

Susquehanna Stream Team Volunteer Policy

Version 1.0
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Alliance for Aquatic Resource Monitoring (ALLARM)
Dickinson College
Carlisle, PA 17013
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Volunteer Policy

Scope:

This policy applies to all individuals providing volunteer services on behalf of the college without receiving compensation or academic credit.

Definition:

College volunteers are uncompensated individuals who perform services related to the business of the college; to support the activities of the college; or to gain experience in specific endeavors that exist at the college. Volunteers perform service without promise, expectation, or receipt of any compensation, future employment, or other tangible benefit, including academic credit.

Policy Summary:

The following policies are directly applicable to volunteers providing services for Dickinson College. Additional policies relevant to your particular volunteer assignment may apply, and should be discussed with Alliance for Aquatic Resource Monitoring full-time staff (e.g. Julie Vastine, vastine@dickinson.edu, 717-245-1565).

Policy Guidelines:

Animals in Buildings

Other than service animals, Dickinson policy does not permit pets in any campus building—academic, administrative or residence hall.

Children in the Workplace

The presence of young children in the workplace on a regular basis can cause difficulty and awkwardness for co-workers and other members of the campus community. While an occasional emergency may arise when a parent would have to bring a child to work for a limited period of time, the college does not expect this to occur on a regular basis, especially given the concern for possible injuries and accidents to the children and for the college's responsibility in the event of an accident or injury.

Drug & Alcohol Policy

Dickinson College has programs and policies in place that require compliance with all applicable federal, state and local drug and alcohol laws. **The unlawful manufacturing, dispensing, possession, use or distribution of drugs and alcohol is prohibited.** A complete copy of Dickinson's Drug and Alcohol Policy is available by contacting HR Services. Any violation of these policies or of local, state or federal laws regarding drugs or alcohol will result in termination of the volunteer's relationship with the college and may result in criminal prosecution.

Firearms & Weapons Policy

Volunteers are prohibited from possessing firearms, explosives or weapons (hereafter collectively referred to as "weapons") on the premises of the college or in any building under college control or at any college-sponsored event, whether or not a federal or state license to possess the same has been issued to the possessor.

Fleet Vehicles

Only authorized drivers are permitted to operate college vehicles. Check with your volunteer coordinator about the process necessary to secure authorization before attempting to operate a college vehicle.

Harassment & Discrimination Policy

The college strives to ensure that all members of its community are provided with a working, learning and living environment free from all forms of harassment and discrimination based on characteristics protected by law or college policy. These characteristics include harassment or discrimination based on race, color, national origin, sex, disability, religion, age, veteran

status, gender identity or expression, sexual orientation, or any other protected class. Volunteers must conduct themselves in compliance with this policy at all times.

Protection of Minors

Dickinson College is committed to the protection and safety of minors. While the vast majority of the members of the Dickinson community are adults 18 years of age or older, our community also includes minors less than 18 years of age, both in formal relationship to the college, and more informally, as frequent visitors. **It is the obligation of every member of the college community to report suspected child abuse as soon as possible. If you suspect abuse of any child seen on campus or while off campus at a Dickinson-related event, you are required to bring all reasonable suspicions or beliefs to the immediate attention of the appropriate state authorities by contacting Child Line immediately.**



Child Line: 1-800-932-0313

As soon as the report is made, you must next contact the Director of Human Resource Services or the Chief of Public Safety. These individuals, in turn, have the obligation to verify that appropriate authorities have been notified and to coordinate investigations by police or other agencies.

Responsible Use of Electronic Communications & Network Services

Use of college-owned computers and the campus network and other communications systems is considered a privilege, not a right. These are tools provided to volunteers to facilitate their work on behalf of the college only and are not for personal use. Dickinson College reserves the right to limit, restrict, or extend computing/networking privileges and access to computer resources. Electronic communications, including electronic mail, mailboxes, Internet and the contents, (subject to the intellectual property policies of the college) created or stored on any college computer/network related equipment, are the sole property of the college. Computers and the campus network are provided to assist volunteers in the completion of their assignments and to support the college's operations and long term goals. The college reserves the right to monitor computer/network communications, including Internet access and email at its discretion for legitimate business and education purposes. Legitimate purposes may include but are not limited to: periodic system checks; checks for inappropriate personal use of college equipment; investigations into claims of wrongdoing; locating information stored in files required for the conduct of business; and quality control.

You should be aware that e-mail messages, even those marked personal or those which must be accessed with personal identification or password, may be reviewed by the college to ensure proper usage consistent with this policy.

