



Volunteer Handbook
&
Policy Manual

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Table of Contents

VOLUNTEER HANDBOOK

| | |
|----------------------------------------|----|
| Introduction | 3 |
| Our Mission | 3 |
| Wine Celebration 101 | 4 |
| Our Philosophy | 4 |
| Volunteer Relationship | 5 |
| Age of Volunteers | 5 |
| Safety & Risk Management | 6 |
| Absence and Lateness | 6 |
| Sign-Up Sheets | 6 |
| Confidential & Proprietary Information | 7 |
| Harassment and Discrimination | 7 |
| Volunteer's Code of Conduct | 8 |
| Drug-Free Environment | 8 |
| VOLUNTEER ACKNOWLEDGMENT | 9 |
| Volunteer Waiver | 10 |

Organization Contacts

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| <p>Sasha Ekstrom Office Manager The V Foundation Wine Celebration 154 Main Street St. Helena, CA 94574 707-963-0611 office 917-399-9484 cell</p> | <p>Jane Brovelli Managing Director The V Foundation Wine Celebration 154 Main Street St. Helena, CA 94574 707-963-0611 office 707-480-5628 cell</p> |
| <p>Christine Carey Accounting and Auction Redemption Manager The V Foundation Wine Celebration 154 Main Street St. Helena, CA 94574 707-963-0611 office 707-963-3329 fax</p> | <p>Max Duley Auction & Community Outreach Director The V Foundation Wine Celebration 154 Main Street St. Helena, CA 94574 707-963-0611 office 707-479-4075 cell</p> |
| <p>Amanda Schroeder Guest Relations Manager The V Foundation Wine Celebration 154 Main Street St. Helena, CA 94574 707-963-0611 office 805-450-6102 cell</p> | <p>Jennifer Rose Senior Director, Corporate Sponsorship & Donor Development The V Foundation Wine Celebration 154 Main Street St. Helena, CA 94574 707-963-0611 office 707-287-3321 cell</p> |

Introduction

Welcome and thank you for your interest in volunteering with V Foundation Wine Celebration! We are happy that you have joined our team in the fight to achieve victory over cancer.

Our words and actions inherently focus on our commitment to make a difference by generating broad-based support for cancer research and by creating an urgent awareness among all Americans of the importance of the fight to achieve victory over cancer. With these goals in mind, The V Foundation Wine Celebration employees, Board Members, and volunteers work together in harmony, in an atmosphere of trust and respect for each other.

It is our hope that you will join us in this spirit of partnership and that your work with us at The V Foundation Wine Celebration is successful and fulfilling, rewarding, and worthwhile.

This handbook will provide you with general policies and practices of The V Foundation Wine Celebration. You are encouraged to familiarize yourself with the contents of this handbook, as it will answer many common questions concerning your volunteering. To retain necessary flexibility in the administration of policies and procedures, we reserve the right to change, add to, or eliminate any of the policies described in this handbook.

About The V Foundation for Cancer Research

Jim Valvano was a successful basketball coach and an award-winning television commentator who was diagnosed with terminal cancer in 1992. In January of 1993, ESPN offered their support in establishing a foundation that would fund cancer research. Upon receiving the Arthur Ashe Award of Courage at the inaugural ESPY Awards show in March of that year, Jim announced that ESPN was creating The V Foundation for Cancer Research. The organization inspired by Jim Valvano's courageous battle against cancer would operate with his motto:

“Don't give up... Don't ever give up!”®

Although Jim Valvano lost his battle with cancer on April 28, 1993, he had already set his dream of finding a cure for cancer into motion. Today, with the help of a nationwide network of volunteers, event planners, individual donors, and corporate sponsors, The V Foundation is active in all aspects of fundraising. National and local events, annual and major gift solicitations, planned giving and cause-related marketing efforts all contribute to our cause of funding cancer research. Since 1993, The V Foundation has awarded more than \$170 million nationwide. Researchers have developed their laboratories and taken their science from the labs to the clinics with the help of funds raised by The V Foundation.

