REIN IN SARCOMA

Increase awareness. Increase survivors.

Rein In Sarcoma

Annual Volunteer Training

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THANK YOU!

We at Rein in Sarcoma (RIS) know you are an incredibly valuable member of our team and we are committed to continuing to foster a positive volunteer experience for you.

This annual volunteer training presents fundamental and important information that helps all of us create a safe and caring environment. The information will serve as a refresher about the RIS mission, messaging and reinforce the structure we have in place to ensure our volunteers have an enjoyable and rewarding experience.

You will be asked to complete a sign-off once you have completed all lessons.

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Our Mission:

Rein in Sarcoma is dedicated to **educating** the public and medical community about sarcomas, **supporting** sarcoma patients and their loved ones, and **funding research** directed toward developing new treatments and finding a cure for sarcoma cancers.

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About Rein in Sarcoma

Rein in Sarcoma (RIS) is a resource for families touched by sarcoma cancer.

We seek to…

Educate	Support	Fund
Raising sarcoma cancer awareness, leading to earlier and more accurate diagnosis. Increasing awareness will lead to a significant increase in sarcoma survivors.	Sarcoma patients, survivors, and those who have lost a loved one to sarcoma.	Funded two million in sarcoma cancer research at the University of Minnesota, Mayo Clinic, and Children's Minnesota. This has resulted in additional grants of over $13 million in public and private funding.

Rein in Sarcoma is a non-profit (501-C-3) organization.

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Volunteer Roles

- RIS has several types of opportunities ranging in time commitment and complexity. Whether you help at an event for a couple hours or provide regular, ongoing support through committee membership, all volunteers positions are vital to our mission.
- Most on-going volunteer roles and related tasks are done through RIS committees. Volunteers are assigned to committees based on experience and interest. Tasks within each committee vary.
- There are additional opportunities for volunteers outside of committee membership based on RIS needs.

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Volunteer Committee Positions

If you are interested in additional/different volunteer opportunities, please let RIS staff know. All volunteers may participate in events and represent RIS in the community.

Committee	Description/Activities
Development	Collaborate on RIS Development Plan. This includes fundraising tools: major donors, individual giving, corporate sponsorships, events, and networking.
Finance	Budgeting and financial planning.
Research	Oversee sarcoma research protocols, grant recommendations and funding levels.
Red Flags	Education plan for patients, healthcare professionals, and RIS scholars.
Patient & Family Support	Plan and execute patient and family support events and gatherings. Responsible for assembly and distribution of Tote Bags of Hope and Sarcoma Patient Starter Notebook.
Marketing and PR	Raise awareness, promote RIS, and oversee content. (social media, website, graphic design, etc.)
Talent & Resources	Hiring, development of performance review process, and compensation

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Committee Responsibilities

- **Development Committee**
  - Approve the Development Plan
    - Individual giving (Planned giving, Named funds, Major donors, etc.)
    - Institutional fundraising (Identification, Grants, etc.)
    - Events (Party in the Park, Fall event, etc.)
  - Adopt annual fundraising
  - Provide leadership to support Board members' involvement in RIS fundraising
  - Engage others to increase giving and build the donor base

- **Finance Committee**
  - Budgeting and Finance Planning
    - Develop an annual operating budget
    - Monitor adherence to the budget
    - Internal Controls and Accountability Policies
    - Create, approve and monitor policies
    - Ensure policies are established and followed for the documentation of financial transactions
    - Compliance with Federal and State regulations
    - Ensuring the proper filing of taxes
    - Establishing standards for gifts and monitoring compliance
    - Establishing investment policy and monitoring compliance
    - Review and maintain compliance for Minnesota Charitable Review and national standards

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- **Talent and Resources**
  - Hire key employees and contract personnel
  - Review job performance
  - Set compensation
- **Research Funding Committee**
  - Develop the process for research funding
  - Make recommendations to the Board for funding levels
  - Oversee the development of sarcoma research proposals from cooperating institutions
- **Red Flags of Sarcoma Committee (Sarcoma Education Committee)**
  - Oversee Rein in Sarcoma's Educational Efforts (patients and medical professionals)
  - Update Sarcoma Patient Starter Notebook as necessary
  - Manage the Jan Maudlin Sarcoma Scholar Program
  - Manage the Hallie Anne Brown Educational Initiative
- **Patient and Family Support**
  - Plan and execute patient and family support events including RIS Gatherings-held two to three times a year–in addition to the Sarcoma Family Picnic held with the Party in the Park
  - Tote Bags of Hope
  - Distribute the Sarcoma Patient Starter Notebook
  - Provide mentors as requested