We urge you to use restraint when drafting e-mail messages. Volunteers should use the same caution in drafting and transmitting e-mail messages as they would when writing a formal memorandum. Always assume that your messages will be saved and maybe reviewed by someone other than the original addressee; these messages can be subpoenaed by court order. The use of computers and the Dickinson campus network must be related to legitimate academic pursuits, the college's business and/or to the volunteer's job functions with the college.

Security & Inspection

Dickinson-owned property is subject to inspection at any time, including Stream Team equipment, and any other Dickinson property.

Sexual Relationships

Sexual relations—even ostensibly consensual ones—between volunteers and students are prohibited. If you are in a relationship with a student before beginning your volunteer service with the college, you must disclose the relationship before beginning your work. Relationships discovered after the volunteer relationship has begun will be deemed to be in violation of this policy.

Smoking Policy

No smoking is allowed in any building on campus. This includes private offices, residence hall rooms and public buildings. Smoking is permitted only in outdoor areas of the campus and not within 25 feet of a building.

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VOLUNTEER ACKNOWLEDGEMENT AND AGREEMENT **RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT**

I _____ (“Participant”), hereby acknowledge that I have voluntarily elected to
(Print Name)
participate in the following program, Alliance for Aquatic Resource Monitoring’s Susquehanna Stream
Team, (“Program”), to be held in and around my watershed, from _____.
(insert date(s))

In consideration for being permitted by Dickinson College to participate in the Program, I hereby acknowledge and agree to the following:

VOLUNTARY PARTICIPATION AND ACKNOWLEDGEMENT:

I acknowledge that my participation is voluntary. I further acknowledge that I have received and read the Dickinson Volunteer Policy and will abide by its terms.

RULES AND REQUIREMENTS:

I agree to discharge my responsibilities as set forth in the Volunteer Policy and the Written Statement of Work and in compliance with Dickinson College policies and procedures. I further agree to abide by all the rules and requirements of the Program. I acknowledge that Dickinson College has the right to terminate my participation as a volunteer at any time for any reason, including situations where my conduct may be detrimental to the best interests of the College.

PRIVACY AND CONFIDENTIALITY:

During my participation as a volunteer in the Program or otherwise, I may be provided or may have access to information, records, or other material which may contain personal, private and confidential information of individuals or of Dickinson College, the disclosure of which is prohibited by law or by Dickinson College policies. This information may include, but is not limited to the following:

- (1) personal donor or alumni information (including addresses, telephone numbers, and information about finances, past donations, gifts, pledges, investments, wills, trusts, estates and real estate)
- (2) student information (including student names and information about scholarships, financial aid, and academic status or performance), and
- (3) information that is confidential or proprietary to Dickinson (including Dickinson strategies, practices or plans that Dickinson wishes to maintain as private and proprietary).

All of this information is referred to in this statement as “Confidential Information.” As a condition to volunteering for Dickinson, I promise and agree that I will take all necessary steps to maintain the privacy and confidentiality of the Confidential Information and that I will not disclose such information to any person or entity other than those authorized by the Program or volunteer activities.

INFORMED CONSENT:

I have been informed of and I understand the various aspects of the Program, including the dangers, hazards, and risks inherent in volunteer activities. I understand that I could sustain serious injuries, including death, and/or property damage as a result of my participation in the Program. I acknowledge that there are potential dangers incidental to my participation in the Program, some of which may be dangerous and which may expose me to the risk of personal injuries, property damage, or even death, that are unknown at this time. I knowingly and voluntarily assume all such risks, both known and unknown, even if arising from the negligence or fault of releases, and assume full responsibility for my participation in the Program.

RELEASE AND WAIVER OF LIABILITY:

I agree to release and hold harmless Dickinson College, its trustees, officers, agents, students and employees, from any and all liability, actions, causes of action, negligence, debts, claims, or demands of any kind and nature whatsoever including, but not limited to, claims for negligence, recklessness or any other form of action for which a release may be legally given (including attorneys’ fees and costs) which may arise by or in connection with my participation in the Program.

INDEMNITY:

I agree further to hold harmless and indemnify the College, its trustees, officers, agents and employees from any and all liability, actions, causes of action, negligence, debts, claims or demands of any kind and nature whatsoever (including attorneys' fees and costs) by any person or the College which may arise by or in connection with my participation in the Program, regardless of whether the injury, damage, or death is caused by the negligence or fault of the releasees or otherwise.

NON-EMPLOYEE STATUS:

I understand and acknowledge that in participating in the Program, I am doing so as a volunteer and that I am not an employee of Dickinson College. I understand and agree that as a volunteer that I am not entitled to receive compensation or any other employee benefit for my participation in the Program.