Our Mission

The V Foundation is a charitable organization dedicated to saving lives by helping to find a cure for cancer. The Foundation seeks to make a difference by generating broad-based support for cancer research and by creating an urgent awareness among all Americans of the importance of achieving victory over cancer. The Foundation performs these dual roles through advocacy, education, fundraising, and philanthropy.

Wine Celebration 101

Adhering to Jim's spirit and determination, The V Foundation Wine Celebration was established in 1999 with hopes of furthering Valvano's dream of finding cures for cancer. Founded by Julie Allegro in 1999, The V Foundation Wine Celebration has grown from its humble beginnings to one of the top-rated charity wine auction events in the country. It is a world-class wine event and auction that brings together people from the investment community, technology, medical, sports, entertainment and winery worlds with one common goal: to raise money for the fight to achieve victory over cancer.

Dedicated to giving back to the generous Napa Valley and surrounding communities that have so enthusiastically embraced it, The V Foundation Wine Celebration has funded over 50 promising research programs at medical and research facilities including the Martin O'Neil Cancer Center at St. Helena Hospital, Napa's Queen of the Valley Wellness Center, Stanford Medical Center, and UC San Francisco Medical Center. Guided by a dedicated volunteer board, and committed staff, the three-day signature fundraiser has raised over \$80 million since that first event in 1999.

Our Philosophy

The V Foundation for Cancer Research mission mandates a sincere commitment to partner with our committed staff and our volunteers.

We believe that:

- All who share a commitment to our mission are welcome to join us regardless of their background, ethnic origin, race, age or gender.
- We are made up of a core team of individuals who put aside personal agendas and differences to support the mission of The Foundation.
- The right role can be found for any person with a desire and heart to support our organization.
- The work of every volunteer is valued. All volunteers are treated with dignity and respect.

To implement this philosophy, The V Foundation Wine Celebration staff and team leaders will:

- Encourage participation of volunteers in all areas of the organization including problem-solving and execution of core event-related operations.
- Consider all volunteer requests and suggestions in a respectful and timely manner.
- Match volunteers with tasks that meet their interests and skills, with clear instructions and expectations, as well as the tools required to succeed.
- Give volunteers abundant thanks, directly and frequently!

Volunteer Relationship

We thank you, and all volunteers, for the personal investment you make in our organization and its mission. We strive to provide adequate support, supervision, and recognition to our volunteers.

The V Foundation Wine Celebration volunteers are not employees and therefore are not eligible for wages and other employee benefits, including insurance and workers' compensation benefits. The V Foundation Wine Celebration volunteers are not entitled to mileage reimbursement. Volunteers should consult with their tax advisor regarding the deductibility of travel expenses incurred as a result of their work with The V Foundation Wine Celebration.

Nothing in this Volunteer Handbook is intended to modify the volunteer relationship between The V Foundation Wine Celebration and its volunteers.

We need your help in making each volunteering day enjoyable and rewarding!

| <u>As a volunteer, you have the right to:</u> | <u>The V Foundation Wine Celebration expects volunteers to:</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none">1. Be assigned appropriate tasks according to ability, skill, interests, availability, and training.2. Receive training and supervision for the tasks accepted.3. Receive a job description for your assignment when appropriate.4. Be treated as a fellow team member who contributes to The V Foundation Wine Celebration goals through your volunteer work.5. Be trusted with confidential information if needed to help carry out assignments.6. Be treated with a spirit of friendliness and cooperation. | <ol style="list-style-type: none">1. Know your own duties and stay on task.2. Cooperate with staff and your fellow volunteers, and offer to assist and support others in your assigned areas.3. Sign in and out each time you arrive for a volunteer assignment, and ensure that no post is left unattended.4. Be on time for scheduled meetings and volunteer assignments, and honor your commitment to volunteer.5. Treat others with respect and assist in maintaining a calm and cohesive team environment.6. Voice your opinions and contribute suggestions to improve the work in your assigned areas. |

Age of Volunteers

The V Foundation Wine Celebration evaluates the abilities and competency of all volunteers and assign appropriate, safe activities as availability and conditions permit. Volunteers under 18 must present a waiver of liability form signed by a parent or legal guardian and must be accompanied by an adult when volunteering with The V Foundation Wine Celebration. There are very limited opportunities for volunteers under 18. There is no maximum age for The V Foundation Wine Celebration volunteers.

