



Partnering Organization Volunteer Agreement and Code of Conduct Agreement

Fort Bend Junior Service League (FBJSL) is committed to fostering a positive, inclusive, and respectful environment for all volunteers who dedicate their time to supporting our mission and the organizations we partner with. This Volunteer Agreement and Code of Conduct outlines the expectations for how volunteers provided by our League should be treated by staff, leadership, and fellow volunteers of our partnering organization to ensure a safe and fulfilling experience.

Respect & Inclusivity

- All volunteers shall be treated with dignity and respect, regardless of race, gender, age, religion, disability, sexual orientation, or any other characteristic.
- Discrimination, harassment, or bullying of any kind will not be tolerated.
- Volunteers should feel valued and included in all aspects of their service.
- Volunteers are a valuable part of our League and should be shown appreciation for their contributions.

Communication & Support

- Partnering Organizations should provide clear, transparent, and timely communication regarding their roles and responsibilities.
- Volunteers should have access to appropriate training and/or resources to succeed in their roles.
- Constructive feedback should be provided in a professional and respectful manner.

Safe & Healthy Environment

- Partner organizations must provide a physically and emotionally safe work environment for volunteers.
- Volunteers have the right to express concerns about safety or treatment without fear of retaliation.

Volunteer Shifts

- Shifts should be two hours in length, but no longer than two and a half hours.
- Shifts of three hours or longer must be split into two one hour and thirty-minute shifts. Members are allowed to work multiple shifts should they choose.

Addressing Concerns

- If a partnering organization has concerns regarding the performance, behavior, or suitability of a volunteer or the service provided by FBJS, they should communicate these concerns promptly to a member of the FBJS Board of Directors for resolution.
- FBJS will review and address concerns in a fair and impartial manner, taking appropriate action as necessary.

Event Cancellations

- If a partnering organization needs to cancel an event where volunteers were scheduled, they must provide at least 72 hours' notice whenever possible.
- Last-minute cancellations should be communicated immediately to FBJSJL leadership to notify volunteers accordingly.
- FBJSJL volunteers take time away from their work and families to serve, and frequent or last-minute cancellations may discourage future participation.
- Repeated event cancellations without sufficient notice may impact the partnering organization's ability to receive volunteer support in the future.
- In cases of emergencies or unforeseen circumstances, partner organizations should notify FBJSJL as soon as possible.

Accountability & Enforcement

- Partnering organizations are expected to adhere to the standards outlined in this agreement.
- Failure to provide a respectful, supportive, and safe environment for volunteers may result in a review of the partnership.
- Partnering organizations that repeatedly violate these guidelines or fail to address reported concerns may be subject to reduced or terminated volunteer support from FBJSJL.
- Decisions regarding continued partnerships will be made at the discretion of the FBJSJL Board of Directors based on an assessment of the circumstances.

By signing this agreement, I acknowledge that I have read and understand the FBJSJL Partnering Organization Volunteer Code of Conduct. I agree to uphold these standards, ensure all volunteers are treated with the respect and professionalism they deserve, and communicate the details of this agreement to my organization so that all involved parties are aware of their responsibilities. I agree to uphold these standards and ensure all volunteers are treated with the respect and professionalism they deserve for as long as we remain in partnership with FBJSJL.

Partnering Organization: _____

Partnering Organization Representative Name: _____

Partnering Organization Representative Title: _____

Representative Signature: _____

Date: _____

The Fort Bend Junior Service League is an organization of women committed to promoting volunteerism, to developing the potential of women and to improving the Fort Bend County community through the effective action and leadership of trained volunteers. Our purpose is exclusively educational and charitable as well as providing an atmosphere of friendliness, goodwill, and camaraderie for all members.