



Volunteer and Youth Policy

Fundamental Principles of the Red Cross and Red Crescent Movement

Humanity – The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavors, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.

Impartiality – It make no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavors to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

Neutrality – In order to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.

Independence – The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.

Voluntary service – It is a voluntary relief movement not prompted in any manner by desire for gain.

Unity – There can be only one Red Cross or Red Crescent Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.

Universality – The International Red Cross and Red Crescent Movement, in which all societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.

Micronesia Red Cross Society: Youth and Volunteer Policy

adopted by the MRCS Governing Board on December 16, 2012

Introduction

The purpose of this policy is to inform, guide and enhance the volunteers and participation of young people in the Micronesia Red Cross Society.

Youth

Strategy 2020 challenges the International Federation to “do more, do better, and reach further” in saving lives and changing minds. It asks for a special focus on young people not only for today but also for the future, recognising their particular role in building and sustaining communities that are based on respect and solidarity.

Strategy 2020 recognises that building-up and sustaining strong National Societies requires that they attract and retain more young people. It urges that young people be educated, enabled and empowered to be active in leading and participating in voluntary activities and in the governance, management, and services of National Societies.

Volunteer

Strategy 2020 challenges the International Federation to “do more, do better and reach further” in saving lives and changing minds. It acknowledges that people themselves are the most important resource for their own progress, which can only be sustained through their own leadership and ownership of the process.

Volunteering is identified by *Strategy 2020* as being at the heart of community building. It also contributes to sustainable human development. As National Red Cross Red Crescent Societies are trusted to serve communities from the inside, volunteering is the essential foundation for making and sustaining strong National Societies. A National Society’s capacity and effectiveness is directly related to its ability to mobilise, manage and empower volunteers from across the communities that it serves. This in turn depends on the values and attitudes that the National Society reflects when it approaches communities to inspire them to volunteer.

Micronesia Red Cross volunteers operate in a range of diverse and complex circumstances in this fast changing Nation where social, demographic, economic, and environmental trends as well as technological advancements are altering the shape and functioning of communities and how people volunteer. The Micronesia Red Cross Society is committed to promoting a culture of volunteering in society in general and to position the Society as the preferred choice of people seeking to volunteer.

Youth of Micronesia Red Cross Society:

Defining Youth

The terms "youth" and "young people" in the Federated State of Micronesia cover people in the age range of 5 to 34 years. This includes children (5 to 11 years old), adolescents (12 to 17 years old), and young adults (18 to 34 years old).

Valuing the Role of Young People

Micronesia Red Cross Society recognize and value the important role and contribution of young people in addressing humanitarian and development challenges. Their multiple roles include being innovators, early adopters of communication, social media, and other technologies, inter-cultural ambassadors, peer-to-peer facilitators, community mobilizers, agents of behaviour change, and advocates for vulnerable people. Micronesia Red Cross Society recognize the leadership role of young people in tackling contemporary and emerging issues.

Young people bring much needed skills and capacities when working alongside older people in a spirit of mutual respect. This is acknowledged as being crucial to the inter-generational transfer of experience that is vital to both progress and stability in society.

Strengthening the Contribution of Young People

Micronesia Red Cross Society educate young people in the humanitarian values and Fundamental Principles of the Red Cross Red Crescent Movement and encourage them to acquire the practical skills needed to live, work, and relate to others accordingly.

Adolescents and young adults in Micronesia Red Cross Society are provided with the opportunity to be engaged as active members and volunteers and, in the context of prevailing national employment laws, as remunerated staff.

Young people are involved in all the activities, taking into account relevant age-specific requirements of needed skills and experience, safety and well-being. They are encouraged to be fully involved in the planning, design, delivery, and review of Micronesia Red Cross Society services to which they contribute or from which they benefit. Micronesia Red Cross Society provides young volunteers and in particular the youth leaders with the opportunity to participate in decision making processes not only at the Chapters but also at the National level.

Young people are fully included in the governance and management of at headquarters and branch levels. They may be organised through integrated or specific youth structures according to the constitution and bylaws of Micronesia Red Cross Society that best optimises their contribution in this Society.

Chapter treat young volunteers according to the Micronesia Red Cross Society Volunteering Policy, while recognizing that young people may have different and additional needs to those of older volunteers. In particular Micronesia Red Cross Society take additional care to safeguard young people engaged with the society.