Safety & Risk Management

The V Foundation Wine Celebration is committed to providing and maintaining a healthy and safe work environment for all volunteers. As a volunteer, you share responsibility for establishing and maintaining a safe work environment. The V Foundation Wine Celebration will attempt to ensure a safe work environment and to comply with federal, state, and local safety regulations. In turn, you are expected to obey safety rules and to exercise caution in all of your work activities. You are asked to report any unsafe conditions to your designated Volunteer Team Lead immediately. Any accident, which results in injury, regardless of how insignificant, must be reported promptly to a member of The V Foundation Wine Celebration staff or a designated Volunteer Team Lead.

A first aid kit is located in our headquarters office on the Vintage Estate Property. In the event that a volunteer is closer to the hotel lobby, additional first aid is also available in those locations. Each off-premise location will have a designated first aid kit available, accessible with the manager on staff at that location.

Below are general guidelines to prevent injury and maintain the safety of yourself and The V Foundation Wine Celebration guests.

- **Communication:** Communication is essential to safety. If you see something, be sure to say something!
- **Proper Lifting:** Proper lifting techniques (lifting with the legs and not the back) should be used at all times by The V Foundation Wine Celebration staff to reduce the chance of back injury. Certain tasks and assignments do require the ability to lift items in excess of 40lbs. Volunteers are encouraged to sign up for the assignments that best suit their strength and physical abilities.
- **Running:** Running often leads to falling, which can cause injury. Running also might be perceived to signal a sign of distress to our guests- please walk in a calm and collected manner at all times!
- **Hydration:** Water, snacks and meals will be available in our headquarters office on the Vintage Estate Property. It is the responsibility of the volunteer to ensure that they stay properly hydrated, particularly those who assign to outdoor and physically demanding tasks.

Absence and Lateness

The positions that volunteers fill are critical to The V Foundation Wine Celebration. If you fail to show up, others must take on the tasks you were expected to accomplish. If you are unable to attend a scheduled volunteer shift, or if you will arrive late, please contact your Volunteer Team Lead with as much notice as possible.

Sign-in Sheets

Volunteer sign-in sheets are very important to our organization. All volunteers must sign in and out on the forms provided each volunteer day on site, or keep a log of your personal hours if spent off site. Please do not leave your post unattended, particularly in critical event areas, where volunteer support is crucial to the proper execution of time-sensitive tasks.

Confidential and Proprietary Information

The V Foundation Wine Celebration has an obligation to guests, volunteers and donors to maintain their confidentiality and to respect their privacy. Every person has the right to confidentiality. At the same time, every volunteer must use his or her best judgment. If you are aware of an issue that requires immediate attention, especially if it involves other volunteers, please direct your concern immediately to The V Foundation Wine Celebration Guest Relations Manager, Office Manager or Managing Director.

The security of The V Foundation Wine Celebration property is of vital importance to The V Foundation Wine Celebration. The V Foundation Wine Celebration property includes not only tangible property, such as desks, computers, and guest gifts and hotel amenities, but also intangible property such as information. All volunteers share responsibility to ensure that proper security is maintained at all times.

Proprietary information includes all information relating in any manner to the business of The V Foundation Wine Celebration, its customers and business associates produced or obtained by The V Foundation Wine Celebration employees during the course of their work. This Manual, for example, contains proprietary information. All proprietary information that is not known generally to the public or is known only through improper means, is confidential information. Customer lists, personnel files, computer records, and hotel rooming lists are examples of confidential information.

Volunteers must not use or disclose any proprietary or confidential information that they produce or obtain during their volunteer commitment with The V Foundation Wine Celebration, except to the extent such use or disclosure is required by their volunteer work. This obligation remains even after the volunteer relationship with The V Foundation Wine Celebration ends.

