

# Seizure Support Foundation Volunteer Policy

The Seizure Support Foundation values and appreciates the contribution of volunteers in supporting its mission to provide support and resources to individuals and families affected by neurological disorders. The following policy outlines the guidelines for volunteering with the Seizure Support Foundation:

**Volunteer Eligibility:** Individuals who wish to volunteer with the Seizure Support Foundation must be at least 18 years of age or older, unless otherwise specified in specific volunteer opportunities. Volunteers must also possess the necessary skills, qualifications, and/or certifications required for the specific volunteer role they are interested in.

**Volunteer Application Process:** Prospective volunteers are required to complete a volunteer application form, which includes providing personal information, relevant skills and experience, and references. The Seizure Support Foundation may also conduct background checks or require additional documentation, such as National Identity and Voter's registrations, depending on the nature of the volunteer role.

**Volunteer Orientation and Training:** Volunteers will undergo an orientation process to familiarize themselves with the Seizure Support Foundation's mission, policies, procedures, and safety guidelines. Depending on the volunteer role, additional training may be provided to ensure volunteers are adequately prepared to fulfill their responsibilities.

**Volunteer Roles and Responsibilities:** Volunteers may be involved in a variety of roles, including but not limited to event support, fundraising, administrative tasks, community outreach, and advocacy. Volunteers are expected to fulfill their assigned roles and responsibilities with professionalism, reliability, and dedication, and to adhere to the Seizure Support Foundation's code of conduct and policies.

**Confidentiality and Privacy:** Volunteers may have access to sensitive information about individuals and families affected by seizures. Volunteers are required to maintain strict confidentiality and privacy of all information obtained during their volunteer work and are prohibited from sharing such information with unauthorized individuals or using it for personal gain.

**Safety and Liability:** The safety of volunteers is of utmost importance to the Seizure Support Foundation. Volunteers are expected to adhere to all safety guidelines, procedures, and instructions

provided by the Seizure Support Foundation or its designated representatives. Volunteers are responsible for their own safety and well-being while performing volunteer duties and are required to report any accidents, incidents, or injuries immediately to the Seizure Support Foundation.

**Volunteer Schedule and Commitment:** The Seizure Support Foundation appreciates volunteers who are committed to providing regular and consistent support. However, the volunteer schedule and commitment may vary depending on the volunteer role and availability. Volunteers are expected to communicate their availability, absences, and schedule changes in a timely manner to the Seizure Support Foundation or its designated representatives.

**Code of Conduct:** Volunteers are expected to adhere to the Seizure Support Foundation's code of conduct, which includes but is not limited to treating all individuals with respect, maintaining professionalism, following all applicable laws and regulations, refraining from engaging in discriminatory, harassing, or inappropriate behavior, and representing the Seizure Support Foundation in a positive manner.

**Termination of Volunteer Service:** The Seizure Support Foundation reserves the right to terminate a volunteer's service at any time and for any reason, including but not limited to violation of the volunteer policy, failure to fulfill assigned roles and responsibilities, or breach of confidentiality. Similarly, volunteers may terminate their volunteer service with the Seizure Support Foundation at any time by providing written notice.

**Insurance and Liability:** The Seizure Support Foundation does not provide insurance coverage for volunteers. Volunteers are responsible for their own insurance coverage, including but not limited to health, auto, and liability insurance, if applicable.

**Changes to Volunteer Policy:** The Seizure Support Foundation reserves the right to modify or update this volunteer policy at any time without prior notice. Volunteers will be provided with the most current version of the volunteer policy and are expected to review and comply with any changes.