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Marketing and Public Relations

- Develop brand graphics and branding guidelines
- Publish Monthly Newsletter (emailed)
- Develop content and maintain website
- Communicate via social media (Facebook, Instagram, Twitter, Snapchat)
- Design and publish Annual Report
- Support RIS events with graphics, flyers, posters, invitations, printed programs, etc.
- Write and submit public relations materials
- Design and manage RIS merchandise

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Committee Member Responsibilities

- All committee members are expected to actively participate in all aspects of committee and related tasks (brain-storming, idea generating, project planning, project execution and follow-up)
- Committees meet approximately once a month (varies by committee). Committee members will be expected to work on projects in addition to attend committee meetings.
  - Time commitment is approximately 5 hours a month and can vary based on project involvement.

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Additional Volunteer Opportunities

- **Event Day Opportunities:**
  Volunteer roles vary, but can include chairing the event, raising funds, soliciting silent auction items, event set-up and take down, speaking, etc.
  - Ninja Anywhere-May
  - RIS Golf Event-June
  - Party in the Park-July
  - RIS Fall Fundraiser-October

- **Project Related Opportunities:**
  On occasion, projects come up where volunteer support is needed, outside of typical committee work:
  - Videography
  - Speakers
  - Computer/technical support
  - And many more opportunities

- **Sarcoma Support Team (peer mentor)**
  - Additional training required.

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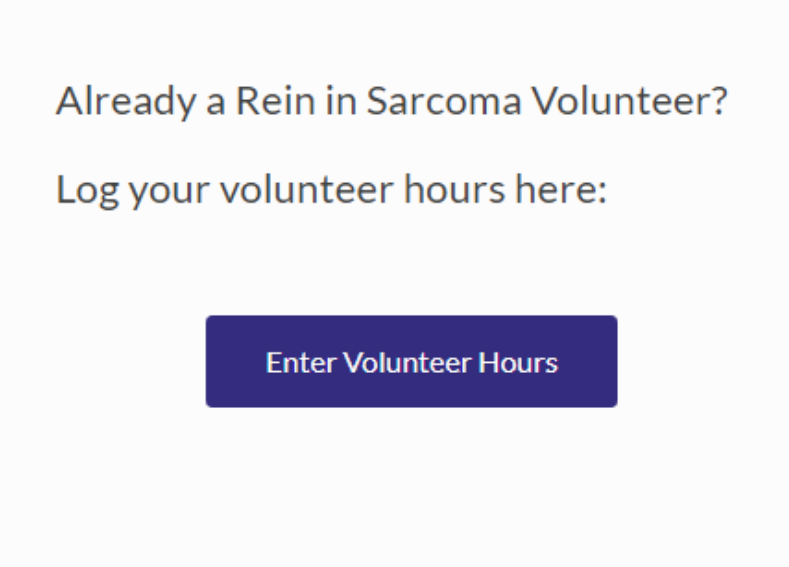
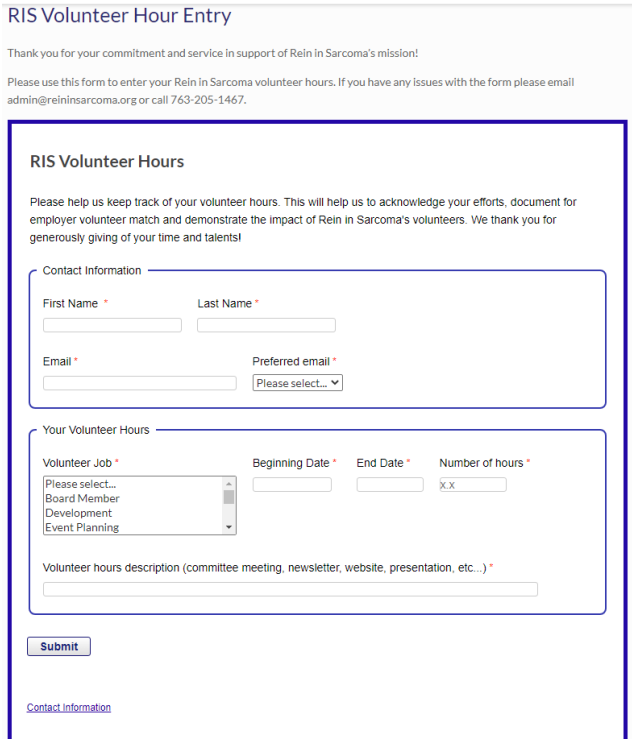
Time Reporting

