

National Kidney Foundation®

Volunteer Handbook



National Kidney Foundation serving Eastern Missouri & Metro East
1001 Craig Road, Suite 480, St. Louis, MO 63146
P: 314.961.2828 | F: 314.961.0888

Proud member of

United Way
of Greater St. Louis

United Way





Dear Volunteer,

Welcome to the National Kidney Foundation Serving Eastern Missouri and Metro East!

We are pleased to have you as a member of our volunteer family. As with other non-profit organizations, volunteers are crucial to our success. Individuals such as you enable our staff to serve more patients, fund more research and offer more community and professional educational materials and opportunities.

It is our goal to make your volunteer experience a positive and rewarding experience. Enclosed you will find information about kidney disease, our mission and programs; as well as volunteer opportunities and volunteer policies and procedures. If you have any questions, please feel free to contact our Community Outreach Assistant, Tania Paini at tania.paini@kidney.org or 314.961.2828 ext. 484.

Again, welcome aboard, and thank you for volunteering your time and talents!

Warmly,

NKF Staff

Chad Iseman, Executive Director

Laura Deutschmann, Development Director

Suzanne McComb, Program Manager

Tania Paini, Community Outreach Assistant



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WHO IS THE NATIONAL KIDNEY FOUNDATION?

The National Kidney Foundation is the leading organization in the U.S. dedicated to the awareness, prevention and treatment of kidney disease for hundreds of thousands of healthcare professionals, millions of patients and their families, and tens of millions of Americans at risk.

By supporting the National Kidney Foundation, you directly influence and positively impact the lives of those at risk for kidney disease, those living with chronic kidney disease, and those who care for and about them.

Kidney disease is a major public health issue.

- 1 in 3 American adults is at risk for kidney disease.
- 1 in 9 American adults has kidney disease — and most don't know it.
- High blood pressure and diabetes are the two leading causes of kidney disease.
- Of 118,000 Americans on the waiting list for a lifesaving organ transplant, more than 96,000 need a kidney.

NKF MISSION

The National Kidney Foundation, a major voluntary nonprofit health organization, is dedicated to preventing kidney and urinary tract diseases, improving the health and well-being of individuals and families affected by kidney disease and increasing the availability of all organs for transplantation.

LOCAL NKF HISTORY

The National Kidney Foundation of Eastern Missouri & Metro East was founded in St. Louis in 1966 by a small group of people who had a personal involvement with kidney disease. During the early years the Foundation's main focus was funding research, as well as buying a number of artificial kidney machines, many of which were used by individuals on a free loan basis to meet those needs.

Today, as the organization leading the fight against kidney disease, we are now focusing on three major areas where we can make the greatest impact on the health and lives of those living with and at risk for kidney disease. These include awareness, prevention and treatment.

The goal of the National Kidney Foundation is to reach those at risk before kidney disease occurs, and impact those in earliest stages so that progression to later-stage disease is no longer inevitable. At-risk individuals will have the educational tools to maintain a healthy lifestyle that protects kidney health, and will be empowered to seek out testing and treatment from their physicians.

PROGRAMS

Your Kidneys & You

Your Kidneys & You is a program designed to raise awareness among the general public about kidneys, risk factors for kidney disease, and how to protect your kidneys. The program consists of a PowerPoint



presentation, along with scripted notes and handouts that National Kidney Foundation (NKF) volunteers present to at-risk groups in St. Louis.

KEEP Healthy

The *KEEP Healthy* program is intended for individuals 18 years of age or older and includes a series of assessments to help evaluate a participant's personal risk factors for kidney disease as well as an opportunity to sit down with a clinician. Program participants receive a copy of their results and are encouraged to discuss them with a healthcare provider. Participants are also directed to seek more information from the NKF, and offered a host of resources and programs, to help motivate participants to adopt a healthier lifestyle. NKF will follow up with all participants with abnormal feedback on personal lifestyle changes. All participants are invited to participate in the program annually so that outcomes can be tracked over time for areas of improvement or decline in health.

Saulo Klahr Renal Symposium

The Saulo Klahr Renal Symposium is a primary care education conference designed to update the busy health care practitioner on methods of identification and intervention to delay the progression of Chronic Kidney Disease (CKD). Primary care providers and other health care professionals from Eastern Missouri and Metro East will be invited to hear experts on different topics concerning CKD. This program is designed for nurse practitioners, nurses, dialysis technicians, dietitians, social workers, transplant coordinators, and healthcare professionals who care for individuals with kidney disease, and in the fields of dialysis, transplantation and organ donation.

