

**Assistance League® of Salt Lake City
Philanthropic Programs Policy - Assisteens®**

Management

- A. Annually, each Assisteens member shall have a current Assisteens Auxiliary Consent Form on file with the Assisteens Coordinator.
- B. The Assisteens Liaison shall present a budget to the Finance Committee at their request to meet deadlines for the coming fiscal year.
- C. An Agreement between Assistance League of Salt Lake City and each organization or participating agency served shall be signed by the designated organization representative.
- D. The Board may deny a volunteer the privilege of working with any Assisteens' program upon the recommendation of the Assisteens Liaison if the volunteer's behavior is unlawful or inconsistent with the mission and rules of Assistance League of Salt Lake City.

II. Standards

- A. When distributing products or participating in community events, member volunteers shall be identified as members/affiliates of Assistance League of Salt Lake City. (All brochures or materials distributed to the public shall be identified as being provided by Assistance League of Salt Lake City.
- B. Clients shall be treated with dignity and respect, and members shall review and follow Protected Persons Behavioral and Reporting policies.
- C. Assisteens Coordinator and adult member volunteers working with Assisteens are required to pass a Name-Based Search (background check).
- D. A reasonable ratio of adults to Assisteens shall be maintained in each situation involving the supervision of Assisteens.
- E. Instructions and training shall be given to all volunteers prior to working with children and other clients.

III. Philanthropic Programs

Assisteens® Turning Compassion into Action

- A. It is the policy of Assisteens to identify, fund, and manage projects that serve children, teens and adults in need.

B. Projects can include assembly projects (books and plush toys for Head Start preschoolers, “turkey boxes” for Road Home/Palmer Court; Operation School Bell bags to assist ALSLC philanthropic programs, Bunny Baskets for Family Support Center/LifeStart Village, essential items for teens in foster care (Brighter Futures Foster Care), fleece fringe blankets for Family Support Center or Primary Children’s Hospital, essential kits for Utah Refugees/Utah Refugee Connection or other service organizations such as Boys & Girls Clubs); creative projects (preparation of Valentine cards and valentine gifts for VA/Fisher House); or hosted activities.

C. Only new supplies shall be distributed.

D. Distribution shall be made by an Assisteens member or designee approved by the Assisteens Liaison.