- Your work has a real impact!
  - We ask that you report your hours after each volunteer shift/task/meeting. This helps ensure we accurately reflect our community involvement, and it can be tied to funding requests (503 (c) status, Charities Review, etc).
  - To report hours: https://www.reininsarcoma.org/form-volunteer-hours-log/





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Worksite Essentials

Medical Emergencies

Volunteers encountering a medical emergency in the course of their duties should either contact 911 or contact their supervisor depending on the situation.

Inclement weather

We will make every effort to notify you before the start of a volunteer shift if we need to cancel an event or activity or close our office(s) due to weather conditions.

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Volunteer Policies

Conduct

All RIS volunteers will interact with patients, families, vendors, staff, and other volunteers in a professional and respectful manner.

Confidentiality

Confidentiality is the cornerstone of a trusting relationship between volunteers, patients, family members, and the organization. It is important to never release the name, address, email, phone number or any other information. Breach of confidentiality is cause for termination of a volunteer assignment.

Drug and Alcohol

The use of illegal drugs or alcohol, or being under the influence, while performing volunteer or service hours is strictly prohibited and is cause for termination of your volunteer assignment.

This policy allows for the reasonable use of alcohol at organization social events. Moderate consumption of alcoholic beverages may be acceptable at certain Rein in Sarcoma events (e.g., fundraising events, etc.) as determined and approved in advance. However, volunteers must remember to conduct themselves in an appropriate manner at all times. Unprofessional or unruly conduct as a result of drinking alcohol at any function is unacceptable and may result in termination of volunteer placement. Rein in Sarcoma will not knowingly permit the use of alcoholic beverages to any volunteer under the Minnesota legal drinking age of 21 years old. Any volunteer under the age of 21 consuming alcoholic beverages at any event will be subject to termination.

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Volunteer Policies Cont.

Gifts: Receiving and Giving

Volunteers shall not accept personal gifts, money or services from patients, family members of patients or anyone who has a vested interest in Rein in Sarcoma. Receiving gifts may create a conflict of interest either real or perceived. If a patient or loved one desires to give a gift, the volunteer should encourage them to make a donation to the organization in honor of the volunteer vs. giving a personal gift.

Harassment and Workplace Violence

Rein in Sarcoma is committed to providing a safe work environment as well as an environment in which people are treated with dignity, decency and respect. You are expected to exhibit these commitments while performing your hours of service. Failure to do so is cause for termination of all volunteer placements.

The following will not be tolerated when interacting with other volunteers, staff, vendors, patients/families:

- Bullying
- Gossiping
- Intimidating or making threats, humiliation, and other verbal abuse

Rein in Sarcoma maintains a commitment against any form of harassment (sexual, racial, religious, age, sexual orientation or disability) in the work environment. This applies without exception to all employees, vendors, patients, clients and volunteers.

NOTE: If you are being harassed, abused, or see it occurring, please contact the Executive Director immediately.

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Serve as an Ambassador for Rein in Sarcoma

- As a volunteer for RIS, you are a valuable partner in our mission. We ask that you actively perform your tasks to the best of your ability while remaining loyal to our mission and goals.
  - Please feel free to provide feedback, suggestions and recommendations to increase the effectiveness of our program.

- Strive for personal and professional excellence in your role as a volunteer. As a member of our team, your behavior reflects on our organization. While representing RIS, we ask that you conduct yourself with dignity, courtesy and professionalism.

- If we become aware of any concerning behavior, we will talk with you about it and determine appropriate action which could include removal from the role.

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Elevator Speech (how to describe RIS)

I am <Your name> and I am a volunteer at Rein in Sarcoma. Sarcomas are cancers of the connective tissues (fat, muscles, bones).