NKF Cares

NKF Cares is our toll-free phone and email patient help line. Trained professionals provide information, support and resources to people affected by CKD (patients, family members) on a wide variety of topics. The goal of this program is to provide free support for patients and families; promote NKF programs and resources; centralize calls/emails in order to standardize responses to patient inquiries; refer people to other resources as appropriate.

NKF Peers

NKF Peers is our free, national telephone-based support program that connects those experiencing CKD (Stage 4, dialysis patients, and transplant recipients) with an NKF-trained mentor who has been through a similar experience. The goals of this program is to connect people who want support with another patient; help people adjust to living with CKD, kidney failure, or kidney transplant; improve patient self-management and outcomes.

EVENTS

Kidney Walk

The Kidney Walk is the nation's largest walk to fight kidney disease. Held in nearly 100 communities, the event raises awareness and funds lifesaving programs that educate and support patients, their families and those at risk. The St. Louis Kidney Walk is generally held in the spring. The next St. Louis Kidney Walk will be Saturday, April 25, 2015 at Saint Louis University. Parking for this event can be found in the Olive Parking Garage located on Olive Blvd. and Compton Ave,



NKF Golf Classic

The NKF Golf Classic is a national series of amateur golf tournaments benefiting the National Kidney Foundation (NKF).

The NKF Golf Classic tournaments are the Premier Amateur Golf Event for Charity with 33 events held throughout the country each year from April through December, raising over \$3.5 million for the NKF. The NKF Golf Classic is a scramble style golf event, where each four-person team must have a combined USGA Handicap Index of 42.0 or more and only one player may have a Handicap Index of 8.0 or less to participate in the Handicap Division. A Gross Division is open to all golfers. The event provides for a competitive, yet social day of golf, whether you are a new golfer or an experienced low-handicapper.

The top-5 finishing teams (Gross and the Handicap Divisions combined) from every local tournament are invited to compete in the NKF Golf Classic National Finals at the Pebble Beach Resorts, where teams play a 54-hole tournament on The Pebble Beach Golf Links, Spyglass Hill Golf Course and The Links at Spanish Bay – the only event of its kind where you can win locally and move on to compete for a national title at The Pebble Beach Resorts.

The St. Louis NKF Golf Classic is generally held in June at Whitmoor Country Club located in St. Charles, MO.

Gala

The St. Louis Gala is a local event that has been hosted for 28 years and serves as fundraising event to support NKF's screening programs, services, community and professional education. The Gala honors outstanding, local individuals who have advanced the awareness, prevention, and treatment of kidney disease in St. Louis. The recognition awards include: The Drew Bauer Award of Excellence, the Corporate Friend of the Foundation and Medical Professional Award of Excellence.

This year's Gala will be called the Salsa con Salsa Gala held at the Four Seasons Hotel in downtown St. Louis on Saturday, November 8, 2014. Hispanics are 1 ½ times more likely to experience kidney disease. This theme was chosen to highlight the need for increased awareness and screening in these communities.

KIDNEY DISEASE

Your kidneys may be small, but they perform many vital functions that help maintain your overall health, including filtering waste and excess fluids from your blood. Serious kidney disease may lead to complete kidney failure and the need for dialysis treatments or a kidney transplant to stay alive. While effective treatments are available for many kidney diseases, people are sometimes unaware that kidney disease can often be prevented. The following are the ten major causes of kidney disease.

In the United States the two leading causes of kidney failure, also called end stage kidney disease or ESRD, are diabetes (also called Type 2, or adult onset diabetes) and high blood pressure. When these two diseases are controlled by treatment, the associated kidney disease can often be prevented or slowed down.

Many effective drugs are available to treat high blood pressure. In addition, healthy lifestyle changes, such as losing weight and regular exercise, often help to control, and may even help to prevent, high blood pressure.



Careful control of blood sugar in diabetics helps to prevent such complications as kidney disease, coronary heart disease and stroke. When diabetics have associated high blood pressure, special drugs called angiotensin converting enzyme (ACE) inhibitors may help to protect their kidney function.

