are not allowed to develop non-professional relationships or make plans with Club members in their personal time or outside of Boys & Girls Club or its sanctioned activities for any reason. An immediate report should be made regarding any suspicion or confirmed knowledge of any staff member or volunteer not following this policy to both their immediate supervisor and the Chief Executive Officer upon discovery.

PERSONAL GIFTS

All volunteers are popular with the Club members, so there is no need to bring them food, soda, or other small gifts to impress them. Be yourself and share your talents. If a reward is necessary, please consult with staff personnel before promising it to a Club member.

CLUB MEMBER CONFIDENTIALITY

All Club members' personal information such as phone numbers and addresses are private and not to be shared with other Club members, caregivers, or any individuals outside the organization. This includes health conditions and behavioral issues unless such consent is given in a written format by the caregivers of Club member. Photos of youth are not to be taken for personal use. This includes using personal cameras, cell phones, videos etc. They may not be used for personal use on social networking sites or private cell phones. Photos will only be used for official Boys & Girls Club Media purposes with caregiver's permission

MANDATED REPORTING

The safety and security of Club members is of utmost importance. When a suspicion of possible child abuse/neglect involving a Club member is brought to the attention of any volunteer, the volunteer must immediately notify the Center Director of the program. All BGC Staff are mandatory reporters and will follow proper policies and procedures as necessary.

CODE OF ETHICS

A MATTER OF TRUST: OUR CODE OF ETHICS FOR PAID AND VOLUNTEER STAFF

The purpose of "A Matter of Trust: Our Code of Ethics for Employees and Volunteers" is to help ensure that all employees and volunteers of Boys & Girls Club of Portage County (BGC) adhere to proper ethical standards, abide by the law, and preserve the mission, purpose, integrity, reputation, and professional and business relationships of BGC.

BGC expects all employees and volunteers to conduct themselves in a manner that exemplifies the highest standards of ethics and propriety in any endeavor or activity that could impact or reflect upon the mission, purpose, integrity, reputation, and professional and business relationships of BGC.

Recognizing that it is not possible to address all ways in which ethical issues may arise, the following principles are intended as a guide in making sound judgments and decisions on behalf of BGC and its mission, not as a comprehensive list of potential concerns.

PLEDGE OF PERSONAL AND PROFESSIONAL CONDUCT

- **Integrity** - Demonstrate the highest standards of individual conduct, personal accountability, integrity, trustworthiness, fair dealings, considerations of the rights of others, and the highest principles of good business relationships.
- **Excellence** - Strive to meet the highest standards of performance, quality, service, and achievement.
- **Honesty** - Communicate directly, respectfully, honestly, and openly, and avoid misrepresentation.
- **Diversity** - Support diversity -- promoting a working environment that embraces the similarities and differences all people bring to the organization.
- **Respect** - Respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.
- **Responsibility** - Take responsibility for your actions and decisions and remain a careful steward of the funds and resources entrusted to you.
- **Compliance** - Comply with BGC's Code of Ethics, Employee Handbook, policies, procedures and all laws and regulations affecting BGC.

PROFESSIONAL PRACTICES

While the "Pledge" outlines general principles guiding our ethical conduct, the following points illustrate important applications that are relevant to our everyday work. **The points below are not intended to be all-inclusive, and the examples given at the end of each section are meant to demonstrate some but certainly not all improper conduct. Employees and volunteers are expected to utilize good judgment in maintaining the highest standards of ethics.**

CONFLICTS OF INTEREST

Intent and Purpose: Conflicts of interest present an array of issues for Boys & Girls Club of Portage County (BGC) by violating integrity in relation to fair dealings, fair representation, rights of BGC, and good business relations. By avoiding conflicts of interest, the integrity of BGC will remain intact and individuals will maintain a professional demeanor in all organizational relationships.

Guidelines:

Do not place my personal interest in conflict with the mission, purpose, vision, or interests of BGC, and will avoid any conduct that may impair my judgment with respect to BGC.

Do not take any actions or make any promises related to a third party that conflicts with the mission, purpose, vision, or interests of BGC.

Do not use my position with BGC to obtain a special advantage or gain for myself or any person related to me from any donor or funding relationship, volunteer relationship, vendor relationship or organizational committee relationship.

Do not use any funding or promise of funding received by any source to improperly influence or coerce any constituencies of BGC or any third party.

Do not enter business transactions on behalf of BGC that are not in the best interests of BGC and its mission, and that, in any way, conflict with, compromise, or detract from BGC's mission, purpose, or interests.

Do not ask for, accept from, or give to any past, current, or potential supplier, advisor, public official, vendors, speaker, customer, competitor, or donor any payment, service, gift, or favor other than gifts of a value less than \$100 or that amount allowed by law unless explicitly approved by the Board President.

Avoid any outside business relationships with donors, vendor other businesses or competitors if that relationship creates a conflict of interest by influencing decisions made by me in the performance of my regular duties for BGC or benefiting any person related to me or raises a reasonable inference or appearance of influencing decisions made by me. I will disclose all such relationships prior to entering that outside relationship.

