

Friends of Danada Volunteer Program Handbook

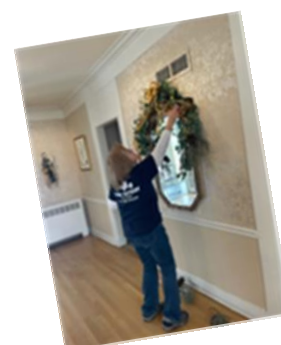
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About the Friends of Danada

Welcome!

The Friends of Danada organization is happy that you've decided to support its mission by becoming a volunteer. You're joining a dedicated team of volunteers!

We rely on the support of people like you. Without your time and effort, it could not provide all that it does for the community. You play a vital role. To help make your experience as a volunteer as successful as possible, we have assembled this handbook, which outlines important information.

Please note that "Friends" will be used throughout this handbook in reference to Friends of Danada.

Thank you for joining the Friends of Danada volunteer family!

Our Organization

Friends of Danada is a 501(c)(3), non-profit volunteer group that assists and supports the Forest Preserve District of DuPage County with projects and programs at Danada Forest Preserve. Our Board Members, staff, and volunteers all work hard to promote the history of the Danada Estate and engage with the public in fun and educational programming.

Friends of Danada Contact Information

3S501 Naperville Road, Wheaton IL 60189

Danada House Main number: 630-668-5392

Email: director@danadahouse.org events@danadahouse.org

Websites: www.danadahouse.org www.friendsofdanada.org

Forest Preserve Law Enforcement at (630) 933-7240 or 911.

Daytime, weekend and evening programs, private events, tours and appointments take place at various times throughout the year.

The surrounding Danada Forest Preserve is open 365 days a year from one hour after sunrise until one hour after sunset

Our Board

Friends of Danada is governed by a volunteer board with members taking positions as President, Vice President, Secretary, Treasurer, Parliamentarian, and Several Trustees.

Our Staff

Staff members include Executive Director, Event Coordinator, Event Supervisor, Client Relations Specialists, and Set Up Crew.

Volunteers will report to designated individuals in the 3 volunteer programs.

Our Purpose

The purpose of the (Friends of Danada) organization is to assist and support the Forest Preserve District of DuPage County in the administration and operation of the former DuPage County estate - comprising of 780 acres - of Daniel and Ada Rice for the use and enjoyment of the citizens of DuPage County.

Our Mission

Our mission is to **engage** the community in events and activities related to Danada House and Danada Farm, **educate** the community about the history of the Rice Family, their philanthropic efforts, farming the land originally owned by Dan and Ada Rice and to **recruit** volunteers who are willing to donate their time, talents and resources.

Our Volunteer Programs

We offer 3 Volunteer program opportunities: Farm Volunteer, History Volunteer and Special Services Volunteer. Volunteer Liaisons oversee these programs. General descriptions are discussed in this handbook and detailed position descriptions will be available.

Keeping in Touch

You'll receive updates from Friends on mentoring sessions, special events, shift requests and opportunities to learn more about your volunteer position.

Annual Appreciation Events

We sincerely appreciate your time and dedication and will keep you informed of upcoming volunteer appreciation events.

Special Events

In addition to your regular volunteer position, there may be opportunities to help at the Danada Fall Festival, Danada Derby Day, Down on the Farm tours, and other special events. We will send out recruitment emails as opportunities arise.

Volunteer Program Guidelines

Our guidelines are subject to change without notice, and not all of them are included in this handbook, but all are irreplaceable components of our commitment to creating an environment for employees, volunteers and visitors that ensures our operations remain safe and consistent and that everyone is treated fairly and with respect.

Forms to Submit Before You Start

Volunteer Application and depending on your age you will need to submit some additional forms before you begin volunteering.