The third leading cause of end stage kidney disease in the U.S. is glomerulonephritis, a disease that damages the kidneys' filtering units, called the glomeruli. In many cases, the cause of this disease is not known, but some cases may be inherited and others may be triggered by an infection.

Some of the other diseases that may affect the kidneys include infections, kidney stones and inherited diseases such as polycystic kidney disease. The kidneys can also be damaged by overuse of some over-the-counter pain killers and by taking illegal drugs such as heroin. Some of these diseases can be cured. In other cases, treatments can help to slow the disease and prolong life.

End stage kidney disease occurs when about 90 percent of kidney function has been lost. People with kidney failure may experience nausea, vomiting, weakness, fatigue, confusion, difficulty concentrating and loss of appetite. It can be diagnosed by blood and urine tests.

VOLUNTEER OPPORTUNITIES

ONGOING OPPORTUNITIES

Office Volunteers

Office volunteers allow us to leverage the talents of individuals to accomplish great tasks for a small office.

- Duties include but are not limited to:
 - Mailings
 - Data entry
 - Special events preparation
 - Other projects as needed

Your Kidneys & You Volunteers

Your Kidneys & You volunteers serve as NKF Ambassadors in the community. They often have a personal connection to chronic kidney disease, are familiar with NKF activities and resources in order to present “*Your Kidneys and You*” to a variety of audiences and in a variety of locations. Presentations are approximately 30-45 minutes depending on the number of questions. It is a great way for individuals to share their kidney connection story!

Volunteer Duties include:

- Attend volunteer training
- Identify opportunities and schedule *Your Kidneys and You* presentations
- Make the presentation, sticking to notes
- Obtain and return sign-in sheet, evaluations, evaluation summary
- Do Not Give Medical Advice



KEEP Healthy

KEEP Healthy volunteers serve at the various stations to conduct personal kidney disease risk assessments. General volunteers and technical volunteers are required for this event. All volunteers are required to undergo a *KEEP Healthy* volunteer training coordinated specifically before each event. Technical volunteers will be required to verify licensure in their technical field to validate their involvement.

The screenings take place throughout the entire year on varying days of the week. The duration of the screenings is 4-6 hours of volunteer time. The screenings require volunteers that are able to stand for long periods of time. Volunteers must be courteous, professional, willing to travel locally and enjoy working with people.

Volunteers serve in the following stations:

- Registration – General Volunteers
- Survey Station – General Volunteers
- Body Mass Index Station (BMI) – General Volunteers with computation skills
- Blood Pressure Check – Technical Volunteers needed (i.e. RN, NP, LPN, PA)
- Clinician Consultation – Technical Volunteers needed (i.e. Physicians, NP)
- Dietician Station – Technical Volunteers needed (i.e. Dieticians)
- Program Evaluation – General Volunteers
- NKF Resource Center – General Volunteers

Health Fairs

In order to ensure that we have a presence at Health Fairs throughout the entire year at various locations throughout the greater St. Louis area we utilize volunteers to proliferate information at these events. Health Fair volunteers should expect to undergo an NKF 101 training in order to be able to represent NKF at events.

Volunteers are responsible for:

- Manning the NKF information booth for a 4 hour period
- Answering questions about NKF's mission, programs, and services to visitors

EPISODIC VOLUNTEERS

Event Volunteers

We have various events that occur throughout the year that we need day of volunteers to assist us with the logistics. Duties include but are not limited to registration, raffles, set up and clean up. These events include:

- Primary Care Providers Conference – March
- Kidney Walk – April
- Golf – June
- Gala – November



