MILLE LACS BAND OF OJIBWE HEALTH AND HUMAN SERVICES POLICY & PROCEDURE

Department: Substance Use Disorders - Administra	tion Policy Number: HHS-SUD-ADM 8117	
Policy Title: Volunteer Agreement		
Attachments: MLBO Substance Use Disorders Dep	artment Volunteer Agreement	
Revision History:	Revised by/Date: Mark Watters/Holly Hunter 2/28/2020	
Approved by: mark Wetters	Date: 4-8-2020	
Mark Watters, Substance Use Disorders Director		
Approved by:	Date:	
Nicole Anderson, Commissioner of HHS	4-14-2020	

POLICY STATEMENT: Mille Lacs Band of Ojibwe Substance Use Disorders Department invites appropriate volunteers to donate their time to the programs. No unsupervised contact will be allowed without completing and passing a background check.

PURPOSE: The purpose of this policy is to ensure the safety of clients, program staff, and volunteers.

PROCEDURE:

- Volunteers will review and sign the Volunteer Substance Use Disorders Volunteer Agreement.
 - o This document will be kept on file with other information required for each Volunteer.
- Volunteers will sign the volunteer sign in sheet during each visit.

Internal and/or External References	
Compliance - Posting Date	4/14/2020
Replaces - Policy Number	
Next Review - Due Date	4/14/2023

Mille Lacs Band of Ojibwe Substance Use Disorder Department Volunteer Agreement

By signing this form volunteers agree to abide by the following standards in accordance with licensing rules and regulations.

- Volunteers must have no unsupervised contact with clients /participants without completing and passing a background check.
- Volunteers shall not in any way participate in discrimination on the basis of race, color, sex, sexual orientation, age, religion, national origin, socio-economic status, political belief, psychiatric or psychological impairment, physical disability, or the amount of previous therapeutic or treatment occurrences of residence, staff, residents' guests, or other volunteers.
- Volunteers shall not reveal confidential information obtained as the result of their participation as a volunteer. This includes but is not limited to information about client's/participants identity, name, or identifying information.
- Volunteers shall not engage in activities that may be deemed as exploitive or may develop, implement, or maintain exploitive relationships with current or past participants. A volunteer shall not solicit gifts or favors from clients/participants.
- Volunteers agree to be respectful of cultural differences and special needs of all clients/participants.
- Volunteers shall not be under the influence of alcohol or any non-prescribed mood altering substances while volunteering in the Substance Use Disorder Department's Programs.
- Volunteers may not practice alcohol and drug counseling as defined in Minnesota Chippewa Tribe Ordinance 19.

Volunteer Signature	Printed Name	Date
Director Signature	Printed Name	Date