Criminal Background/Driver's License Check Consent Form

If you're 16 or older you need to sign and submit this form, which allows the Friends of Danada organization to run a criminal background check on you. The Friends of Danada and the Forest Preserve District checks all prospective volunteers 16 or older (employees, too) to better ensure the safety of its employees, volunteers and visitors. Reports are kept confidential and are only disclosed if required by law. Your acceptance into the volunteer program is subject to satisfactory results of the background check.

Waiver Form

All volunteers must sign the waiver form before volunteering. We do carry Volunteer Accident Insurance from CIMA/Acrisure for volunteers on duty. Volunteers may submit a claim to this company.

General Provisions Agreement

If you're under 18, your parent or legal guardian must sign it, too. By completing the form, you acknowledge that you:

- Received and read the Friends of Danada Volunteer Handbook (the one you're reading now) and agree to familiarize yourself with the information and follow all policies, procedures and guidelines.
- Read the information on the following pages concerning the Abused and Neglected Child Reporting Act and Mandated Reporters. As a volunteer you're considered a Mandated Reporter in Illinois.
- Read the information on the following pages concerning youth-protection standards. As a Friends of Danada volunteer you're responsible for adhering to those standards.

Abused and Neglected Child Reporting Act and Mandated Reporters

In every state in the U.S. people in certain roles are required to report suspected child abuse or neglect. These people are called "Mandated Reporters." In Illinois' Abused and Neglected Child Reporting Act of 1975, Mandated Reporters include "recreational or athletic program or facility personnel," a category that includes Forest Preserve District employees and volunteers as well as Friends of Danada. Because you'll likely interact with children at some point when you're volunteering, you need to understand the act which the Forest Preserve District and Friends complies with fully.

The act states that Mandated Reporters are required by law to call the Illinois Child Abuse Hotline at 1-800-252-2873 if they have reasonable cause to believe a minor (considered in most cases anyone under 18) known to them in their professional or official capacities may be abused or neglected.

The Friends of Danada employees and volunteers are required to complete Mandated Reporter training. You may complete the online training at **illinois.gov/dcfs** and click "**Safe Kids**" and "**Reporting Child Abuse and Neglect.**" On this site you can also find definitions for abuse, neglect and mandated reporters as well as state guidelines for investigating and responding to abuse or neglect.

It is our hope that we don't see Child Abuse or Neglect cases up close in our day-to-day work and for the most part it is rare, but we need to be aware of our responsibility and this law.

As part of the onboarding process Friends also checks employees and volunteers against the National Sex Offender Public Website.

Youth-Protection Standards

The following applies to Friends of Danada volunteers and employees who are interacting with children under 18 during programs and events on the Danada Forest Preserve property and Danada Farm and Estate.

- Never leave a child unsupervised.
- Don't be alone with a child if others cannot see you.
- Never transport a child alone in a personal or Friends vehicle.
- Regardless of age, do not allow a child to enter a restroom alone. Follow the "rule of three." Send three children, two children and one program leader, or two program leaders and one child.
- Never abuse a child in any way. This includes physically (striking, spanking, shaking or slapping), verbally (humiliating, degrading or threatening), sexually (inappropriate touching or communicating), mentally (shaming, withholding love or acting cruelly), or neglectfully (withholding food, water or basic care).
- Refrain from intimate displays of affection, and respect a child's right to not be touched in any way that makes the child feel uncomfortable.
- Use positive techniques of behavior management. Do not use physical or emotional forms of discipline.
- Do not use profanity or make inappropriate jokes or comments. Do not share intimate details of your personal life or demonstrate any kind of harassment in the presence of a child.
- Treat children equally and without prejudice, regardless of sex, race, gender identification, religion, culture, economic status or physical ability.

- Create a positive, supportive environment for children by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
- Do not release a child to an individual other than the authorized parent or guardian or a person authorized by the parent or guardian.

Training and Introductory Period

As a Friends volunteer, there's a lot you'll need to know about the procedures and information specific to your program, which is why we provide mandatory training and shadowing opportunities for new volunteers.