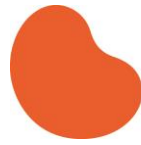
INTERESTED VOLUNTEER PROCEDURE

1. Upon receiving an inquiry from a prospective volunteer, NKF Staff Member will conduct an immediate telephone interview to gather basic information. This will give the NKF Staff Member an opportunity to screen the prospective volunteer to determine interests, talents, and abilities. Interview questions include the following:
 - Are you familiar with the National Kidney Foundation and the programs and services we offer?
 - How did you hear about our volunteer program? Is there a particular volunteer opportunity you are interested in?
 - Are you or is someone in your family affected by Chronic Kidney Disease, Transplants, Kidney infections, or other related illnesses? If so, who?
 - What is the scope of your volunteer experiences?
2. If the volunteer is determined to be a good fit for the NKF, the NKF Staff Member will inform the prospective volunteer that they will be receiving a Volunteer Handbook to review all opportunities, policies and procedures. The NKF Staff Member will briefly describe the information in the Handbook to the applicant and the importance of completion. Applicant should return the following forms to NKF Staff Member:
 - Volunteer Application, including reference requests (*mandatory*)
 - User & Liability Waiver (*mandatory*)
 - Additional Licensure Proof (*technical volunteers only*)
3. After the forms are returned, the NKF Staff Member will review them to assure that all required information has been supplied. Upon completion of the review and appropriate background checks, the NKF Staff Member will notify the volunteer that the application has been approved and coordinate volunteer assignment, orientation and training.
4. Further screening and interviews will occur for those volunteers interested in volunteer leadership positions with the NKF.

VOLUNTEER ORIENTATION

Following the initial phone interview and application process, long term volunteers will be invited to a formal Volunteer Orientation. These Orientations will be held as needed at the NKF Office. Orientations will include the following:

1. Welcome, Tour and Introduction to NKF Staff
2. Your Kidneys & You Review – This will allow volunteers to understand the importance of the kidneys and learn about kidney disease while experience one of our signature programs.
3. NKF Overview



- Mission & Vision
- NKF Programs, Services & Events
- Funding Sources

4. Review of Volunteer Handbook/ Signed Statement of Understanding

VOLUNTEER TRAINING

In addition to the general volunteer orientation and training, additional instruction and training will be required for key volunteer positions, including Event Volunteers, *Your Kidneys & You* presenters and/or KEEP Healthy Volunteers. This training will occur as needed. Training will be conducted by NKF staff, Directors, NKF Volunteer Leaders or other professionals.

A brief Orientation / Training for short term or one-time only volunteers will occur. This training will be conducted by NKF staff or NKF Volunteer Leaders either by telephone or in person prior to the activity; or in some cases a brief training will occur *onsite* at the event or activity (such as the Kidney Walk) just prior to the volunteer's time slot. This training will be conducted by an NKF staff member or trained NKF Volunteer Leader.

VOLUNTEER POLICIES & PROCEDURES

COMMUNITY REPRESENTATION

The National Kidney Foundation encourages the full participation of all people and, in doing so, will strive to have the composition of its membership at all levels reflect the community it serves. An Affiliate whose service population contains a significant proportion of a minority/ethnic group that is disproportionately affected by CKD shall make proactive efforts to have such members represented on its Boards and Committees.

CONFLICT OF INTEREST

All Officers, Executives, Members of the Board of Directors, and all other Members and Volunteers of the Foundation and its Affiliates shall avoid any conflict between their respective individual personal and family interests, and the interests of the Foundation.

Any individual with a conflict of interest or a potential conflict of interest shall disclose the conflict and shall not vote or otherwise attempt by any means to influence the matter. Any individual with a conflict of interest or a potential conflict of interest shall not be counted to achieve a quorum for the meeting during which the subject in conflict is to be considered. Any person having a conflict or a potential conflict shall retire from the room in which the Board or Committee is meeting and shall not participate in the deliberation or the decision regarding the matter under consideration. The minutes of the meeting shall reflect that a disclosure was made, that the individual abstained from voting, and that the individual was not counted to achieve a quorum.

Members of scientific and medical professional advisory bodies shall avoid situations of possible conflict of interest in the recommendation of grants to their own institutions. The member of any institution to which a



grant is to be considered shall retire from the room during the course of the discussion and shall not participate in the deliberation or vote on the matter.

Annually, a conflict of interest disclosure statement shall be furnished to and completed by each Director, Officer and senior staff member who is serving or employed by the Foundation and its Affiliates. This policy shall be presented and discussed annually for the information and guidance of Directors, Officers, and senior staff; and any new Directors, Officers, or senior staff members shall be advised of the policy and furnished a disclosure statement upon undertaking the duties of such office.

CONFIDENTIALITY/HIPAA

NKF Volunteers may be exposed to materials or information that is private and confidential in nature. Such information may include, but is not limited to: donor, patient and screening participant contact information; private health information, etc. The Health Insurance Portability and Accountability Act of 1996 requires that any organization which deals with the health information of individuals to make every conceivable effort to protect the confidentiality of that information.