Occasionally, volunteers may be contacted by outside sources (i.e. the press, other wineries or governmental agencies) requesting information about The V Foundation Wine Celebration matters. In order to avoid providing inaccurate or incomplete information to outside sources, any volunteer contacted by any outside source regarding The V Foundation Wine Celebration should immediately refer the inquiring party to the Office Manager or Managing Director.

In the same spirit of respecting the privacy of our guests, we kindly ask that you do not interact with any celebrities who may be in attendance of any events; this includes, but is not limited to, asking for autographs or taking pictures of or with them, with or without their approval or knowledge.

Harassment and Discrimination

The V Foundation Wine Celebration is firmly committed to providing a positive work environment free of discrimination and bias. Each volunteer is personally responsible for maintaining such a work environment. The V Foundation Wine Celebration prohibits any actions, words, jokes, or comments based on an individual's race, sex, sexual preferences, ethnic background, age, religion, physical condition, or other legally protected characteristic. Any conduct or action, whether overt or subtle, which creates an offensive or hostile work environment is prohibited and will be grounds for immediate dismissal from your volunteer assignments.

The V Foundation Wine Celebration prohibits any harassment between volunteers, employees, or other non-employee on the basis of sex. No volunteer, male or female, should be subjected to unsolicited or unwelcome sexual overtones and conduct, either verbal or physical. Misconduct applies to males and females, and includes harassment between individuals of both sexes and the same sex.

Any volunteer who believes he or she is a victim of sexual or discriminatory harassment is encouraged to let the harasser know that his or her behavior is unwelcome. In addition, volunteers who believe they have been harassed must immediately report the matter to the Guest Relations Manager, Office Manager or Executive Director.

Volunteer's Code of Conduct

- All guests must be treated with patience and respect. If you are experiencing difficulty with a guest, please call on the Guest Relations Manager, Office Manager, or other Volunteer Team Lead to intervene.
- Be courteous, friendly and cooperative.
- Any injury, accident, or incident where you might have experienced harm while volunteering must be reported to The V Foundation Wine Celebration, to the Guest Relations Manager, Office Manager or Managing Director.

The following behaviors are not permitted. Individuals who exhibit any of these behaviors will be asked to leave and will not be allowed to volunteer in the future.

- Theft or inappropriate removal or possession of The V Foundation Wine Celebration property
- Releasing confidential information
- Pushing, hitting or any physical contact with a client, staff or other volunteer
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcoholic or illegal drugs in the work place, while on duty
- Sexual or other unlawful harassment or discrimination

Drug-Free Environment

It is the intent of The V Foundation Wine Celebration to maintain an environment that is free of illegal drugs and to discourage drug abuse by its volunteers. Volunteers who are under the influence of a drug or alcohol while on the job compromise The V Foundation Wine Celebration's interests, and endanger their own health and safety and the health and safety of others. The sale, purchase, transfer, possession or use of any illegal drug is absolutely prohibited at The V Foundation Wine Celebration. Legally prescribed drugs are the only possible exception to this policy. Volunteers taking a legally prescribed drug that may adversely affect their performance, safety or the safety of others must inform their Volunteer Team Lead of that fact before they report to work, for possible reassignment or dismissal of assigned tasks.

Volunteer Acknowledgement

I am in receipt of The V Foundation Wine Celebration (VFWC) Volunteer Handbook and Policy Manual and understand I should consult with a Volunteer Team Lead or the Guest Relations Manager if I have any questions about the policies or procedures contained therein.

I understand that from time to time there may be revisions to the Volunteer Handbook and Policy Manual. Such revisions will be communicated to volunteers in a timely manner.

I have entered into my volunteer relationship with The V Foundation Wine Celebration voluntarily and acknowledge there is no specified length of volunteering. Accordingly, either The V Foundation Wine Celebration or I can terminate the relationship at will, with or without cause, at any time.

Furthermore, I acknowledge that this manual is neither a contract of employment or volunteering, nor a legal document. Although some or all of the policies and procedures may have been explained to me verbally, I understand that it is my responsibility to fully read and comply with the policies contained in this handbook and any revisions made to it.