Micronesia Red Cross Society provide the young volunteers, members, and staff with opportunities to advance their personal and professional development through learning and training, and preparing them for current and future leadership roles.

State, national, regional, and international networks established by young people themselves, are strongly promoted as an invaluable contribution to sharing knowledge and innovation across the Red Cross Red Crescent Movement. Micronesia Red Cross Society actively encourage and support youth representatives to participate in these networks aimed at promoting youth leadership and exchange of concrete ideas, innovations and activities.

Young people are encouraged to continue in an active role with the Micronesia Red Cross Society as older adults, facilitated by effective working practices that support their transition between the youth and adult structures of the Society.

Young People as Beneficiaries

Young people all over the world face unprecedented challenges in today's globalised society. These include violence, exploitation, discrimination, substance abuse, accidents and diseases, unemployment, poverty consequent to financial and economic crises, trafficking, migration, and urbanisation. Additional risks may come from negative peer pressure on personal and social behaviours, and the unsafe use of new communication and social networking technologies.

In tackling these vulnerabilities, and in supporting young people to manage and mitigate the risks they face, the aim is to enable them to grow as well adjusted, responsible, and caring members of the communities they inhabit. Thus, their safety and protection, and their age and gender-specific development needs are given specific attention in the design and delivery of Micronesia Red Cross Society services.

Impact of the Policy

The impact of the successful implementation of this policy is expected to be a growth in the numbers of young people involved with the Societies, and a growth in those staying on with them as older adults. Micronesia Red Cross Society activities and measures involving youth, and the number of youth in their governance and leadership positions are also expected to grow. Youth will be engaged in high quality and high impact activities that contribute to the building of a stronger Society.

The impact will be measured by Micronesia Red Cross Society reporting through the Federation-wide Reporting System against a baseline to be established by 2012. Micronesia Red Cross Society Chapters are encouraged to develop additional specific measures for tracking the youth involvement in its activities and services.

Volunteer of Micronesia Red Cross Society:

Defining Volunteering and Volunteers

A Red Cross Red Crescents volunteer is a person who carries out volunteering activities for a Micronesia Red Cross Society, occasionally or regularly

Red Cross Red Crescent volunteers work for a more humane and peaceful world. They do this by delivering services directly to vulnerable people and through seeking to prevent and reduce vulnerability and exclusion where they can. They also govern and lead National Societies and their International Federation.

Volunteering with the Red Cross Red Crescent is organised by recognized representatives of National Societies and is aimed at furthering its services and activities, always working in accordance with the Fundamental Principles of the Red Cross and Red Crescent. It is carried out by people motivated by free will, and not by a desire for material or financial gain, or by external social, economic or political pressure.

Protecting and Supporting Volunteers

Micronesia Red Cross Society shall established well functioning management systems and practices to supervise, support and encourages volunteers. These are adapted to the specific context of their work and responsive to new trends in volunteering that may go beyond the established structures of the Societies including, for example, informal, on-line, and corporate or other institutional forms of volunteering.

Micronesia Red Cross Society ensure that volunteers are properly prepared to carry out their work, through providing them with relevant and timely information, training and equipment, feedback on their performance, as well as appropriately assessed safety and security measures. They insure their volunteers against accidents, and provide them with appropriate support when required.

In certain circumstances, volunteers may themselves be vulnerable and Micronesia Red Cross Societies ensure that their needs for assistance and protection are given due attention.

Micronesia Red Cross Society provide volunteers with access to accredited learning and personal development opportunities so as to help them to better undertake their agreed tasks or roles, as well as to motivate them to grow their skills and capacity and undertake future roles within the Red Cross Red Crescent.

When there is the need or opportunity for a volunteer with the Society to carry out paid work as casual or contracted labour, the Micronesia Red Cross Society recognises this change in status and ensures that the employment complies with the relevant laws of the Federated States of Micronesia.

Recognizing Volunteers and their Achievements

Micronesia Red Cross Society recognizes that volunteers have a significant stake in the organisation. They take formal and informal opportunities to appreciate, individually and collectively, the work of volunteers and its impact.

Micronesia Red Cross Society encourages volunteers to participate in its decision-making and in designing and improving the work in which they are involved. A volunteer has the right to become a member of the Society, i.e. someone who has formally agreed to the conditions of membership as required under the Micronesia Red Cross Society Constitution and Bylaws.