Ensure that travel, entertainment, and related expenses are incurred consistent with the mission of BGC and not for personal gain or interests or benefit any other related party.

Reveal to BGC Executive Committee & CEO, described below, any perceived, potential, or actual conflicts of interest.

Examples of improper conduct: 1) Contracting with a vendor in which you have a financial stake; 2) Accepting a paid vacation from a vendor; 3) Contracting with a vendor that is owned by one of your relatives; or 4) Influencing BGC to hire a friend or a relative.

ASSETS, FINANCIAL REPORTING, & COMPLIANCE

Intent and Purpose: Honest, loyal, and accurate regulation of financial components of BGCP ensures organizational safety, compliance, and resilience. Proper monetary handling requires respect for fellow employees and integrity of one's own actions.

Guidelines:

1. I will do my part to ensure that BGC complies with prescribed accounting policies and procedures.
2. I will do my part to ensure that organizational assets and transactions are handled with the strictest integrity, and that each transaction is executed in accordance with applicable procedures, authorization, and documentation.
3. I will not make false or misleading entries in any books, records or reports, invoices, timesheets, expense reports or aid others in doing so.
4. I will not use, directly or indirectly, the organizational name or logo, organizational funds, property, computer connectivity, equipment, assets, copyrighted material, or other organizational resources for any unlawful, unethical, or inappropriate purpose.

Examples of improper conduct: 1) Forging a signature on a check request; or 2) Excessive personal Internet use during working hours.

FUNDRAISING

Intent and Purpose: Proper fundraising conduct is necessary for the continued community success of BGCPC. Honest and trustworthy practices must be maintained to eliminate the possibility of poor rapport, inability to acquire donors, and or any other negative association with BGCPC.

Guidelines:

1. Enthusiastically promote genuine voluntary giving and prevent or inhibit any solicitations made under duress or coercion.
2. Respect the informed choices of our donors by fairly and truthfully reporting our fundraising costs and overhead.
3. Provide clear information on the utilization of donations and honor our promises by using donated resources in the way they were intended or transparently informing donors of any important alterations in the planned use of the funds.

Examples of improper conduct: 1) Exaggerating a contribution by one donor to influence another donor; 2) Using donated funds to pay for expenses not related to the grant without donor's permission; or 3) Misrepresenting overhead costs to a donor.

PROFESSIONALISM

Intent and Purpose: BGCPC must be represented in a positive manner in order to create opportunity and uphold respect, trust, and integrity in the communities that are served. High standards of professionalism help BGCPC maintain well-functioning operations and act as a leader to others.

Guidelines:

1. Do not exceed my limits of authority.
2. Treat fellow employees, volunteers, donors, vendors, the public we serve, and other stakeholders with fairness, honesty, and respect. This includes refraining from gender, racial or other bias, or sexual or other harassment.
3. Conduct yourself in a professional manner at any function where you may be considered a representative of BGC.
4. Remain truthful in communicating with others, including donors and public officials, and other contributors and will seek to provide factually correct, current, and accurate information. With the knowledge that if inaccurate information is provided, prompt correction must be attempted by all relevant parties.
5. Always uphold the law while working at BGC. This includes, for example, obeying all state and local laws governing nonprofits. Understand that drug use, fraud, theft, embezzlement, price-fixing, bid rigging, or any other illicit activities are grounds for immediate termination and prosecution by public authorities.
6. Focus on BGC duties and responsibilities during working hours, keeping personal time to a minimum and will not engage in business unrelated to BGC.
7. Advocate within BGC, adherence to all applicable laws and regulations.

8. Maintain sensitivity and respect regarding public demeanor as it relates to your position within BGC. This includes any online activity and social networking. Take responsibility to manage your online image, accordingly, recognizing that as an affiliate of BGC, your actions serve as an example to young people and other staff.
9. Inspire others through my own sense of dedication and high purpose and encourage colleagues to embrace and practice these ethical principles and standards of practice.
10. Be alert for and report any conduct described above or any other conduct unbecoming to BGC by other employees or volunteers.
11. Refrain from becoming social media “friends,” “following,” or other social media relationships with all Club members and their families.
12. Refrain from tardiness, unexcused absences, or excessive excused absences, understanding that failure to adhere to proper attendance will result in corrective action.
13. Inform appropriate supervision of any necessary time off on immediate awareness, with the knowledge that failure to properly and promptly inform supervision will be treated as an unexcused absence.

Examples of improper conduct: 1) Witnessing sexual harassment but not reporting it; 2) Becoming intoxicated at a conference; 3) Disparaging or embarrassing the organization in anyway; or 4) Signing a contract for which you are not authorized.

CONFIDENTIAL & PROPRIETARY INFORMATION

Intent and Purpose: BGCP's information, logos, distribution materials, and other assets are the property of BGCP and should be treated as such. Respect for proper ownership is required to protect BGCP and its ability to function as an organization.

