

**HEALTHY
MOMS.
STRONG
BABIES.**



VOLUNTEER POLICY HANDBOOK

The Volunteer handbook is not a contract, nor is it a guarantee of any benefit, program or policy. The handbook may be changed or rescinded at any time by March of Dimes without prior notice.

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Welcome! We're so glad you're here.

Thank you so much for taking this step to become a volunteer for March of Dimes. We are fighting for Healthy Moms and Strong Babies. Volunteers drive our work to empower families. With your help, we're making an impact through awareness, education, research and advocacy.

Why we are fighting for healthy families.



About half a million babies are born premature or with birth defects in the U.S. each year.



Without ACA protection, maternal care would be unaffordable for most families.



Vital services for moms and babies, especially babies born sick or too soon, are at risk.

[And we won't stop \(video\).](#)

Section One: Mission & History

March of Dimes leads the fight for the health of all moms and babies. We believe that every baby deserves the best possible start. Unfortunately, not all babies get one. We are changing that.

OUR MISSION

**MARCH OF
DIMES LEADS
THE FIGHT FOR
THE HEALTH OF
ALL MOMS AND
BABIES.**

For 80 years, March of Dimes has helped millions of babies survive and thrive. Now we're building on that legacy to level the playing field for all moms and babies, no matter their age, socio-economic background or demographics. We support moms throughout their

DECADES OF BREAKTHROUGHS

1940s

Jonas Salk, March of Dimes Researcher, discovers **POLIO VACCINE**

1950s

Dr. Virginia Apgar, Founder of '**APGAR SCORE**' joins March of Dimes as Vice President of Medical Affairs and raises awareness about preterm birth

1960s

March of Dimes begins funding **NEWBORN SCREENING**. Today newborn screening saves or improves the lives of 12,000 babies annually

1990s

March of Dimes spearheads the **BIRTH DEFECTS PREVENTION ACT OF 1998** and leads efforts to promote the benefits of **FOLIC ACID**

13
Nobel Prize
Winners since
1954

pregnancy, even when everything doesn't go according to plan. We advocate for policies that prioritize their health. We support radical improvements to the care they receive. And we pioneer research to find solutions to the biggest health threats to moms and babies.

Watch: March of Dimes Transformation



All of the work we do is made possible by the generous support of our donors, volunteers, partners and friends. We're proud to share this [2019 Impact Report](#).

Our Guiding Principles:

At March of Dimes, we are guided by these principles, and the organization is built on these values and those widely shared in the not-for-profit sector, which our hope is as volunteers you will embody these as well, including:



OUR SIX GUIDING PRINCIPLES

- Be authentic
- Champion equity & inclusion
- Tell the story
- Build & nurture trusted relationships
- Accept & expect accountability
- Lead fearlessly

The Issue & our vision:

The U.S. is the most dangerous country in the developed world to give birth. Each year, two babies die every hour in the U.S. and one woman dies every 12 hours as a result of complications from pregnancy. **IT'S NOT FINE.** But together we can change that. Your involvement supports our vision of a world where every mom and baby is healthy regardless of wealth, race or geography.

OUR VISION

**WE IMAGINE A
WORLD WHERE
EVERY MOM AND
BABY IS HEALTHY
REGARDLESS OF
WEALTH, RACE OR
GEOGRAPHY.**

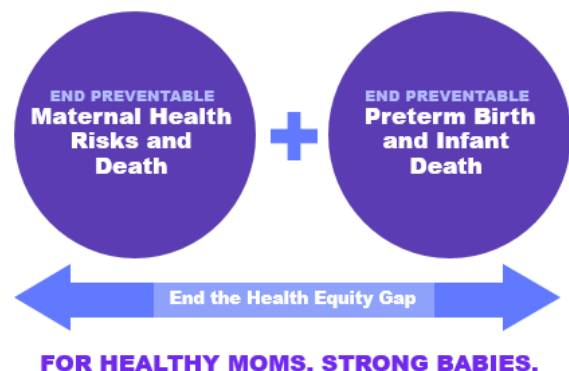
To learn more about where your state stands, check out March of Dimes' [state by state report card](#). Includes Maternal and Infant Health in States and Cities across the Country; Outlines Actions Needed to Improve Health Outcomes for Moms and Babies.