PERSONAL MEDICAL INSURANCE:

I understand and agree that I am responsible for any and all medical and health services I may require as a result of participating in the Program.

MEDICAL CONSENT:

In the event of any medical emergency, I (initial one) do _____ do not _____ authorize and consent to treatment and hospital care that Dickinson College personnel deem necessary for my safety and protection. I understand and agree that Dickinson College assumes no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

PHOTOGRAPH AND VIDEO CONSENT:

I (initial one) do _____ do not _____ grant permission to Dickinson College to photograph and/or record me or my dependent for the College's use in news, marketing, and promotional publications without compensation to me (or my dependent). I can withdraw this permission at any time.

CHOICE OF LAW AND VENUE:

I hereby agree that this agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania. Any disputes must be brought with a court in Cumberland County, PA.

SEVERABILITY:

If any term or provision of this agreement shall be held illegal, unenforceable, or in conflict with any law governing this agreement, the validity of the remaining portions shall not be affected thereby.

I HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND ITS TERMS. I AM AWARE THAT THIS AGREEMENT INCLUDES A RELEASE AND WAIVER OF LIABILITY, AN ASSUMPTION OF RISK, AND AN AGREEMENT TO INDEMNIFY THE RELEASEES. I UNDERSTAND I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING, I AM LEGALLY COMPETENT TO SIGN, AND I SIGN IT VOLUNTARILY WITHOUT ANY INDUCEMENT. I REPRESENT THAT I AM AT LEAST EIGHTEEN YEARS OF AGE AND, IF APPLICABLE, I AGREE THAT MY DEPENDENT CAN ALSO PARTICIPATE, IS AT LEAST EIGHT YEARS OF AGE, WILL BE MONITORED BY ME AT ALL TIMES, AND WILL BE HELD TO THE SAME AGREEMENT AS ME.

Name of Participant

Date

Participant E-mail Address

Signature of Participant

Name & Signature of Dependent (if applicable)

Stream Team Volunteer: Statement of Work

Duties/work the volunteer is asked to perform:

- Attend water quality monitoring trainings and check in meetings;
- Collaborate with 1-3 volunteers to collect stream health data (monthly chemical);
- Keep data sheets and manage data upload;
- Maintain and use equipment according to the Stream Team Water Quality Monitoring Manual;
- Participate in Quality Control checks (twice/year);
- Stay in communication; and
- Have fun!
- *Optional: Collect macroinvertebrate data at your site if safe and appropriate.

Hours the volunteer is expected to participate in Stream Team:

- Monthly chemical monitoring should take 2-4 hours, depending on driving time to the stream site (total 24-48 hours/year);
- Check in meetings will be twice a year and will last 1-2 hours (total 2-4 hours hours/year); and
- There are two workshops volunteers will attend, but not necessarily annually, chemical (3.5 hours) and biological (5 hours) monitoring workshops (total 8.5 hours/year).

Location(s) at which the volunteer is expected to carry out Stream Team activities:

- At a stream site location, chosen as a group with ALLARM feedback; and
- At an indoor location.

List of hazards to which Stream Team volunteers may be exposed:

Stream monitoring has some inherent risks given the depth and flow of streams Please check the weather and stream conditions before going out to the field. Always monitor in a team of at least 2-3 people. Take caution when entering and exiting the stream and wear waders or closed-toe shoes. It is good practice to have a first aid kit available to attend to cuts and scrapes. Be aware of hazards in the area. You may be exposed to hazards such as insects, poisonous plants or animals, uneven terrain, and strenuous activity. It is not possible to list each risk associated with participation in this program. Please refer to your Stream Team manual and review the “safety” section (page 5).

List of training the volunteer is to receive that will enable them to perform Stream Team components safely and correctly:

- Chemical monitoring workshop
- Biological monitoring workshop
- Quality control verification (twice a year)
- Check in meetings, which will include a training on the Chesapeake Data Explorer.

Code of Conduct:

I hereby agree to perform Stream Team responsibilities willingly and courteously to the best of my abilities. Additionally, I will follow instructions and guidance from the ALLARM team and fellow volunteers. I will also show respect to everyone involved in Stream Team (volunteers and organizational partners) and strive to create a safe environment for everyone. If you experience an issue, please contact ALLARM’s director, Julie Vastine. I understand that failure to uphold these community values will result in my dismissal from Stream Team.

Volunteer coordinator name

Volunteer name

Volunteer coordinator signature

Volunteer signature

Date

Date