



## Volunteer – Virtual Events Drop-Out Policy

*Effective: May 2021*

To keep our programs safe and ensure we have the appropriate amount of volunteer supervision for the youth, we have created this Drop-Out Policy for our Virtual Events. Once committing to a virtual event, volunteers may only remit their commitment 24 hours prior to the event and may only drop out within 24 hours to attending the virtual event due to extenuating circumstances.

Extenuating circumstances are defined as:

- Death in the family
- Health issues
- Unforeseen emergencies

If a volunteer remits their commitment to volunteer at a virtual event within 24 hours, the following steps will be taken:

Volunteer will have to come in and speak with the Volunteer Administrator.

If volunteer lives out of the Los Angeles region, they will speak with the Volunteer Administrator via phone or Zoom meeting.

In conversation, volunteer will be notified that if this happens again, volunteer will be suspended for one year from events with The Laurel Foundation.

Volunteer will not be allowed to participate in the next virtual event.

If a volunteer remits their commitment to attend a virtual event a second time within 24 hours of the program, the following steps will be taken:

Volunteer will have to speak with the Volunteer Administrator and Camp Director.

Volunteer will receive a final notification that if they remit their commitment to attend a virtual event within 24 hours of the event, they will no longer be able to volunteer with The Laurel Foundation.

Volunteer will be placed under “Inactive” for one year from all events as a volunteer with The Laurel Foundation.

If a volunteer remits their commitment to attend an event within 24 hours a third time, the following steps will be taken.

The volunteer will need to speak with the Volunteer Administrator and Camp Director.

Volunteer will no longer be allowed to volunteer with The Laurel Foundation.

A report will be written up and put into volunteer’s file.