Our Goals:

To realize our vision of a world where every mom and baby is healthy regardless of wealth, race of geography, at March of Dimes, we have two clear goals:

1. End preventable maternal risks and deaths and
2. End preventable preterm birth and infant death.

OUR GOALS



To achieve these goals, we know we have to end the health equity gap and we have to mobilize our communities to understand the issue, March of Dime's role and approach and engage volunteers, supporters, advocates and donors in data-driven solutions.

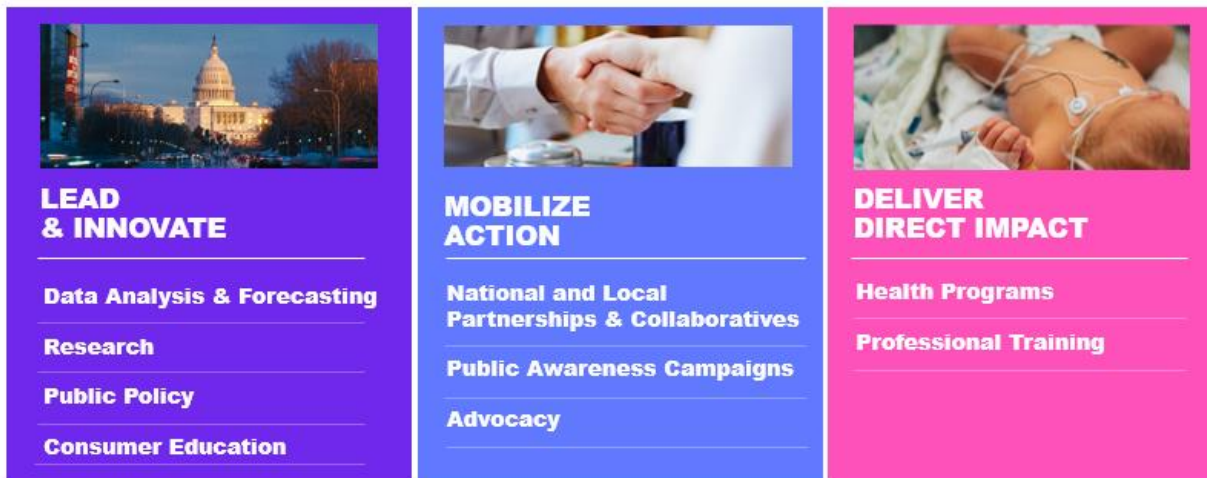
Our Approach:

To reach our goals, there are three key pillars to our approach.

We Lead & Innovate. Building off our legacy of lifesaving research, we continue to assess the current state of maternal and child health and provide key insights to inform medical care, policies and more. We also provide a wealth of information for expectant mothers and their families through our website and newsletter.

We Mobilize Action. March of Dimes leads critical work in mobilizing action from local collaboratives working in communities to change outcomes for moms and babies, to raising awareness about preterm birth and maternal mortality to advocating for mom and baby friendly legislation at the state and federal levels.

We Deliver Direct Impact. March of Dimes also directly drives impact in communities through health programming and a comprehensive training institute for health care professionals.



In order to meet our mission and goals, March of Dimes relies on volunteers.

How March of Dimes works with volunteers:

March of Dimes is a volunteer-led and staff supported organization. This means that the work - fundraising, education and advocacy - is led by volunteers, volunteer leaders, national service partners and community-service organizations. We simply could not do this incredible work with our millions of friends and supporters like you. THANK YOU.

March of Dimes works with various volunteers and groups supported by local and national staff.

March of Dimes has a clearly stated mission and purpose, approved by the Board of Trustees, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of the March of Dimes understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by the March of Dimes and of value to the society at large.

Board of Trustees & Governance

The March of Dimes has an active governing body, the Board of Trustees, that is responsible for setting the mission and strategic direction of the organization and oversight of its finances, operations, and policies.