Volunteer

Printed Name

Date

Parent/Guardian (If Volunteer is under 18)

Printed Name

Date

The VFWC Representative Signature

Printed Name

Date

Volunteer Waiver, Release and Indemnity Agreement

Between
The V Foundation Wine Celebration (VFWC)
And

(Hereinafter "the volunteer")

This document sets forth the responsibilities and understandings of the volunteer and of VFWC regarding volunteer's participation in volunteer programs partially or wholly coordinated by VFWC.

The volunteer and VFWC agree as follows:

1. The volunteer performs the service of the volunteer's own free will, without promise, expectation, or receipt of remuneration. The volunteer is not an employee or agent of VFWC for any purpose and the volunteer's services are not controlled nor mandated by VFWC.
2. If the volunteer is under the age of 18, the volunteer may only participate in volunteer service with the express written consent of the volunteer's parent or guardian.
3. The volunteer understands and agrees that it is possible that the volunteer may be injured or otherwise harmed during volunteer service due to accidents, acts of nature, the volunteer's negligent or intentional acts, or the negligent or intentional acts of others; that while VFWC has taken some steps to reduce the chances of injuries or harm to the volunteer, that VFWC has no control over most risks, and, thus, cannot and does not guarantee nor take any responsibility for the safety of the volunteer or the volunteer's property while the volunteer is engaged in volunteer service; and that the volunteer must take full responsibility for himself or herself and assume the risk of harm or damage while serving by taking all necessary and reasonable precautions and acting in a manner that will help protect himself or herself and his or her property.
4. The volunteer agrees to waive and release VFWC from any and all potential claims for injury, illness, damage, or death which the volunteer may have against VFWC that might arise out of the volunteer's service and to hold VFWC harmless there from.
5. The volunteer agrees and understands that injuries or losses to others, such as co-workers or the person(s) being helped, may occur as a result of the volunteer's negligent or intentional acts during volunteer service, and that to avoid such harm, the volunteer must exercise care and act responsibly in serving others.
6. If any injury or loss to another does occur due to the volunteer's intentional actions or due to volunteer's negligent actions arising outside of the scope of the volunteer's activities, the volunteer must accept the liability for and repair, or make reparations for, the harm done.
7. VFWC is not providing the volunteer with insurance coverage for any injuries, conditions, or losses to the volunteer arising out of volunteer activities, except that VFWC does provide liability insurance coverage on all VFWC vehicles used during service projects.
8. The volunteer must maintain his or her own primary medical insurance and the volunteer's own automobile liability insurance when driving a non- VFWC vehicle to cover potential medical and other costs related to the volunteer service; and the volunteer is also encouraged to maintain property and life insurance coverage while serving as a volunteer.
9. All costs for injury or loss above the coverage provided by the volunteer's insurance are the volunteer's personal responsibility.
10. In projects where the volunteer will be transporting others in a non- VFWC owned vehicle, the volunteer may be required to provide proof of automobile insurance in order to participate.
11. Since volunteers are not VFWC employees, VFWC does not provide worker's compensation coverage for injuries or illnesses to the volunteer arising out of volunteer activities.

12. VFWC will provide you with a legal defense, upon your request, in response to any claim or action brought against you, arising out of your volunteer service in a program that VFWC helps coordinate, where you were acting in good faith and reasonably believed you were acting within the scope of the volunteer activity, and the act in question was not an intentional or knowing act constituting illegal, willful, or wanton misconduct. However, VFWC will not defend you in any case where the injury resulted from your operations of a non- VFWC motor vehicle or other vehicle for which an operator's license is required or where the suite is brought by an authorized governmental officer to enforce a federal, state, or local law.
13. In legal actions in which VFWC provides your defense, VFWC will pay for reasonable attorney fees, judgments, settlements, or other expenses directly related to your defense only up to the limits presently stated in the appropriate State statutes, one time only per volunteer. VFWC will control the defense and you must reasonably cooperate and comply with [organization] decisions and procedures.

By signing below, the parties confirm that they have read, understand, and consent to the terms of this waiver agreement.

Volunteer

Printed Name

Date

Parent/Guardian (If Volunteer is under 18)

Printed Name

Date

The VFWC Representative Signature

Printed Name

Date