



AUTISM FOR LIFE FOUNDATION

AFLF STANDARDS FOR VOLUNTEER INVOLVEMENT

STANDARD 1: MISSION-BASED APPROACH

The board of directors, leadership, and employees acknowledge and support the vital role of volunteers in achieving the organization's purpose, mission, and vision.

STANDARD 2: HUMAN RESOURCES

Volunteers are welcomed and treated as valued and integral members of the organization's human resources team. AFLF has a planned approach for volunteer involvement that includes linking volunteers to the achievement of the mission and vision, while ensuring the appropriate human and financial resources to support the volunteer program and established policies for effective management.

STANDARD 3: PROGRAM PLANNING AND POLICIES

Policies and procedures are in place to provide a framework that defines and supports the involvement of all volunteers.

STANDARD 4: PROGRAM ADMINISTRATION

AFLF has designated one board member and a Volunteer Supervisor and Coordinator with appropriate qualifications who are responsible for the volunteer program.

STANDARD 5: VOLUNTEER ASSIGNMENTS

Volunteer assignments address the mission, vision, and purpose of AFLF and involves volunteers in meaningful ways that reflect the abilities, needs, and backgrounds of both the volunteer and AFLF.

STANDARD 6: RECRUITMENT

Our volunteer recruitment incorporates internal and external strategies to reach out and involve a diverse volunteer base.

STANDARD 7: SCREENING

We have developed a clearly communicated screening process that is consistently applied by AFLF.

STANDARD 8: ORIENTATION AND TRAINING

Each volunteer is provided with an orientation to AFLF and its policies and practices, including the rights and responsibilities of volunteers. Each volunteer receives training customized to their individual needs and the volunteer assignment.

STANDARD 9: SUPERVISION

Volunteers receive a level of supervision appropriate to their tasks and are provided with regular opportunities to give and receive feedback.

STANDARD 10: RECOGNITION

The contributions of volunteers are always acknowledged with formal and informal methods of recognition.

STANDARD 11: RECORD MANAGEMENT

Standardized documentation and records management practices are followed and in line with relevant all legislation.

STANDARD 12: EVALUATION

The impact and contribution of volunteers and the volunteer program are continually evaluated to ensure the needs of AFLF are being met and AFLF is fulfilling its mandate.