<https://www.marchofdimes.org/mission/march-of-dimes-leadership.aspx>

Volunteer Leaders

Leaders in their community who leverage their experience and network to support the health of all families by committing to a longer-term volunteer role. Volunteer Leaders support our work at the local and/or national levels through Councils, Market Boards, Event Leadership and professional committee roles in Maternal and Child Health or Advocacy.

National Service Partners

The history of the March of Dimes is one of passionate grassroots involvement, with millions of people walking, volunteering and advocating for the health of families. But through the years, several organizations have stood out in their support of the March of Dimes and we give them special thanks.

From community educational programs to fundraising events, these partnerships raise awareness of our mission and help save babies. National Service Partners mobilize their members to change the outcomes for moms and babies. To view the full list of National Service Partners, please visit us online at:

<https://www.marchofdimes.org/volunteers/national-service-partners.aspx>.



Volunteers

Leaders in the community who leverage their passion and time to give back to March of Dimes at events, through fundraising, advocacy and programs on the ground that support health moms and strong babies. Volunteers tend to support around key moments and programs year-round in single day, short-term and longer-term projects.

January - April	May June	September	October	November	December
<ul style="list-style-type: none">March for Babies (year-round)March Your Way eventsDo it Yourself Fundraising (year round)	<ul style="list-style-type: none">National Nurses WeekMother's Day – It Starts with MomFather's Day	<ul style="list-style-type: none">#BlanketChangeMaternity Care Deserts Report Released	<ul style="list-style-type: none">National Pregnancy and Infant Loss Awareness Month/Day	<ul style="list-style-type: none">Prematurity Awareness Month/World Prematurity DayReport Card Release	<ul style="list-style-type: none">End of Year Giving

Section Two: Volunteer Expectations

Volunteer and staff roles & relationship:

Volunteers drive our work to empower families. March of Dimes is an organization governed, supported by and primarily staffed by volunteers. We rely on volunteers to take the lead where possible. Employees work in partnership with volunteers to meet our mission. Volunteers serve in leadership, support service, fundraising, skills-based, consulting, advisory, advocacy roles. Volunteers may be involved programs and activities, including but not limited to roles that support the growth, movement building and mission impact of the organization.

What March of Dimes expects of its volunteers:

Volunteer leaders, volunteers (adults and youth), national service partners, and community-based organizations are dedicated to providing mission impact and/or program services to advance the mission. In order to do this, volunteers in any capacity uphold a high level of professionalism and conduct.

We expect volunteers to:

- be a positive representative of yourself, of March of Dimes, any community partner and your community
- get to know your volunteer role and what's required of you
- own your volunteer service – ask questions about your role, what's expected, what you should wear, etc.
- ask for support
- communicate consistently and be reliable in your responses. If someone emails you something to do or reaches out to you specifically, respond appropriately and loop back with someone that has given you something to do. Our team relies on volunteers and we expect that if you commit to a role - short or long term - that you are committed to keeping communication open and letting our staff know of any changes to your service, or ability to follow through.
- be resourceful and make the most out of your experience
- bring in creativity, energy and professionalism to your volunteer experience
- practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

The expectations apply to all individuals who are volunteering for the March of Dimes. The following Standards of Behavior and Code of Ethics also guide March of Dimes volunteers and we expect volunteer to be aware of these policies.

VOLUNTEER STANDARDS OF BEHAVIOR

- **RESPECT FOR OTHERS.** March of Dimes represents all people in the fight for healthy birth outcomes. Underlying its mission is a commitment to the value and dignity of every individual person. This commitment must be reflected in our daily behavior toward others. We respect the right of every staff member and volunteer to work and engage in business free from intimidation and/or harassment. March of Dimes will not tolerate any behavior, speech or action that demeans, insults bullies or threatens staff or volunteers. This also includes the use of recording devices which may only be used for management approved purposes and with expressed permission of all those persons present.
- **DIVERSITY, EQUITY AND INCLUSION.** March of Dimes is committed to fostering, cultivating and preserving a culture of diversity and inclusion. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees and volunteers invest in their work represents a significant part of not only our culture, but our reputation and the company's achievement as well.