Promoting Volunteers and Volunteering

Micronesia Red Cross Society recognize the value of a diverse volunteer workforce, and actively recruit volunteers, irrespective of race, ethnicity, gender, sexual orientation, religious belief, disability or age. They remove physical, economic, social and cultural barriers to participation, and recruit volunteers based on their potential. National Societies reimburse volunteers for pre-approved expenditure related to their volunteering tasks. Micronesia Red Cross Society also works with governments, the private sectors and other partners to promote an enabling environment for volunteering in national life.

Agree Volunteer Rights and Responsibilities

Micronesia Red Cross Society shall provide volunteers with written guidance and rules that sets out the rights and responsibilities of both the Society and its volunteers. All Micronesia Red Cross Society volunteers are expected to act, at all times, in accordance with the Fundamental Principles. Volunteers are expected to respect the regulations on the use of the emblem, and prevent its misuse. They should make themselves available to the Society in case of emergency, according to their skills and abilities, as agreed with the Micronesia Red Cross Society.

In working with vulnerable people, volunteers are expected to strive for the highest standards of quality in the services that they deliver. They shall fulfil their duties without discrimination, responding to the needs of vulnerable people in a compassionate and respectful manner. They shall respect the confidentiality of those whom they assist.

Impact of the Policy

In reinforcing the importance of youth, volunteers and volunteering, this youth and volunteering policy serves as guidance for the Societies in creating or updating the youth and volunteering policies in order to develop enabling environments for youth, volunteers and volunteering.

The impact of the successful implementation of this policy is expected to be a growth in the Micronesia Red Cross Society share of volunteering as measured by the increased number of people preferring to start and remain volunteering with the Society.

This will be measured by comparison against the baseline of 2011, through the Federation-Wide Reporting System.

CODE OF CONDUCT

1. Introduction

The Micronesia Red Cross Society is a charitable not-for-profit organisation dedicated to providing service to those in need and the most vulnerable. The Micronesia Red Cross Society has traditionally demanded and received the highest ethical performance from its youth, volunteers and paid staff. In an effort to maintain the high standard of conduct expected and deserved by the public and to enable the organisation to continue to offer services required by those in need, the Micronesia Red Cross Society operates under the following Code of Conduct, applicable to all volunteers and paid staff.

2. Code of Conduct

No youth, volunteer or paid staff member shall:

- a. Authorise the use of or use for the benefit or advantage of any person the name, emblem, endorsement, services or property of the Micronesia Red Cross Society.
- b. Accept or seek on behalf of himself or any other person any financial advantage or gain of other than nominal value which may be offered as a result of the volunteer's or paid staff's affiliation with the Micronesia Red Cross Society.
- c. Publicly utilise any Micronesia Red Cross Society affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the official position of the Micronesia Red Cross Society.
- d. Disclose any confidential Red Cross information that is available solely as a result of the volunteer's or paid staff member's affiliation with the Micronesia Red Cross Society to any person not authorised to receive such information, or use to the disadvantage of the Red Cross any such confidential information, without the express authorisation of the Micronesia Red Cross Society.
 - "disclose confidential information in any way, shape or form, as to generate community suspicion on beneficiary's health status"
 - "disclose confidential information even after he/she is no longer a volunteer or staff"
- e. Knowingly take any action or make any statement intended to influence the conduct of the Micronesia Red Cross Society in such a way as to confer any financial benefit on any person, corporation or entity in which the individual has a significant interest or affiliation.
- f. Perform his/her duties or services under the influence of substance abuse, damaging the society's image"
- g. Operate or act in any manner that is contrary to the best interests of Micronesia Red Cross Society.
- h. In the event that the youth volunteer's or paid staff's obligation to operate in the best interests of the Micronesia Red Cross Society conflicts with the interests of any organization in which the individual has a financial interest or an affiliation, the individual shall disclose such conflict to the Micronesia Red Cross Society upon becoming aware of it. He/she shall absent himself/herself from the room during deliberations on the matter and shall refrain from participating in any decisions or voting in connection with the matter.

3. MRCS Child Protection Code of Conduct

The Child Protection Code of Conduct applies to Board and Committee members, staff, volunteers, contractors and visitors associated with MRCS. It defines standards of behavior expected by MRCS in order to protect children.