After you complete your training and start volunteering, employees and experienced volunteers will mentor you as you gain experience and increase your comfort level. An introductory period will give you time to learn the ropes. If you're having difficulties during or after this period, please let us know.

Please refer to your specific position description for details and speak with your Volunteer Liaison or the Executive Director if you have any questions.

Recording Your Time

Recording your volunteer hours is mandatory, and it's your responsibility to ensure they're up to date. This is especially important if you volunteer in the field or independently. If you don't record your hours, Friends won't know if you're at your volunteer assignment and we won't have information for liability insurance. By recording your service hours we also have opportunities to apply for grants and funding for our volunteer programs. Your Volunteer Liaison will let you know where to sign in and sign out.

Attendance

Volunteers like you are a crucial part of our operations and program lineups. We recognize your assistance is voluntary, but because employees and other volunteers rely on the time you agree to contribute, keeping your commitment is important.

Late Arrivals

If you know you are going to be late for your volunteer shift, especially for a public event, notify your Volunteer Liaison as soon as possible. Sometimes being late is unavoidable and other volunteers can cover for you until you arrive.

Extended Leave

If you know you'll be gone for an extended period of time or have an injury or illness that prohibits you from volunteering, please let us know. You will be placed on a Leave of Absence until you are able to volunteer again. Please contact your Volunteer Liaison and Executive Director when you are ready to return. Re-training/skills assessments may be required.

Conduct

As a volunteer you're an important representative of Friends of Danada. While you're volunteering, please interact with employees, other volunteers and visitors in a prompt, respectful, honest, friendly, helpful and courteous manner that will not discredit or harm our organization.

Dress Codes

If you receive any items of clothing as part of your volunteer position, please wear those items while you're volunteering mainly during times when you are working with the public.

ID Badge and Lanyard

Please wear your Friends-issued ID badge and quick-release lanyard or name tag when you're volunteering for a public event. If you do not receive a name tag, ID badge or need a replacement, please contact the Executive Director.

Volunteer Shirts

If you receive a volunteer T-shirt, shirt or sweatshirt, please keep it clean and presentable..

Pants

Pants are not provided by Friends. Please wear pants in good condition when working with the public. Jeans are acceptable. You can wear khaki or dark-colored shorts, but they must be no more than 3 inches above the knee.

Shoes

Whether you're wearing long pants or shorts, please wear close-toed shoes or boots. You may be on steep or uneven terrain so make sure your shoes provide adequate protection and support.

Safety Guidelines

In addition to wearing the proper clothes and footwear, you need to follow all safety instructions. We also ask that you help keep volunteer areas safe by keeping them clean and orderly.

Updated Safety Communication

The Executive Director and Executive Board will communicate updated safety guidelines when necessary. These may include wearing masks, wearing gloves, social distancing, assisting with sanitizing supplies and equipment or other protective measures. Friends of Danada follows county and CDC guidelines. Safety is our number one priority. In an emergency situation, additional safety guidelines may be added for the safety of volunteers, staff, and the public. All safety guidelines must be followed by all volunteers and staff.

Emergencies and Accidents

If you or another volunteer, employee or visitor is injured during your volunteer shift, notify an on-site supervisor such as the Executive Director, Client Relations Manager, Board member, or Farm Liaison.

If they are not available, stay calm, be aware of your surroundings, and call Forest Preserve Law Enforcement at (630) 933-7240 or 911. For medical emergencies always call 911.

Please notify the Executive Director of any injuries taking place while volunteering. Volunteers will need to complete an Accident Report and submit it to the Volunteer Liaison/Executive Director.

Motorized Vehicles and Power Tools

Some volunteer positions may require a volunteer to drive a motorized vehicle such as a golf cart, tractor, mower, or use a power tool to carry out a task on Danada Forest Preserve property.