We embrace and encourage our employees' and volunteers' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees and volunteers unique. March of Dimes diversity initiatives are applicable—but not limited—to our practices and policies and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees and volunteers.
- Teamwork, participation and inclusion, permitting the representation of all groups and perspectives.
- Work/life balance through flexible work schedules to accommodate employees' and volunteers' varying needs.
- Employer and employee and volunteer contributions to the communities we serve to promote a greater understanding and respect for diverse cultures and communities

All employees and volunteers of March of Dimes have a responsibility to treat others with dignity and respect at all times.

All volunteer leaders, defined as one who serves in any official capacity on a Board or Committee of a Board, who is a regional, state or national representative, or who is in a position to exert overt or covert influence regarding an employee, or other volunteers is required to complete the Implicit Bias Training (1 hour). This training enhances knowledge of structural/systemic issues that affect the communities in which March of Dimes serves.

- **HARASSMENT & SEXUAL HARASSMENT.** March of Dimes prohibits harassment of or by either employees, volunteers, donors, vendors, etc. in any form, including verbal, physical, electronic and visual. This specifically includes harassment due to any of the following categories: race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, ethnic identity, age, marital status, genetic information, disability unrelated to job requirements, military veteran status or other protected status. In addition we are committed to providing reasonable accommodations upon request for employees and volunteers who have restrictions as a result of a qualified disability.

All those affiliated with the March of Dimes have a responsibility and should feel free to raise questions or concerns about any form of harassment per the process noted below. The alleged harassment will be investigated as promptly as possible by Human Resources. The investigation will include, but will not be limited to, discussion with both parties and witnesses, if any. Due to the serious nature of such charges and the potential consequences, the allegation and investigation will be handled in as confidential a manner as possible. Only individuals with a need to know will be apprised of the charge, the investigation process and determination. Appropriate disciplinary action, up to and including release of volunteer role or termination in the case of employees, will be taken when warranted. There will be no retaliation against an employee or volunteer for reporting sexual or other harassment or assisting the organization in the investigation of a complaint.

Volunteers who believe they have been subjected to any kind of discrimination that conflicts with March of Dimes' policies and initiatives should reach out to the Chief Volunteer Officer, Megan Walker at mwalker@marchofdimes.org.

- **VIOLENCE DURING YOUR VOLUNTEER EXPERIENCE.** March of Dimes endeavors to provide its employees and volunteers with a safe and secure volunteer experience. Therefore, the March of Dimes strictly prohibits employees from making threats or engaging in violent acts. March of Dimes has a zero tolerance policy on violence committed by or against employees and

volunteers. This means that all employees and volunteers who commit violent acts or who otherwise violate this policy are subject to corrective action, up to and including termination of employment or removal from volunteer position.

Prohibited conduct includes, but is not limited to:

- Threatening to or physically injuring another person
- Engaging in behavior that creates a reasonable fear of injury in another person
- Possessing, brandishing, or using a weapon while on March of Dimes premises or while engaging in March of Dimes business
- Threatening to or damaging property intentionally
- Threatening to or committing injurious acts motivated by, or related to, domestic violence or sexual harassment

March of Dimes may seek the prosecution of all those who engage in violence on its premises or against its employees and volunteers while they are engaged in March of Dimes business. Volunteers must notify their staff partner or onsite contact of potential danger immediately. Effective handling of threatening or violent individuals requires employees and volunteer leaders to use good judgment, common sense and rely on their own assessment of the particular situation. The following are general guidelines for handling emergencies:

- Do not hesitate to call the police or security if confronted with a potentially violent situation or if it is believed that their own or the safety of others might be at risk. It is better to call the police unnecessarily than to not have the police available when a threatening situation turns violent.
- Do not attempt to physically restrain or remove a threatening or violent individual by themselves. Doing so may put the volunteer or employee in danger and leave the employee and the March of Dimes vulnerable to possible lawsuits.
- Always report violent, threatening, or harassing behavior to their staff partner or volunteer leader and security. It is the requirement of March of Dimes employees to alert their manager or security to the presence of strangers in their work area or the presence of any suspicious packages.