I agree that while working with or engaged in activities funded by MRCS I will:

- treat children with respect regardless of race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- not engage a child (under the age of 18 years) in any form of sexual activity or acts, including paying for sexual services or acts;
- wherever possible, ensure that another adult is present when working in the proximity of children;
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger;
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible;
- use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child exploitation material through any medium (see also 'Use of children's images for work related purposes', below)
- not use physical punishment on children
- not hire children for domestic or other labor which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- comply with all relevant local legislation, including labor laws in relation to child labor;
- immediately report concerns or allegations of child abuse and exploitation in accordance with MRCS's Child Protection Policy; and
- immediately disclose all charges, convictions and outcomes of an offence, which occurred before or occurs during my association with MRCS that relate to child exploitation and abuse.

4. Use of children's images for work related purposes

When photographing or filming a child or using children's images for work related purposes, I must:

- assess and Endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child;
- obtain informed consent from the child and a parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- ensure images are honest representations of the context and the facts; and
- ensure the file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form

I understand that the onus is on me, as a person associated with MRCS to use common sense and avoid actions or behaviors that could be construed as child exploitation and abuse.

I acknowledge that I have been provided with and read the Child Safe Policy and that a failure to comply with the Child Protection Code of Conduct may lead to disciplinary action, legal action, or criminal investigation and prosecution.

VOLUNTEER CODE OF CONDUCT - CERTIFICATION

I, _____ certify that I have read and understood the Code of Conduct of the Micronesia Red Cross Society and agree to comply with it. I affirm that, except as listed below, I have no financial interest or affiliation with any organization which may have interests that conflict with, or appear to conflict with, the best interests of the Micronesia Red Cross Society. Should such conflicts or apparent conflicts of interest arise in connection with the affiliations listed below, I agree to refrain from participating in any deliberations, decisions or voting related to the matter.

I also agree, during my term of affiliation with the Micronesia Red Cross Society, to report promptly to the Executive Director or his or her designee, any future situation that involves, or might appear to involve, me in any conflict with the best interests of the Micronesia Red Cross Society.

Name

Date

Title

Signature

Address

Email

Phone Number:

5. Principle Commitments

1. The Humanitarian imperative comes first.
2. Aid is given regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone.
3. Aid will not be used to further a particular political or religious standpoint.
4. We shall endeavour not to act as instruments of government foreign policy.
5. We shall respect culture and custom.
6. We shall attempt to build disaster response on local capacities.
7. Ways shall be found to involve program beneficiaries in the management of relief aid.
8. Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs.
9. We hold ourselves accountable to both those we seek to assist and from those whom we accept resources.
10. In our information, publicity and advertising activities we shall recognise disaster victims as dignified human beings, not hopeless objects.

Membership #: _____

Volunteer #: _____

Volunteer Application Form

Name: _____

Address: _____

Municipality: _____ State: _____ Zip: _____

Phone: (Home) _____ (Office) _____

Contact in Emergency: _____ Phone: _____

Cell: _____

I. Skills and Interest

- 1. Educational background: _____
- 2. Current Occupation: _____
- 3. Hobbies, skills interests: _____
- 4. Previous volunteer experience: _____
- 5. Characteristic: _____

II. Preferences in Volunteering

1. Is there a particular type of work in which you are interested? (Please check all that apply.)

↑ Working one on one with a single client

- A. ↑ Working directly with a staff person as an assistant
- B. ↑ Helping around the officers in general administrative duties
- C. ↑ d. Doing research, training or an individual project
- D. ↑ No preferences
- E. ↑ Providing services to several clients
- F. ↑ Doing public speaking, fundraising, etc.
- G. ↑ Working occasionally on group project
- H. Other: _____

2. Is there a person or group with whom you are particularly interested in working? (Check all that apply.)

- | | | |
|---|---------------------------------------|----------------------------------|
| <input type="checkbox"/> No Preference | <input type="checkbox"/> Adults | <input type="checkbox"/> Seniors |
| <input type="checkbox"/> Teens | <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| <input type="checkbox"/> Children | <input type="checkbox"/> Agency Staff | <input type="checkbox"/> Animals |
| <input type="checkbox"/> People with Disabilities | <input type="checkbox"/> Plants | |
| <input type="checkbox"/> Other: _____ | | |

3. Is there any group with which you would not feel comfortable working?

- Yes No

III. Availability

1. At what times are you interested in volunteering?

- Am flexible Prefer weekdays Prefer evening
 Prefer weekend Prefer days
 Other: _____

2. Do you have a geographic preference as to where you do volunteer work?

- Yes No

3. Do you have access to an automobile you can use for volunteer work?

- Yes No

IV. Background Verification

1. Have you been convicted of a criminal offense?

- Yes No

2. Have you ever been charged with neglect, abuse, or assault?

- Yes No

3. Has your driver's license ever been suspended or removed in any state?

- Yes No

4. Do you use illegal drugs?

- Yes No

5. Do you have any physical limitations or are you under any course of treatment, which might limit your ability to perform certain types of work?

