

URSU Leaders Volunteer Policy

Policy Owner: The URSU General Manager

Audience: URSU Leaders Volunteers and URSU Staff

Approved: Talha Akbar

Reviewed: Talha Akbar

Review Schedule: As need be.

1. Introduction

The purpose of the URSU Leaders Volunteer Policy is to outline the roles and responsibilities of URSU staff and URSU Leaders, and describe volunteer incentives.

2. Definitions

- **URSU Leaders** - The name of the URSU volunteer program. An URSU Leader is a person who has filled out the URSU Leaders [Jot Form](#) and has been accepted into the program. Any person can become an URSU Leader, it is not limited to students in the University of Regina community.
- **URSU Leaders Supervisor** - An URSU Leader who has completed 40 hours of volunteer work within the URSU Leaders program. The URSU Leaders Supervisors may be provided with volunteer roles requiring more responsibility.

3. Roles and Responsibilities

3.1 Role of URSU Staff Member Requesting Volunteers

URSU staff members must request volunteers by sending events@ursu.ca a detailed message at least 7 days in advance of the event. Staff members are to include necessary details like date, times/schedules, venue, expected duties, and any other relevant information.

During the event, an URSU staff member must be designated to oversee the URSU Leaders. They are responsible for orienting volunteers, assigning duties, tracking hours, and providing volunteers with any merch they are eligible for (ex. URSU Leaders T shirts). Upon the completion of the event, the staff member is to provide volunteers hours to the Hospitality and Event Manager.

URSU staff are to send the documented volunteer hours to The Hospitality & Events Manager (events@ursu.ca) after the program or the event ends.

3.2 Role of Hospitality & Events Manager

The URSU Events Manager is responsible for adding the volunteer hours on the Hours tracking sheet for all URSU-hosted programs and Events after the events successful completion. Provide certification to all Volunteers who finish the required volunteering hours. Communicate with volunteers regarding all volunteering requests.

3.3 Role of Food Security Coordinator

The URSU Food Security Coordinator is responsible for scheduling and overseeing all volunteer opportunities for URSU Cares programs. This includes creating volunteer schedules, communicating with volunteers via email, and tracking volunteer hours on the Hours tracking sheet for URSU Cares programming.

3.4 Role of URSU Leaders

URSU Leaders will report to the URSU staff member that is assigned the duty of overseeing volunteers for that event. URSU Leaders are responsible for signing up for shifts, attending orientations (if applicable), conducting themselves in a respectful manner, communicating in a timely manner if they cannot attend a shift, performing safe and appropriate duties as assigned to them, and communicating about any accommodations they require to participate in volunteer duties. The duties and responsibilities of volunteers are subject to change.

4. Volunteer Concerns

If a volunteer has a concern related to their duties or the operations, they will bring it to the attention of the Hospitality & Events Manager (events@ursu.ca) or the Food Security Coordinator (food@ursu.ca). If a volunteer has a concern with the Hospitality & Events Manager or The Food Security Coordinator, they may contact the URSU General Manager (gm@ursu.ca).

5. Volunteer Incentives

5.1 URSU Leaders T-Shirt

Volunteers who fulfill their volunteering shift obligations are entitled to receive a URSU Leaders Program T-shirt.

5.2 URSU Leaders Certificates

After completing 15 hours of volunteering under the URSU Leaders program, an individual is eligible to obtain an URSU Leader certificate.

After completing 40 hours of volunteering under the URSU Leaders program, an individual is eligible to obtain a URSU Leader Supervisor Certificate.

5.3 URSU Events

After completing 40 hours of volunteering under the URSU Leaders program, individuals are eligible to receive free entry to ticketed URSU events. Individuals must email their request for free entry at least two days prior to the event to the Hospitality and Events Manager (events@ursu.ca). Failure to do so will result in the individual having to pay the ticketed price for the event.

5.4 Letter of Recommendation from the General Manager

After completing 80 hours of volunteering under the URSU Leaders program, an individual will to obtain a letter of recommendation from the URSU General Manager.

5.5 Complimentary Meal

URSU Leaders working an 8 hour shift or longer are entitled to receive a complimentary meal provided by URSU up to a maximum of 10\$.