Guidelines:

1. Do not release business information that has not been made public to private individuals, organizations, or government bodies unless demanded by legal process.
2. Do not use confidential information obtained during my employment or affiliation with BGC to advance any private interest or otherwise for personal gain.
3. Refer all requests for confidential or sensitive information from the media and for information about present or former employees or volunteers of the organization to the Chief Executive Officer for handling.
4. Do not unlawfully or improperly copy or release any material that has copyright or trademark protection.

Examples of improper conduct: 1) Forwarding a confidential internal email to a third party related to BGC business; or 2) Making an unauthorized statement to the press related to the organization.

POLITICAL ACTIVITIES & GOVERNMENT REGULATIONS

Intent and Purpose: Community representation of the BGPC is an integral part of the success of the organization. Behavior in relation to political action on behalf of BGCP should be cautiously approached or avoided.

Guidelines:

1. Do not use any organizational financial resources to improperly influence any political figure or candidate.
2. Do not make - or create the appearance of making - any contributions to any candidate for public office or political committee on behalf of BGC.
3. Do not use – or create the appearance of using - any organizational financial resources to endorse or oppose a candidate for public office.
4. Clearly communicate that I am not acting on behalf of the organization if identified as an official of BGC, while engaging in political activities in an individual capacity.
5. Do not engage in personal political activities on my own time and at my own expense.
6. If relevant, ensure familiarity with laws, regulations, and rules applicable to the government relations profession and its relationship to lobbying and will not engage in any violation of such laws, regulations, and rules and keep abreast of any change in the law and recognize the impact of such laws or litigation involving important public policy.
7. Be familiar with and strictly adhere to all laws, regulations and rules governing the receipt of gratuities, bribes, fees or any other benefit by me or any person related to you.
8. Do not make any payment or provide anything of value to any public official in exchange for or because of any official act performed or to be performed (that is, provide any bribe or unlawful gratuity to anyone).
9. Do not cause a public official or other interested person to violate any law, regulation, or rule applicable to such public official or interested person.
10. Value the privacy, freedom of choice and interests of all those affected by my actions.
11. If applicable, monitor the activity of lobbyists representing BGC to ensure compliance with the Code of Ethics.

Examples of improper conduct: 1) Hosting a BGC event at which a political candidate is endorsed; 2) Conducting a BGC fundraising event for a politician; or 3) Wearing a BGC shirt to a political fundraising event.

REPORTING & INVESTIGATION

1. Upon receipt of the Code of Ethics, each employee/volunteer will agree in writing to comply with the Code of Ethics.
2. Compliance with the Code of Ethics is a condition of employment for all employees and volunteers.
3. If at any point you are made aware of an issue of compliance, or you may not be in compliance you will report it to appropriate parties using the “Employee/volunteer Acknowledgement and Receipt” at the end of this document.

QUESTIONS AND REPORTING

1. Any questions regarding the Code of Ethics, its’ interpretation or application will be directed to the CEO and/or Board of Directors.
2. If an employee knows of a violation of the Code of Ethics, they will immediately report it to the CEO and/or Board of Directors and should not engage in any fact-finding related to the violation.

3. When reviewing the Code of Ethics, ask yourself the following questions: 1) Have you ever conducted yourself in that manner? 2) Have you ever witnessed others conducting themselves in that manner? 3) Is there anything else that you are doing or have witnessed that makes you uncomfortable from an ethical standpoint?
4. If an employee is concerned that they may not be in compliance with the Code of Ethics, they will complete the appropriate Disclosure Statement, and the CEO and/or Board of Directors will provide a written response.
5. There will be no retaliation or intimidation for reporting of actual or possible violations of the Code of Ethics. Such reporting may be anonymous. If not anonymous, the identity of the reporting employee will be kept confidential unless it must be revealed to fully enforce this Code of Ethics or comply with legal obligations.
6. BGC's Board of Directors will promptly investigate all alleged Code of Ethics violations of BGC employees and volunteers and will take whatever corrective action is required. Employees and volunteers are expected to cooperate in the investigation.

DISCIPLINARY ACTION FOR VIOLATIONS

Disciplinary action may be taken for the following violations, and may include dismissal, when appropriate.

1. Authorizing or directly participating in actions that violate the Code of Ethics.
2. Concealing a violation of the Code of Ethics.
3. Failing to report a violation of the Code of Ethics.
4. Refusing to cooperate in the investigation of a violation of the Code of Ethics.
5. Retaliating, directly or indirectly, against an individual for reporting a violation of the Code of Ethics.
6. Other violations of law not outlined in this Code of Ethics but that may impact an employee or volunteer's performance.

ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES

I acknowledge that I have received and read my personal copy of Boys & Girls Club of Portage County's Volunteer Handbook. I understand that I am responsible for adhering to the contents of this Handbook and confirm that I will conduct myself as defined by this Handbook.

Printed Name

Signature

Date

Presenter's Signature