- Yes No

6. Please list two non-family reference whom we might contact:

- a. _____ Phone: _____
b. _____ Phone: _____

7. How did you hear about us?

- Saw job description Saw advertisement
 Volunteer Center From Client of agency
 From agency/school Referred by friends/volunteer
 Other: _____

Note: The Micronesia Red Cross Society respect your interest in volunteering with us, we will do some reference check with key community members and also will be doing a Police criminal check to determine your statues in become a volunteer.

Signature of Applicant:

Date:

Volunteer Time Sheet

Volunteer:

Month:

Date	Program/Location	Assignment	Total hours
01			
02			
03			
04			
05			
06			
07			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
		Total hours in the month	

Program Volunteer Log

Program: _____

Staff: _____

Month: _____ Year: _____

No	Date	Name of Volunteer	Hours worked	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
	Totals days	No. of vols:	No. of hrs:	

Micronesia Red Cross Society Roles and Responsibilities – HIV/AIDS Peer Educator HIV/AIDS Peer Education Project

SAMPLE Layout (Roles and Responsibilities of a Volunteer)

Title- HIV/AIDS/STI Youth Peer Educator Program

Responsible to - HIV/AIDS Program Officer

Primary Objectives:

1. Educate the public, particularly young people, about protecting themselves from contracting Sexually Transmitted Infection (including HIV/AIDS)
2. Educate the public about the benefits and location of VCCT services around Kosrae State
3. Support behavior change through condom and information distribution
4. Reduce stigma and discrimination against people living with HIV/AIDS

Skills Required:

- Basic communication skills: includes ability to speak in large groups as well as with individuals in the community
- Knowledge of HIV/AIDS and other STI's – (peer educators are asked to be familiar with the peer education checklist/minimum standard*)
- Good inter-personal skills
- Non-judgmental

Key Tasks:

- Conduct formal outreach/ education workshops in the communities around Kosrae following the peer education checklist
- Distribute condoms and record how many are distributed
- Demonstrate correct/safe condom use
- Refer people to clinics where voluntary confidential counseling and testing (VCCT) services are provided
- Provide regular feedback to the HIV MRCS Head Quarter (HQ) about all outreach conducted i.e. challenges, feedback from community, common questions asked and requests for follow - up
- Participate in refresher courses where needed
- Participate in regular network meetings to share information and lessons learned

Activity Document

- *Participant list*
- *Questions and comments*
- *Outreach reports*
- *Evaluation (Pre & Post tests)*
- *Number of condoms distributed*
- *Number of IEC materials distributed*
- *Informal outreach forms*
- *Most Significant Change Form*

Note: All these have to be reported at all time.

Resources Required:

- Condoms are supplied to Kosrae HIV/AIDS program coordinator. Peer educators are asked to pick condoms up from the Kosrae HIV/AIDS coordinator and report how many are distributed back to his office.
- HIV information Conduct formal outreach/ education workshops in the communities around Pohnpei following the peer education checklist
- Distribute condoms and record how many are distributed
- Demonstrate correct/safe condom use
- Refer people to clinics where voluntary confidential counseling and testing (VCCT) services are provided
- Provide regular feedback to the HIV Program Officer about all outreach conducted i.e. challenges, feedback from community, common questions asked and requests for follow – up
- Participate in refresher courses where needed
- Participate in regular network meetings to share information and lessons learned
- *Submit lists of participant*
- *Complete and submit Most Significant Change Form*
- *Complete and submit List of Questions and Comments made in the communities*
- *Complete and submit Outreach Report*
- *Complete and submit Informal and Formal Outreach Form*

Time Commitment:

- Red Cross HIV Peer Educators are expected to be available for at least two formal outreach sessions per month. (In school or out of school)
- Red Cross HIV Peer Educators are expected to conduct at least two hours of informal outreach sessions in a week. This has to be recorded and reported to YPE team coordinator and as well report to Kosrae HIV/AIDS coordinator, Kosrae Chapter-Chairman Board of Director and MRCS HQ.
- MRCS Youth Program Officer must report all activities to MRCS Executive Director.

Name _____ Signature _____ Date _____