

# Volunteer Guidelines

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## *Central California Conference of Seventh-day Adventists*

As a non-profit organization, the Central California Conference of Seventh-Day Adventists (CCC) is grateful for the many individuals who voluntarily give of their time to support and promote the ministry of the church. Volunteers can be found throughout our organization and their time is valued and recognized as an important contribution that keeps our church moving forward. Therefore, the CCC strives to ensure that those who give of their time understand their volunteer status and are not misclassified as volunteers if they instead should be an CCC employees.

The Department of Labor states that volunteers are those who:

- ) Donate their services, usually on a part-time basis, for public service, religious, or humanitarian objectives, without contemplation of pay.
- ) Donate their time, “solely for [their] personal purpose or pleasure.”
- ) Are not economically dependent upon the business to which they render services.
- ) Offer their services freely without pressure or coercion, direct or implied, from an employer.
- ) Do not volunteer and perform the same type of service for pay for the same organization.
- ) Do not replace/displace paid employees.

To ensure compliance with labor laws, CCC will abide to the following guidelines for volunteer service:

1. Part-time basis—in order to avoid confusion regarding employment status, CCC volunteer opportunities should primarily be limited to part-time arrangements. If a scenario occurs where volunteers are needed on a regular/on-going, full-time basis, please first consult with the Conference’s HR Department.
2. Reimbursements/Payment—CCC volunteers **may** be reimbursed for the following:
  - a. Mileage  
Reimbursed at the CCC Reimbursement rate. Currently, the amount is \$0.39/mile (actual days, miles driven and purpose must be reported)
  - b. Per Diem  
Paid according to CCC reimbursement rates. Currently, Per Diem= \$44.00/day, during camp Meeting, Per Diem=\$33.00/day.
  - c. Lodging  
Lodging may also be reimbursed at actual cost with original receipts.
  - d. Purchases  
Original receipts must be submitted along with a CCC Volunteer Reimbursement Form.

**NOTE:** Reimbursements are to be documented and reported to the church/school/entity using the CCC Volunteer Reimbursement forms.

- e. There shall be no fee or gift given to a volunteer as payment for services, it potentially transforms the volunteer into an employee who is then eligible for all benefits and pay rates, including back pay, available to them under Federal and local labor laws as well as the policies of the North American Division and the Central California Conference.
3. CCC employees may only volunteer their services for activities that fall outside the scope of their job descriptions as well as outside of normal working hours and work days. Employees must be compensated for their time when performing similar job duties even when performing these duties falls outside of their normal work schedule. In addition, employees must be compensated for their time when performing non-regular duties during normal work hours. Employees will not be penalized if they choose to discontinue their volunteer services as these services are not a part of their job requirements.

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Please review the information carefully and contact HR at (559)-347-3041 if you have any questions.

# Acknowledgement of Volunteer Status

## Central California Conference of Seventh-day Adventists

Volunteer's Name: \_\_\_\_\_

Volunteer's Position/Role: \_\_\_\_\_

Entity Name: \_\_\_\_\_

As a volunteer, I understand and agree to the following:

1. The services I provide are strictly voluntary and are performed for civic, religious, charitable, and humanitarian reasons.
2. I will receive no remuneration or wages for my services as a volunteer. I will receive no benefits or other consideration in exchange for the services I provide as a volunteer.
3. I will be eligible for reimbursement of certain out-of-pocket expenses which I may incur while performing volunteer services, including transportation mileage (at the CCC reimbursement rate) and \_\_\_\_\_, up to a maximum of \$\_\_\_\_\_ per month. I must document any reimbursable expenses I incur on the Central California Conference Volunteer Expense reimbursement form, attach receipts and submit the form to \_\_\_\_\_ (name of person/title) at the \_\_\_\_\_ (entity) office.
4. My activities and services are strictly voluntary and if at any time I wish to discontinue my volunteer services, I may do so. I will not suffer any penalty if I elect not to volunteer my services.
5. Volunteer services do not constitute employment with the Central California Conference, and are not a prerequisite for employment in a non-volunteer capacity. If I decide to cease providing services as a volunteer, any employment opportunities with the Central California Conference will not be adversely affected because I ceased volunteering.
6. The services I provide as a volunteer will not have the effect of displacing employees of the Central California Conference.

*I acknowledge that all of the activities and services in which I will engage as a volunteer to \_\_\_\_\_ (entity) are strictly voluntary and that I do not expect to receive any remuneration or wages for such voluntary activities or services. I further acknowledge that I am not an employee of the Central California Conference, and I shall not be entitled to participate in any employee benefit plans.*

\_\_\_\_\_  
Print Volunteer Name

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
(Date)

# Volunteer Mileage Log

*Central California Conference of Seventh-day Adventists*

Volunteer's Name: \_\_\_\_\_ Position/Role \_\_\_\_\_

Entity Name: \_\_\_\_\_

DATE	# Miles Driven	Cost (miles x reimbursement rate) CCC current rate \$0.39/mile	Purpose
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
<b>TOTALS</b>		\$	

I certify that the miles listed above are miles that I drove while serving as a volunteer. I understand that mileage will be reimbursed at current CCC Mileage Reimbursement Rate, which may change.

\_\_\_\_\_  
Print Volunteer Name

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
(Date)

**PLEASE RETURN THIS FORM FOR REIMBURSEMENT**

# Volunteer Expense Reimbursement Form

## Central California Conference of Seventh-day Adventists

Volunteer's Name: \_\_\_\_\_ Position/Role \_\_\_\_\_

Entity Name: \_\_\_\_\_

### Purchases

**NOTE:** Please attach original receipt(s).

Item Purchased	Cost	Reason for Purchase
1.	\$	
2.	\$	
3.	\$	
4.	\$	
<b>TOTAL:</b>	\$	

### Mileage

Miles driven will be reimbursed at the CCC Reimbursement rate. Please use the Volunteer Mileage Log if more entries are needed.

Date Driven	# Miles Driven	Cost (miles x CCC Reimbursement rate)	Purpose
		\$	
		\$	
		\$	
		\$	
<b>TOTALS</b>		\$	

### Per Diem

Per diems are paid according to CCC reimbursement rates (Normal Per Diem = \$44.00; Camp Meeting Per Diem = \$33.00).

Date of travel	Total per diem	Purpose
	\$	
	\$	
	\$	
	\$	
<b>TOTALS</b>	\$	

I certify that the expenses listed above are expenses I incurred while serving as a volunteer.

\_\_\_\_\_  
Print Volunteer Name

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
(Date)

**PLEASE RETURN THIS FORM FOR REIMBURSEMENT**

# Volunteer Per Diem Log

*Central California Conference of Seventh-day Adventists*

Volunteer's Name: \_\_\_\_\_ Position/Role \_\_\_\_\_

Entity Name: \_\_\_\_\_

DATE	Total per diem	Purpose
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>TOTALS</b>	\$	

I certify that the per diem listed above are for lodging while serving as a volunteer.

\_\_\_\_\_  
Print Volunteer Name

\_\_\_\_\_  
Volunteer Signature

(Date)  
\_\_\_\_\_

**PLEASE RETURN THIS FORM FOR REIMBURSEMENT**