If it is determined driving a motorized vehicle is necessary to perform your volunteer duties, you will receive instruction as well as an annual assessment of your skills. If using a cutting power tool is required, you will also receive training as well as an annual skills assessment.

You may only operate equipment you've had instruction on and have permission to use. Immediately report any accidents or unsafe conditions to your Volunteer Liaison and Executive Director. Specific usage policies may pertain to specific vehicles. Prior to allowing you to volunteer, we must ensure that you have a basic level of understanding on how to use the tractors/machinery.

Excess Insurance

Friends of Danada provides Volunteer Accident Insurance that covers you while you're performing duties as our volunteer. This insurance is secondary, or "excess," coverage through **CIMA/Acrisure**. You may submit a claim for volunteer injuries through this company.

Two Volunteer Rule/Buddy System

For safety, it is recommended that two or more volunteers be present when operating agricultural machinery or using power cutting tools.

Cell Phones

Most everyone carries a cell phone. If you need to take a call or communicate with someone during your volunteer shift, we understand. During tours and public events please silence your phone.

Electronics

Because we use computers, cameras, scanners, phones, fax machines, copiers and voice mail to conduct business, you may need to use its equipment from time to time. You cannot use any equipment, however, to create, access, transmit or do anything else with information that's offensive or that violates the harassment policies or any law.

Smoking

Since Danada House and Danada Farm are owned by the Forest Preserve District of DuPage County, the property is covered by the Smoke-Free Illinois Act, which prohibits smoking in public buildings and within 15 feet of any entrance,

exit, window that opens, or ventilation intake. Designated smoking areas are located at Danada House.

Guests, Children, Friends, Family

You can invite children, friends, family guests to visit a forest preserve or special event to watch you volunteer, but they need to remain in public areas and cannot have special privileges without advanced staff approval. They're welcome to volunteer at an event if we need extra help and receive advanced notice, but they'll need to fill out waivers and follow directions from staff and designated individuals.

Pets

As much as we know dogs and other animals are great companions, we do not allow pets to accompany you during public volunteer events. Service dogs are always welcome.

Tetanus Shot

It is not required but recommended that all volunteers have a tetanus shot.

Equal Opportunity and Harassment Policies

The Friends of Danada does not base volunteer decisions on race, color, national origin, age, religion, sex, sexual orientation, disability, status as a veteran, or any other status protected by law and strives to reasonably accommodate qualified individuals with disabilities. Additionally, it does not tolerate the unfair treatment or harassment of any employee or volunteer based on these protected categories.

It is our policy to provide a workplace for employees, volunteers, public and invitees free of discrimination and harassment based on race, color, national origin, age, religion, sex, sexual orientation, disability, status as a veteran or any other status protected by law. Offensive or harassing behavior will not be tolerated. We are committed to a work environment in which all individuals are treated with respect and dignity.

If you feel you are the subject of discrimination or harassment or were retaliated against because you discussed, filed or helped to file a discrimination or

harassment complaint, contact the Executive Director who will bring this to Human Resources.

Drug-Free Workplace

The Friends of Danada is a drug-free workplace, which means no one can use, consume, manufacture, distribute or possess drugs or alcohol on the property.

Permitted Event Exception

Please note there are events taking place at Danada House that serve alcohol. These events have the proper licenses and permits in place.

3 Friends of Danada Volunteer Program Opportunities

Each of the programs have a variety of tasks. You're not required to do all of them. We hope you will find the tasks you like best and that use your talents.

VOLUNTEER PROGRAM:	DANADA FARM
POSITION TITLE:	Farm Volunteer
COMMITMENT:	As needed +mandatory training/meetings
LOCATION:	Danada Farm, Wheaton IL
APPLICATION DEADLINE:	Continuous
MINIMUM AGE:	16

DISTINGUISHING FEATURES OF THE POSITION

This position involves farming the land known as Danada Farm. Duties include planting and harvesting crops, utilizing the vintage tractors, employing updated farming practices, and maintaining agricultural facilities and equipment, while providing a safe, informative, and enjoyable experience to Farm visitors.