- **HIPAA PRIVACY POLICY.** March of Dimes endeavors to provide a work environment which supports and respects the privacy and confidentiality of individually identifiable health information it may access and develop during the course of its mission and related business activities. In consideration of the trust placed in the March of Dimes by the public and in keeping with the spirit of the Health Insurance Portability and Accountability Act and its Privacy Rules and Security Rules (“HIPAA”) and the HITECH Act (“HITECH”), the March of Dimes reiterates its commitment to the best practices of privacy and confidentiality of individually identifiable health information. The March of Dimes will endeavor to follow the standards in this policy for access to and disclosure of individually identifiable health information (defined under HIPAA and HITECH, as “protected health information”), while continuing its compliance with all other applicable laws, rules and regulations.

March of Dimes volunteers who participate in March of Dimes programs implemented in various hospitals and act under the auspices of those hospitals are to follow hospital policies and directives and shall receive training in connection with HIPAA in accordance with Section Education and Training, below.

- **EDUCATION AND TRAINING.** March of Dimes shall establish adequate training protocols and implement training processes to provide employees with information and/or training to understand and comply with this policy as is reasonable and appropriate to carry out their functions within or on behalf of the March of Dimes. Volunteers participating in March of Dimes Programs such as the NICU Family Support® programs that provide access to protected health information in the hospitals in which the programs are implemented are to receive information and training in connection with hospital’s HIPAA Privacy Policy as provided by those hospitals. Volunteers will comply with the respective hospital’s HIPAA Privacy Policy.
- **EMPLOYEE TO VOLUNTEER RELATIONSHIPS.** This policy applies only to consensual, romantic or sexual relationships regarding employees and volunteers. Unwanted sexual attention and sexually oriented behavior with the purpose or effect of creating an offensive environment is strictly prohibited. See above, "Harassment & Sexual Harassment".

Employee to Volunteer

There are instances when employees may be involved in romantic and sexual relationships with volunteers. While the March of Dimes does not prohibit such relationships, the following guidelines should be followed:

- Employees and volunteers should avoid romantic and sexual relationships that create conflicts of interests and/or potential charges of sexual harassment.
- Employees involved with volunteers in a romantic relationship should inform their manager or supervisor so as to avoid any actual or potential conflict of interest or impropriety created by the relationship.

A romantic relationship between volunteer and employee or manager and subordinate employee must be disclosed as soon as possible by the manager to the department manager or to the one-over-one manager. Human Resources should be notified of the relationship at this time. The department manager must assess the situation and make a recommendation to resolve any actual or potential conflict of interest or impropriety created by the relationship.

- **INSURANCE.** Volunteers are covered under March of Dime's General Liability coverage if acting within the scope of their duties and are under March of Dimes direction.
- **ADDITIONAL WAIVERS AND RELEASES.** Depending on your volunteer role, you may be required to sign and acknowledge receipt of additional waivers, liability release, and photo release, conflict of interest, and confidentiality. If you are under the age of 18, a parent/legal guardian is required to submit waivers on your behalf.

VOLUNTEER CODE OF ETHICS

- **PERSONAL AND PROFESSIONAL INTEGRITY.** All staff, Board members and volunteers of the March of Dimes act with honesty, integrity and openness in all their dealings as representatives of the organization. March of Dimes promotes a working environment that values respect, fairness and integrity.

- **SEEKING FUNDS AND DONATIONS.** March of Dimes is truthful in its solicitation materials. It respects the privacy concerns of individual donors and expends funds consistent with donor intent. March of Dimes discloses important and relevant information to potential donors. In raising funds from the public, March of Dimes will respect the rights of donors, as follows:
 - To be informed of the mission of the March of Dimes, the way the resources will be used and its capacity to use donations effectively for the intended purposes;
 - To be informed of the identity of those serving on the Board of Trustees and to expect the Board to exercise prudent judgment in its stewardship responsibilities;
 - To have access to the March of Dimes most recent audited financial reports;
 - To be assured their gifts will be used for the purposes for which they were given;
 - To receive appropriate acknowledgement and recognition;
 - To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
 - To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature;
 - To be informed whether those seeking donations are volunteers, employees of the March of Dimes or hired solicitors as prescribed by State and Federal law.
 - To have the opportunity for their names to be deleted from mailing lists that the March of Dimes may intend to share; and
 - To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

- **HANDLING CASH.** If and when a volunteer is handling cash, please be sure to use safe handling, mailing and shipping practices. Cash should always be handled by two individuals, preferably one person that is a March of Dimes employee. Volunteers should submit cash immediately via the process noted here and should not use cash for any other purpose than indicated by the donor.