Volunteers are expected to honor the confidential relationship between the NKF and its constituents, including but not limited to donors, patients, screening participants, volunteers and staff. Volunteers may not make copies or remove any files, documents or records from the NKF office, events or activities. Inappropriate handling of confidential matters relating to NKF business or NKF constituents may be cause for termination.

DRESS CODE

When volunteering in the NKF office, volunteers are asked to dress in business casual attire. The dress code for NKF activities, such as kidney screenings, special events, etc., will be defined in the volunteer confirmation letter which will be sent prior to the event.

DRUG AND ALCOHOL ABUSE

NKF provides a safe and productive work environment. It is the policy of NKF that volunteers should not be involved with the unlawful use, possession, sale or transfer of drugs or narcotics in any manner. Furthermore, volunteers shall not possess alcoholic beverages or consume alcoholic beverages in association with their volunteer duties/assignment.

EVACUATION AND EMERGENCY PROCEDURE

The NKF urges everyone to get acquainted to the building evacuation plan, fire drill procedure and escape routes. In the event of an emergency dial 911.

HARASSMENT

NKF is committed to the preservation of human dignity and the protection of its employees and volunteers from any harassment, whether it is sexual, racial, ethnic, or some other type. Harassment in any form – verbal, physical or visual – is strictly against NKF's policy and will result in disciplinary action.

INCLUSIVENESS & DIVERSITY

The National Kidney Foundation maintains a policy of inclusiveness; our staff, Board and volunteers reflect diversity. The Foundation takes meaningful steps to promote inclusiveness in employment practices, in



volunteer development and in services to constituents.

NKF staff will work with members of its Diversity Committee to ensure that NKF's Board of Directors, committees and volunteer cadre are representative of the community we serve. Additionally, the committee will work to assist NKF staff in reaching out to, and serving, community members that are most at risk for kidney disease – African Americans, Hispanics Pacific Islanders, Native Americans and Seniors.

LISCENSING VERIFICATION

NKF Staff will ensure that the licensing of volunteer medical staff (nurses, physicians) is current and valid, by clicking on the following link and entering the volunteer's name and other necessary data:

Missouri: <https://renew.pr.mo.gov/licensee-search.asp>

Illinois: <http://www.idfpr.com/DPR/default.asp>

NON-DISCRIMINATION POLICY

No person shall be excluded from participating in or receiving services from the Foundation based on that person's race, ethnic origin, religion, disability, gender, sexual orientation, or age.

The Foundation shall not discriminate against any person on the basis of race, ethnic origin, religion, disability, gender, sexual orientation or age with regard to hiring, assignment, promotion, or other conditions of employment. The Foundation shall have a written plan for action to provide equal employment opportunities in the filling of its staff positions.

PERSONAL & PROFESSIONAL INTERGRITY

Staff, Board members and volunteers of the National Kidney Foundation act with honesty, integrity and openness in their dealings as representatives of the Foundation. They do so in ways which bring benefit to our constituents and provide the opportunity for personal fulfillment. The Foundation promotes a working environment that values respect, diversity, integrity and quality.

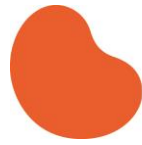
SMOKING

NKF is a major voluntary health agency and, as such, recognizes smoking as an important risk factor in serious diseases. It is the policy of NKF that all employees, volunteers and visitors refrain from smoking at NKF facilities and events. NKF Offices are smoke-free facilities.

VOLUNTEER GRIEVANCES

NKF has established a grievance procedure to provide volunteers with a means by which any issue can be heard and considered. This procedure is to be followed in any instance involving a problem a volunteer may experience. This grievance procedure may be utilized by any volunteer of NKF without fear of penalty. Any volunteer or former volunteer may file a formal complaint against NKF if he or she feels unfairly treated. The following steps comprise the procedure for filing a complaint.

Step 1: The initial complaint should be made in writing to the volunteer's supervisor (committee chair or NKF staff member). The supervisor should consider the complaint and respond in writing within two weeks. If the response is favorable, the situation causing the complaint will be corrected.