Volunteers will conduct tractor-driven historical tours and walking tours for school children, the public, and for community events and open houses. Volunteers will interact with the public and respond to questions and requests for information.

Direction and training are provided by designated individuals.

VOLUNTEER PROGRAM:	DANADA HISTORY
POSITION TITLE:	History Volunteer
COMMITMENT:	As needed +history meetings
LOCATION:	Danada House/Grounds/Farm, Wheaton IL
APPLICATION DEADLINE:	Continuous
MINIMUM AGE:	16

DISTINGUISHING FEATURES OF THE POSITION

This position involves assisting with the organization and in researching information related to history of the Danada Estate, the Rice family and associates, the ALR Stables, and Friends of Danada and presenting their findings at the bi-monthly History meetings. Volunteers will assist in interpreting historical information via tours, presentations, and special events. Duties also include assisting with recording contributions to the historical archives and helping develop educational material. Direction and training are provided by designated individuals.

VOLUNTEER PROGRAM:	DANADA SPECIAL SERVICES
POSITION TITLE:	Special Services Volunteer
COMMITMENT:	Flexible/As needed
LOCATION:	Danada House/Grounds/Farm, Wheaton IL
APPLICATION DEADLINE:	Continuous
MINIMUM AGE:	16

DISTINGUISHING FEATURES OF THE POSITION

This position involves assisting the organization at special events and projects at the Danada Estate including the House and Farm. This is a flexible volunteer position where volunteers are called upon and respond on an as-needed basis. There may be situations and tasks where the volunteer is interacting with the public and responding to questions and requests for information. Direction and training are provided by designated individuals.

Orientation Tour & Danada History

Regardless of your volunteer program and your responsibilities, as a Friends of Danada volunteer you should be able to answer general questions visitors will typically ask about Danada House, Danada Farm and the Rice Family.

As part of your orientation in your program, you will take a tour to learn about the Danada estate's history, take a behind-the-scenes tour and familiarize yourself with the grounds and buildings.

Specific Training For Your Program Your volunteer program will plan specific training sessions, some will be mandatory and others will be informational sessions. Mentors will be available for you to shadow and answer your questions. Be sure to sign the Training Sheet provided by the trainer.

What if I'm Not a Good Fit

Sometimes the program you chose might not be a good fit for you. It might be due to personal, physical, health scheduling issues, or maybe it was not what you expected and that's okay. If this happens, talk with your Volunteer Liaison and contact the Executive Director to explore other opportunities.

Annual Check In

Annual Commitment Letter

Annually you will receive a letter asking if you plan to continue volunteering in your program so we can plan ahead with programming and recruitment of new volunteers. Some volunteers stay for years and some stay for a season. We value your time with us.

Updating Contact Information

If your name, mailing address, email, phone number or emergency contact information changes, please let us know as soon as possible so we can update your file. This is very important especially in the event of an emergency when we need to contact someone for you.

Additional Information

Danada Events and Programs

The funds raised at weddings and events at the Danada House and the programming at Danada Farm support the Friends of Danada and the Forest Preserve District of DuPage County.

As a **501(c)(3)** we also accept monetary donations designated for special projects. Currently we offer donation opportunities for Down on the Farm Tours with local schools, the 3 scholarships offered through Friends for the Dan and Ada Rice Agriculture Scholarship, the Don Nash History Scholarship and the Jill Ludvigsen Hospitality Scholarship, as well as the beautification of Danada House (indoors and outdoors).

Future Community Projects are always being developed and we welcome your ideas and support.

Tax Deductions

If you itemize deductions on your taxes, you may receive deductions for mileage and uniforms not provided by Friends.

**We're looking forward to having you volunteer with us.
Thank you for choosing Friends of Danada!**