Cash and checks should never be deposited in a local bank account, it should be mailed. When receiving cash or check donations, please complete this form (provide link), unless another form has been provided to you by your staff partner and enclose with the funds. Send the form with the collected donations to respective address below:

Special Events (Non-March for Babies)	March for Babies checks	March for Babies Cash (via 2 day FedEx)
March of Dimes PO Box 3153 Harlan, IA 51593	March of Dimes PO Box 3153 Harlan, IA 51593	CDS Global Attn: March of Dimes representative 3107 Shelby St Harlan, IA 51537 712-733-1232

Credit cards

Donors should be encouraged to use the March of Dimes website where they can enter their own information. In cases where credit card information must be used onsite and processed by volunteers please keep the following guidelines in mind:

- Credit and Debit card transactions are monetary transactions.
- All credit card information is to be treated as confidential data and is to be handled appropriately.
- No storage of cardholder data is permitted.

Checking mail boxes

Market mail should be handled only by authorized personnel, and opened in the presence of two people. Only in approved situations is mail allowed to be opened by one authorized personnel with appropriate safeguards in place; which could include one person opening mail while being observed over Zoom. Any cash/checks received via mail must be immediately mailed to one of the aforementioned addresses.

Please notify your March of Dimes point of contact if you do not see these practices being following or note something suspicious.

- **CONSUMPTION OF ALCOHOL.** In line with our position as a leading voluntary health agency with a particular concern about fetal alcohol syndrome, the March of Dimes advocates prudence in the consumption of alcohol not only as a matter of social responsibility, but also because of our mission. In this context, appropriate care by March of Dimes staff and volunteers is necessary in order to protect the organization.

March of Dimes employees and volunteers must be aware of the organization's policy against on-the-job consumption of alcoholic beverages. The March of Dimes is aware that at certain events alcoholic beverages are served. The March

of Dimes expects employees and volunteers to act responsibly at all times and be competent to perform their duties. Volunteers who have direct responsibility for conducting an event or function or when assisting in the management of an event or function, should not consume alcoholic beverages when performing their duties.

Hard and fast rules may not adequately address either the variety of situations in which alcohol is served or the most appropriate ways for an organization to discourage excessive consumption. But, in general, alcohol should not be served to individuals who appear to be intoxicated. When an individual does appear intoxicated, efforts should be made to discourage that individual from driving a vehicle or engaging in other activities that put the individual or others at risk of harm. Typically, such individuals might be appropriately counseled and offered alternate transportation to reach their destination.

- **COMMUNICATION GUIDELINES.** In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the March of Dimes, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow volunteers or otherwise adversely affects employees, volunteers, sponsors, supporters, constituents, suppliers, vendors, or people who work on behalf of the March of Dimes or its legitimate business interests may result in disciplinary action up to and including release from your volunteer position.

Know and follow the rules

Carefully read these guidelines, the March of Dimes Volunteer Handbook, [Privacy Policy](#), and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and release from your volunteer position.

Be respectful

Always be fair and courteous to fellow volunteers, March of Dime staff, sponsors, supporters, constituents, suppliers, vendors or people who work on behalf of March of Dimes. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with volunteers and March of Dimes vs posting complaints to a social media outlet. You should always avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage employees, volunteers, sponsors, supporters, constituents, suppliers or vendors, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile environment on the basis of race, sex, disability, religion or any other status protected by law or March of Dimes policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the March of Dimes, fellow volunteers, March of Dimes employees, customers, suppliers, or people working on behalf of the March of Dimes or other organizations. Recognize that your comments will be read by the world at large and by an audience that you may not have intended.

