

WORKPLACE VOLUNTEERISM TOOLKIT

Corporate
Volunteer
Council



GIVE. ADVOCATE. VOLUNTEER.
LIVE UNITED. 

WHY SHOULD I VOLUNTEER?

Volunteers Make A Difference!

If you want to lift yourself up, lift up someone else.
Booker T. Washington

No act of kindness, no matter how small, is ever wasted.
Aesop

Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer, you vote every day about the kind of community you want to live in.
Anonymous

We are prone to judge success by the index of our salaries or the size of our automobiles, rather than by the quality of our service relationship to humanity.
Dr. Martin Luther King, Jr.

It is one of the most beautiful compensations of life that no man can sincerely try to help another without helping himself.
Ralph Waldo Emerson

In every community there is work to be done. In every nation there are wounds to heal. In every heart there is the power to do it.



Email Sally at
211volunteer@tuw.org
for more information!

Just the Facts

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- The number of volunteers in the U.S. has climbed to about 63.4 million people, or 26.8 percent of the population, according to U.S. Department of Labor statistics through September 2009.
- About 41 percent of Americans volunteered in the past year, and 70 % of respondents reported donating money to an organization, according to a poll released by United Healthcare.
- According to a poll of 4,500 Americans released by United Healthcare and VolunteerMatch, 84% of people questioned in a survey agreed that volunteering improves physical health and 95% said it may also have emotional benefits.
- Volunteers help to strengthen communities and to improve health - their own.
- Volunteers tend to enjoy more positive attitudes at work and experience less anxiety and stress. A lower proportion of volunteers also suffer from obesity when compared to non-volunteers. These statistics are from a survey conducted by United Healthcare and VolunteerMatch.

WHAT IS THE CORPORATE VOLUNTEER COUNCIL (CVC)? SHOULD MY COMPANY BE A PART OF THE CVC?

What Is The CVC?



The Corporate Volunteer Council (CVC), convened by Trident United Way, brings together civic, government and business leaders who wish to extend their employee volunteer programs into a sustainable community investment.

The CVC was developed to inspire and engage local companies by promoting employee volunteerism to address challenges and concerns facing Tricounty communities, thereby enhancing the quality of life for all.

Being part of the CVC means your company will join a coalition of workplaces committed to advancing civic engagement right here in the Tricounty.

Every workplace in the Tricounty is invited to be a member of the CVC. Every workplace has an employee volunteer policy (even if it's "we currently do not have one"). Please join us to become an active participant and really positively impact workplace volunteerism and help our community become a better place.

Why Join The CVC?

Everyone wins with volunteerism. It's good for the individual, for the workplace, and for the community, and provides a valuable experience for all. The Corporate Volunteer Council (CVC) embodies this idea, and serves as a great resource to make good things happen.

Why CVC? Here are just a few of the many reasons to join:

- **Maximize your current resources.** Many workplaces already take part in excellent employee volunteer programs. The CVC provides a forum to share ideas and work together in collaboration on internal programs and external projects.
- **Engage with peers.** Bringing like-minded people together who have a passion for volunteerism will no doubt result in creative ideas and solutions to make our community better.
- **Spread the message.** The conversation about workplace volunteerism needs to be shared and continuous. The level of volunteerism will increase as long as it is on people's radar. The CVC will keep the conversation going.
- **Seize the opportunity.** People are passionate about volunteering, and the CVC provides a place to tap into these passions and watch miracles happen.

CVC QUARTERLY MEETINGS

Interested in learning more about the CVC? Hoping to start a corporate volunteer program at your company? Then come join us at the CVC August meeting and learn more!

Join the Corporate Volunteer Council for an informative session on volunteerism in your workplace. Learn more about employee volunteerism programs, how to create one at your worksite, and hear a special guest speaker talk about volunteerism. At the August meeting, our guest speakers will focus on volunteering in schools.

With the start of school, many organizations and work places become interested in donating time, resources, and supplies to the four school districts in our region. Given the particular requirements of school volunteerism, it is good to know about how schools protect the safety of children, what kinds of support they need, and how workplaces can tailor their volunteerism efforts to meet curriculum, teacher and classroom requests.

Where: MeadWestvaco Specialty Chemicals Division
5255 Virginia Ave., North Charleston, SC
843.740.2166
(Contact Amy Kovach for more information)

When: August 11, 2010 from 3 – 4:30 p.m.

Meeting Agenda:

- * What and who is the CVC?
- * Learn more about employee volunteer programs and creating one for your workplace.
- * Featured topics: Volunteering in schools, including mentoring programs, workforce development training, soft skills training, and other opportunities that savvy employees can share with students in the Lowcountry.