Step 2: If the initial response is unfavorable, the volunteer may request consideration by the Division President. The original complaint and response will be considered along with any new information the volunteer wishes to provide. The Division President should respond within 10 working days. If the response is favorable, the situation causing the grievance will be corrected.

Step 3: If the volunteer wishes to appeal the decision to NKF's Executive Committee, all documents, plus a request for consideration, should be sent to the Division's Chairman of the Board (Chair of the Executive Committee). The committee will review the complaint in the manner deemed appropriate by the chairman. The decision of the Executive Committee shall be final and binding.

WEAPONS

Possession of weapons including but not limited to firearms and knives, presents the possibility of danger in the workplace and therefore is a violation of NKF policy. The possession of such articles is proper cause for disciplinary action up to and including termination.

YOUTH VOLUNTEERS

Volunteers must be sixteen or older and must complete a volunteer application or registration form. In some instances individuals younger than 16 may volunteer, at the discretion of NKF staff. In such instances, these volunteers must be accompanied by their own parent or an appropriate guardian, and this must be approved by NKF staff in advance of the volunteer assignment.



VOLUNTEER APPLICATION

Thank you for considering giving your valuable time to our organization. Please fill out the following information and return to our office by fax at 314-961-0888, email (tania.paini@kidney.org) or by mail to 1001 Craig Road, Suite 480, St. Louis, MO 63146. If you have any questions, please contact our Community outreach Assistant at 314-961-2828 ext. 484 or 1-800-489-9585. This application and subsequent documents are required to secure a volunteer position with the NKF.

Personal Information:

Name: _____ **Date of Birth:** _____

Address: _____

City, State, Zip: _____

Home Phone: _____ **Cell Phone:** _____

Work Phone: _____ **Employer:** _____

Email: _____

Is applicant over the age of 16? _____ Is applicant over the age of 18? _____

Emergency Contact Information:

In the unlikely event of an emergency, please list two people who you wish for us to contact:

Name: _____

Number: _____

Relationship: _____

Name: _____

Number: _____

Relationship: _____

References:

Please list two persons (non-relatives) who are familiar with your qualifications for volunteer service.



Name: _____

Number: _____ **Email:** _____

Relationship: _____ **How long have you known this individual?** _____

Name: _____

Number: _____ **Email:** _____

Relationship: _____ **How long have you known this individual?** _____

I hereby give the NKF permission to contact the references listed above to verify my qualifications for a volunteer position with the NKF. Please initial here _____.

Background Information

How did you hear about the NKF? _____

Why have you chosen to become involved with the NKF?

Please list any other organizations, clubs, or schools that you are currently or have been involved with:

Please list any special skills, hobbies, or interests: (i.e. marketing, accounting, public speaking, fundraising, entertainment, data entry, etc.)

Do you have any allergies, medical conditions, or physical limitations? If yes, please explain.



Please briefly indicate your general schedule availability for volunteer duties:

Enclosed you will find a list of available volunteer positions and opportunities. Please review this list and indicate below any areas of interest:

Do you have any areas of interest not included on the enclosed lists? If yes, please detail below.

I certify that this application is for a volunteer position with the National Kidney Foundation Serving Eastern Missouri and Metro East for which there is no monetary compensation. The NKF does not discriminate against any individuals on the basis of gender, age, race, color, ethnicity, religion, national origin, socioeconomic status, disability, marital status, veteran status or any other basis prohibited by federal, state, or local law.

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

If applicant is under the age of 18, the application must be filled out on behalf of the applicant and signed by a parent or legal guardian.

Name *(printed)*:

Signature:

Date:

For office use only:

Date received: _____

Date approved: _____

Assigned to: _____



USER WAIVER & LIABILITY RELEASE

PHOTO RELEASE

By initialing this application, I hereby give permission to be photographed or video recorded by the members and representatives of the National Kidney Foundation Serving Eastern Missouri and Metro East. I understand that all photographs and video images will become property of the NKF and that I will receive no compensation. I hereby give permission for all photographs and video images containing my likeness to be used by the NKF for lawful purposes including but not limited to: advertising, marketing, display, publicity, and the NKF newsletter. _____

