

A Volunteer must also certify that the provision of financial assistance to the clients of NRCA has not resulted, nor will result, in a personal or financial interest or benefit, either for themselves or for anyone with whom they have family or business ties. A volunteer must disclose, to the best of their knowledge, any personal or interest benefiting themselves or a family member (as noted below).

Identifying a conflict or relationship does not necessarily mean there is a problem. By identifying conflicts and relationships, volunteers permit NRCA's Board and management to make an informed judgement to address issues through appropriate action or safeguards.

- Family members include any of the following: spouse (wife, husband, or domestic partner), father, mother, brother, sister, son, daughter, grandfather/mother, in-laws and step-relatives (for those relatives already noted), or anyone living in the immediate household.

XVII. Fundraising and Solicitation

- All Fundraising Events must be approved by the Program Director.
- All fundraising efforts to benefit NRCA sponsored by outside organizations (civic groups, fraternities, etc.) must be approved by a member of NRCA Senior Management.
- A NRCA staff person must be present at all fundraising events.
- All funds raised will be used for the purpose for which they were raised, and within a reasonable timeframe.
- **Use of Agency Name on all Fundraising Materials:**
Letters, brochures, and all materials to be used in fundraising campaigns must include the logo of NRCA. All promotional materials for agency fundraising efforts shall be approved by the Program Director or Program Coordinator.
- Fundraisers shall adhere to agency policies including the agency's financial policies related to the handling of cash receipts.
 - At least one staff person must be present at fundraising events to assume responsibility of monetary donations.
 - The staff person and one additional person should count funds together at the end of the event and both shall sign off on the amount that was counted.
 - The staff person will take possession of all donations at the end of the event and bring the funds along with the signed statement verifying the amount to the Main Office for deposit into the agency's bank account.
 - If the fundraising event falls on a weekend, the staff person will check out a lock box from Finance and keep the funds in a safe place inside the lock box until the next business day and deliver to the Main Office.
- If tickets are being sold for a fundraising event, a tracking form shall be maintained on all tickets given to businesses, organizations, individuals, etc. to sell tickets.
 - A signature should be obtained by a staff person or an authorized volunteer and the volunteer taking possession of tickets.
 - At the end of the sales period, money as well as left over tickets should be collected and verified with the tracking form. Any discrepancies should be reported to the CEO and the CFO.
- Fundraisers shall not exploit a volunteer's position for personal gain. (Personal gain includes acceptance of *personal* gifts, free goods, services, or moneys from persons, organizations, businesses, or corporations making donations or contributions to the agency.)

Use of Alcohol and Tobacco

- NRCA shall not serve alcohol at any agency sponsored fundraising event.
- On NRCA Property: It is against policy to possess any alcohol or tobacco products on NRCA facilities, as referenced in NRCA Personnel Policies & Volunteer Handbook.
- Selling: NRCA employees or volunteers may not sell, handle or serve alcoholic beverages or tobacco products while working or representing NRCA.
- Consumption: NRCA Board members, staff or volunteers attending events in capacity representing NRCA shall not consume any alcoholic beverages or tobacco products during the event.
- Alcohol at Fundraising activities not on NRCA Property: NRCA's name shall not be used in the connection with any fundraiser sponsored or produced by another organization if alcohol or tobacco is the primary focus of fundraiser (i.e., beer garden or wine tasting).
 - If another organization sponsors & produces an event on behalf of NRCA, then alcohol is acceptable if the sales and consumption is an accent of activity (ie: wine served as part of a dinner or fashion show or included as an item in a silent auction). Any alcoholic beverages must be provided and served by a licensed establishment/organization or catering company that has the appropriate permits and insurance. If alcohol/tobacco is served by establishment/venue as an ongoing part of business then sales may be continued during event as usual. However, if NRCA is given option to remove alcohol/tobacco sales during the NRCA fundraising event, then staff must always choose the option to not have alcohol/tobacco served.
 - Alcohol/Tobacco may be included at annual silent auctions and dinners as fundraisers, at which bottles and/or cases of alcohol or cigar or other tobacco products are donated for use as auction items. These donated products may be used as auction items provided the auction is not held on NRCA property.
- Purchase: Under no circumstances may NRCA funds be used to purchase alcoholic beverages or bottles of alcohol or tobacco products.

XVII.XVIII. Forbidden Actions Code of Conduct

Volunteers/interns are expected to behave in a manner that is consistent with our mission, values and goals. All volunteer/interns are expected to conduct themselves in a professional manner at all times.

NRCA does not tolerate misconduct.

Some examples of misconduct include, but are not limited to:

- Discriminatory behavior or harassment
- Failure to report arrest or criminal conviction
- Dishonesty in any form
- Abusive or profane language
- Fighting or threatening to harm another person
- Possession of a weapon



~~The following actions or threats thereof are forbidden:~~