Rein in Sarcoma is a non-profit dedicated to

- educating people about sarcoma
- supporting sarcoma patients and their loved ones
- Funding research

I am a volunteer <in honor/memory of my loved one/friend who had <type of sarcoma>/I have/had sarcoma.

Because sarcomas are rare and can occur anywhere in the body, there is often delay in diagnosis or misdiagnosis.

At Rein in Sarcoma, we believe that by raising awareness and providing education, patients will be diagnosed sooner and we will save more lives.

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Media and Statements

Please consult with the Executive Director or Board President before making statements or taking a public action that may affect or obligate Rein in Sarcoma in any way.

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Solicitations on Our Behalf

We welcome your assistance soliciting funds for our cause! We know our volunteers have many ideas about how to connect with the community.

- We ask that you connect with RIS staff before doing any outreach for donation of goods, services or dollars, so we can ensure that our organization's standard practices and methods of communication are followed.
- Contact development@reininsarcoma.org

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Social Media

We are proud to work with you to further our mission and always appreciate your enthusiasm; however, we need all use of social media to be in line with our policies:

- Do not share/post confidential private patient information.
- Do encourage your network to follow RIS.
- When linking your experience to our organization on social media platforms (i.e. LinkedIn, Twitter, Facebook) it is important to accurately reflect your volunteer role.

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Ways to Support RIS on Social Media

Volunteers are one of our greatest messengers, wo we would appreciate you serving as an ambassador on social media.

- Follow RIS social media channels:
  - Facebook: www.facebook.com/ReinInSarcomaFoundation/
  - Instagram: www.instagram.com/reininsarcoma
  - Twitter: https://twitter.com/reininsarcoma
- Add volunteer @reininsarcoma to bios on social media channel
- Share/retweet RIS posts on a regular basis
- Tweet/post something about RIS a couple times/year, i.e. Why you became a volunteer, events, facts, etc.

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Communication

- Effective and clear communication is important for a successful volunteer experience. Communication goes both ways.
- As a volunteer, you will encounter a variety of individuals. You may communicate with patients, family members, medical professionals and other volunteers. It is important that every interaction you have be respectful and professional.

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Communication Cont.

- Trust is the foundation of all good relationships. Trust in team members is the cornerstone of success.
- Make communication a top priority. Set goals and take action to improve your communication.
- Handle conflict immediately. Use differing opinions as stepping stone to clear communication.
  - Resolve conflict early and constructively.

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Tips for Effective Communication

SHARE THE FLOOR Everyone needs time to speak and be heard	**RESPECT CONFIDENTIALITY** Remember somethings should not be shared	**TAKE CARE OF YOURSELF** Do what you need to stay focused & involved
EMBRACE THE DIFFERENCES We all bring different ideas and opinions	**KEEP FOCUSED** Avoid side conversations and stay on topic	**BE PRESENT** Give your full attention to the those speaking
KNOW YOUR STUFF Do your homework so you can actively contribute	**RESPECT PEOPLE'S TIME** If you can't make it, let them know	**BE COURTEOUS** Be respectful of others viewpoints and their experiences
BE A GOOD LISTENER Hear what others have to say	**BE POSITIVE** Focus on good things. Challenge obstacles in a positive manner	**KEEP EYE ON BODY LANGUAGE** Be aware of the nonverbal signals that you use

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Conflict Management Tips

1. **Take immediate action.** It is important to resolve conflicts as soon as possible. This will minimize tension. Many miscommunications are resolved with simple, transparent discussion.
2. **Consider face-to-face discussion.** Email can sometimes have a tone or be interpreted differently from what the sender intended.
3. **Focus on the issue, not the person.** Encourage everyone to avoid personal attacks and focus on problem-solving. Do not focus on personalities or past interactions.
4. **Share the impact.** Use this model: "When you _____, I feel _____, because_____." When you share with someone how their actions make you feel, that's not something up for dispute.
5. **Ask for proposed solutions.** Ask for opinions and encourage consensus on a solution. Ask how to move forward.

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You Should Know

Rein in Sarcoma Office
7401 Central Ave NE Ste A
Fridley, Minnesota, 55432-3571
1-844-727-2662 or (763) 205-1467

Rein in Sarcoma website: www.reininsarcoma.org/

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REQUIRED DOCUMENTATION

Please click to complete volunteer acknowledgement:

Click here to complete