CONFIDENTIALITY

By initialing this application, I understand that as a volunteer for the National Kidney Foundation Serving Eastern Missouri and Metro East that I may be subjected to materials that may be private and confidential in nature. I promise that I will not violate the confidential relationship between the NKF and its constituents, including but not limited to donors, patients, volunteers, and staff. I will not remove from the office any files, documents, or records. I will not make or remove any copies of files, documents, or records. I accept full responsibility for maintaining the confidential and private nature of all NKF information. I understand and agree I am personally responsible and liable for any violation of the agreement. _____

PERSONAL PROPERTY

By initialing this application, I hereby release that the National Kidney Foundation Serving Eastern Missouri and Metro East and its agents, employees, representatives, and volunteers from any liability for loss or theft of any personal property in connection with NKF activities. _____

HOLD HARMLESS AGREEMENT

By initialing this application, I hereby release, discharge and/or otherwise hold harmless and indemnify the National Kidney Foundation Serving Eastern Missouri and Metro East, National Kidney Foundation, Inc., its employees, volunteers and associated personnel, from and against any and all demands, claims, and causes of action arising, directly or indirectly from my participation in its programs and events. _____

AGREEMENT

I acknowledge that I have fully read and do fully understand this agreement. By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name *(printed)*:

Signature:

Date:



**VOLUNTEER ORIENTATION &
HANDBOOK STATEMENT OF UNDERSTANDING**

- Introductions to NKF Staff
- Tour of the NKF Office
- Your Kidneys & You* Review
- NKF Overview
 - Mission & Vision
 - NKF Programs, Services & Events
 - Funding Sources
- Volunteer Handbook

*I certify that I, _____ participated in a Volunteer Orientation and received the above items. I
(Print Full Name)
fully understand the volunteer policies and procedures. If I have questions related to the policies or procedures, I
will contact the NKF Volunteer Manager. If I have questions related to specific volunteer duties, I will speak with
the Volunteer Supervisor assigned to the event, project or task.*

Signature

Date

Thank you for volunteering for National Kidney Foundation!

National Kidney Foundation serving Eastern Missouri & Metro East
1001 Craig Road, Suite 480, St. Louis, MO 63146
P: 314.961.2828 | F: 314.961.0888



VOLUNTEER SELF-EVALUATION

Volunteer evaluations are in place to continually improve our volunteer program. Making time to evaluate your role as an NKF volunteer will help us to respond to our volunteer needs in order to foster a mutually beneficial relationship and create an impactful volunteer experience. Volunteers can request a self-evaluation. Otherwise, evaluations will be conducted on an annual basis.

Name of Volunteer: _____

Volunteer Position: _____ **Date Appointed:** _____

My strengths in my volunteer position were:

My areas for growth within my volunteer position include:

Do you receive the help and support you need from:

NKF Staff? Yes No **Your Fellow Volunteers?** Yes No

If no, please explain:

Please provide any suggestions about how we can better serve your needs.

What training have you received in the last 12 months? Please share whether or not you found it helpful.

Please provide any suggestions about how we can better serve your needs.



Would you like to continue volunteering in your current position?

Yes

No

Please share any other volunteer positions that you would like to consider pursuing.

Please list any other comments.

Volunteer Signature: _____

Date: _____

For office use only:

<p><i>Self-Evaluation Review</i></p> <p><i>(To be completed by your immediate volunteer mentor or supervisor)</i></p> <p><input type="checkbox"/> <i>Volunteer is thriving in present position</i></p> <p><input type="checkbox"/> <i>Needs personal interview</i></p> <p><input type="checkbox"/> <i>Future training or re-training</i></p> <p><i>Recommendations:</i></p> <hr/> <hr/> <hr/> <p><i>Evaluator's Signature:</i> _____ <i>Date:</i> _____</p>



VOLUNTEER EXIT SURVEY

1. Please tell us why you are no longer volunteering with the National Kidney Foundation.

2. Please describe what type of volunteer experience you had with the National Kidney Foundation.

3. Do you feel that you had adequate training to perform your assigned duties?

4. Did your NKF liaison provide all the necessary materials and assistance needed to perform your duties?

5. Did you receive adequate feedback about your job performance? YES NO

6. Do you feel that your contributions of time, talent and treasures were valued by NKF? Please explain.

7. Do you have any suggestions for NKF staff or leadership?

8. Will you consider volunteering for NKF at a later date? YES NO

Thank you for volunteering for NKF, and thank you for completing our survey! Your feedback helps us to improve our volunteer program!