Give Back Opportunity:

Please bring a school supply item for the Teachers' Supply Closet.

Future meetings will be held in November 2010 and February 2011. Stay tuned for more details on these meetings and the impact your organization can have through employee volunteerism.

CORPORATE VOLUNTEER COUNCIL MEMBER COMPANIES

2010 LEADERSHIP TEAM MEMBERS

Alcoa Mt. Holly

Bank of America, Merrill Lynch

Blackbaud

Blue Water Benefits

Chernoff Newman

Community FirstBank

Dixon Hughes PLLC

Home Telephone Company, Inc

Johnson & Johnson

JW Aluminum

MeadWestvaco

Santee Cooper

South Carolina Federal Credit Union

US Coast Guard Sector Charleston

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VOLUNTEER BENEFITS

Businesses that choose to develop employee volunteer programs and encourage their employees to participate in them reap many benefits including:

Company Benefits

- Improves relationships with surrounding community
- Improves public image
- Helps establish and enhance corporate or brand reputation in new or existing markets
- Builds a cohesive, motivated workforce
- Increases employee performance and productivity
- Leverages the company's ability to attract and retain quality employees

Employee Benefits

- Improves leadership and interpersonal skills
- Reduces isolation & increases interaction with employees in other segments of a company
- Adds variety and fulfillment and increases sense of self worth
- Improves the community services employees and their families use

Community Benefits

- Provides new talent & energy by increasing number of volunteers and available skills
- Increases understanding between businesses and the nonprofit sector
- Supports the quality of life in the community
- Gives capacity to provide community services that otherwise might not be possible

Business Leaders Learn Benefits of Volunteering

The following is an excerpt from a recent article published in the *Miami Herald Newspaper*:

*Apr 21, 2010
Cindy Krischer Goodman*

About two years ago, Brett Rose joined the board of the Make-A-Wish Foundation. Granting children's wishes, he says, made him feel like a superhero. As CEO of a Fort Lauderdale consumer goods wholesaler, he brought his new passion for volunteering into his workplace.

"It's not a job requirement, but I highly encourage my people to get involved in community service," Rose says.

This is National Volunteer Week, and amid a recession that has strained corporate donations of time and money, volunteerism still is strong. In 2008, even while charitable giving declined for the first time in more than 20 years, the rate of volunteerism increased from 26.2 percent to 26.4 percent, according to the Corporation for National and Community Service.

Studies show fear of the time commitment typically holds people back from volunteering, particularly with many workers putting in longer hours on the job.

Much like families, if leaders at the top believe in the value of volunteerism the movement permeates the workplace. Some bosses recognize it as a way to engage employees. Others see worker involvement in local organizations as a way to get community recognition or build the brand.

Rose, of United National Consumer Suppliers, says his employees initiated weekly contributions from their paychecks to sponsor a \$5,000 wish for a child with a life-threatening condition. "My employees have a stronger bond with the company because it supports their lives outside the office."

Imagine working for a company that pays you to volunteer. At Hospital Corporation of America, an employee may take up to 24 hours of paid volunteer leave each year. When that employee adds just one more hour of personal time, HCA will contribute \$500 to the charity.

At some companies, volunteering has become a low-cost, high reward team-building exercise. Just recently, Royal Caribbean (NYSE:RCL) hosted a "Give Day" at Shake-A-Leg Miami when more than 100 crew members, management and their families spent a day cleaning and providing maintenance on the nonprofit's building, docks and equipment.

Harry Horgan, CEO of Shake-A-Leg Miami, says even small business can organize give-back days. "When you are doing something that makes you feel good and introduces you to other people, it can produce positive things," Horton says.

From their perspective, employees say corporate encouragement creates loyalty.

Jennifer Jerema, a banker, understands her job is her priority. However, being a board member of Susan G. Koman For the Cure South Florida makes her feel complete, she says. "It gives me another avenue to feel I've made something of my day." Her company BankUnited, benefits too, she says: "It gives them positive publicity in the community."

Sample Volunteer Policies From Local Companies

Many local companies have volunteer policies in place that benefit both their individual businesses and the entire community. The following pages contain excerpts from samples of volunteer policies at local area companies:

South Carolina Federal Credit Union

- Volunteer hours are earned on employee's personal time (not during normal working hours).
- Employees will earn two (2) personal hours for every eight (8) hours volunteered.
- Employees can earn a maximum of 16 hours or two (2) additional personal days per year.
- Volunteer hours incurred during the current calendar year are eligible for earning personal hours for that year. Volunteer hours cannot be carried over from a previous year (hours earned in December will be the only exception. Hours must be used by January of the next year).
- Once the employee has earned a total of eight (8) hours, community involvement will submit earned time to HR. Time will not be submitted or used before eight hours is earned.
- Hours will be added to Personal Days balance. EVP hours cannot be sold back nor redeemed for cash.

Dixon Hughes PLLC

Dixon Hughes as a whole does not have a volunteer policy but strongly encourages volunteering by our employees. The Charleston Practice Unit of Dixon Hughes has an unwritten volunteer policy of 4 hours a month or 48 hours a year of paid volunteer work related to children (school, children's charity, etc).

Santee Cooper

- Santee Cooper, as a responsible corporate citizen, promotes corporate volunteerism through the use of its resources in support of approved community programs, activities and critical needs areas.
- Employees are encouraged to support and be involved in community programs, activities, and critical needs areas.
- Employee participation during scheduled work hours must be approved in advance by the employee's supervisor.
- Employees may request that Santee Cooper match one hour of company time, up to four hours per month, for each hour per month that an employee contributes of his personal time to perform community service or help meet critical human needs. Participation will be allowed if the employee can be spared from his job.
- Employee volunteers should represent Santee Cooper in a professional manner, ensure the proper utilization of company resources and assist in receiving appropriate corporate recognition.

Bank of America

- Volunteer time — Full-time associates receive up to two paid hours per week including travel time to volunteer at a local organization, including schools, shelters, food banks and mentoring programs.
- Matching gifts program — Bank of America will match associate contributions to qualifying nonprofit organizations up to a specified amount each calendar year.
- Volunteer grants — An unrestricted grant is made to any qualifying nonprofit organization for which an associate has committed substantial volunteer hours within a calendar year.

Sample Volunteer Policies Continued

Blackbaud

- All regular employees working at least 20 hours per week are eligible to participate in the Volunteer for Vacation program.
- Volunteer on your own time (not during normal working hours) and earn ½ additional vacation day for every 8 hours volunteered.
- You may earn a maximum of 48 volunteer hours – or 3 additional vacation days – per year.
- Before volunteering, get approval from Corporate Relations & Philanthropy to ensure eligibility. This can be done via email. Remember to copy your manager on the request.
- Once you have completed your volunteer time, complete the Volunteer for Vacation Log. This form includes the organization's name, the date and hours, nature of the work, and a contact person who can verify your participation.
- Please accumulate hours, and submit them in 8-hour increments. Please do not submit anything less than 8-hour increments.
- When you are ready to use your Volunteer for Vacation hours, you should indicate this in the vacation request you send to your manager as these hours are tracked separately from your regular vacation hours.
- Blackbaud reserves the right to ask for written proof of your hours from the organization.
- Volunteer work can be for any 501©3 organization except for political or religious organizations or when the benefits of volunteering are limited to a membership group.
- Travel time to get to a volunteer location is NOT counted toward eligible hours.

US Coast Guard Sector Charleston

- The Coast Guard has long supported volunteerism as an extension of its mission-related service provided to America. Supervisors are encouraged to support this effort by permitting employees to participate in volunteer activities to the extent practicable. Through direct involvement in local community activities, federal employees become an invaluable resource to our citizens.
- In accordance with ref (a), you are encouraged to support the volunteer efforts of your civilian employees by ensuring all are made aware of the various work scheduling and leave flexibilities that are available to enable them to participate in volunteer activities.
- Options include granting employees annual leave, leave without pay, credit hours under flexible work schedules, and compensatory time off, where appropriate, to perform community service.
- Civilian employees who participate in volunteer activities, directly related to the mission of dhs, may be approved for up to 40 hours of administrative leave per year. For additional guidance regarding the appropriate use of leave or alternative work schedules, please contact your servicing command staff advisor or human resources specialist.
- Military members should make their requests through the appropriate chain of command in accordance with ref (c). Employees and military members who are currently involved in volunteer activities are encouraged to create a record of their volunteer service hours by registering with the presidents service award website <http://presidentialserviceawards.gov>.



MISSION STATEMENT:

The Corporate Volunteer Council inspires and engages local companies by promoting employee volunteerism to address challenges and concerns facing Tricounty communities, thereby enhancing the quality of life for all.

**For more information about the CVC
or to get involved contact:**

**Sally Burnett, CVA, CIRS
Community Volunteer Coordinator
2-1-1 Give Help/Trident United Way
PO Box 63305, N. Charleston, SC 29419
Direct Line: 843.566.7185
Business Office: 843.747.3007
Email: 211volunteer@tuw.org**

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***Tools to Help YOU Connect
With Your Community.***