Post only appropriate and respectful content

Maintain the confidentiality of March of Dimes trade secrets and private or confidential information. Trade secrets and confidential information may include personal information about donors, volunteers, subscribers and event participants, proprietary information about our sponsors, constituent lists, and information regarding fundraising practices and future campaigns, the development of systems, processes, products, know-how and technology.

Express only your personal opinions. Never represent yourself as a spokesperson for March of Dimes. If the March of Dimes is a subject of the content you are creating, be clear and open about the fact that you are an volunteer and make it clear that your views do not represent those of March of Dimes, fellow employees, volunteers, sponsors, supporters, constituents, or people working on behalf of March of Dimes. If you do publish a blog or post

online related to the work you do or subjects associated with March of Dimes, make it clear that you are not speaking on behalf of March of Dimes. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of March of Dimes."

Respect all copyright and other intellectual property laws. For the March of Dimes protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted materials owned by others, trademarks and other intellectual property, including the March of Dimes own copyrights, trademarks and brands. If you have any questions about these, reach out to your March of Dimes staff partner.

- **RELATIVES AS VOLUNTEERS.** March of Dimes recognizes that there are issues regarding relatives working in both staff and volunteer capacities for the organization. However, it is the intent of the March of Dimes to avoid all potential conflicts of interest whether real or perceived. The term "relatives" is defined above under "Employment of Relatives." A volunteer is defined as one who serves in any official capacity on a Board or Committee of a Board, who is a regional, state or national representative, or who is in a position to exert overt or covert influence regarding an employee. This policy applies to staff and volunteers who are working or volunteering for the March of Dimes in a specific "area" (market, regional or national).

A volunteer cannot serve on a Board or Committee of a Board, if the local market in question includes a staff member who is a relative. A volunteer may, however, serve in a Board or Board Committee capacity if it is in another market or "area" of the March of Dimes and not in the same "area" as a staff member who is a relative. Staff and volunteers may also work together in the same "area" or event or project committee if there is not a direct reporting relationship and is approved by the Executive Director and the Chairman of the Board. If a staff member and a volunteer become related, either the staff member or volunteer must resign from his/her position. The decision as to who will resign is made by the staff member and the volunteer.

Former Employees Serving as Volunteers

Former employees may serve as volunteers on events with the approval of the Market Executive Director and the Market Board Chair. However, former employees may not serve on the market level executive committee or in any volunteer decision-making capacity for a period of two years subsequent to termination. Employees who are involuntarily terminated are not permitted to

serve in a volunteer capacity without the approval of the Market Executive Director. Previous employee service of any time is recognized for the Employee Service Recognition Program only.

- **VIOLATION OF THE STANDARDS OF BEHAVIOR AND CODE OF ETHICS.** Participation in the March of Dimes' programs is subject to the observance of the March of Dimes' applicable policies and procedures that may be revised from time to time. Any volunteer or staff member who violates the March of Dimes Volunteer Standards of Behavior & Code of Ethics is subject to discipline, up to and including removal from the March of Dimes' program and/or event. If you violate any of the aforementioned standards, code or rules, you understand that you may be removed as a volunteer.

It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of the March of Dimes' code of ethics, standards of behavior, or suspected violations of law or regulations that govern the organization's operations.

Section three: What you can expect from March of Dimes

Volunteers can expect the following in their work with March of Dimes:

- **PARTNERSHIP & SUPPORT.** Volunteer and staff work in partnership and will have a contact at the local or national level to access support from a staff member to help answer questions about your volunteer role and support your experience.
- **INFORMATION.** Updates about March of Dimes and ways to get involved.
- **OPPORTUNITIES.** Connections with other volunteers to learn from each other, and get involved in ways that are meaningful to you.
- **RESOURCES & SUPPORT**
 - National Volunteer Leadership Council and National Collegiate Leadership Council members provide guidance and support as requested
 - Volunteer Learning Center is a website dedicated to providing volunteers with resources, information and training tools: <https://volunteer.marchofdimes.org/>
 - Volunteer Hub is a communication and engagement platform where volunteers can get real-time information: <https://volunteerhub.marchofdimes.org/member/>
- **RECOGNITION.** Annually volunteers are recognized through the March of Dimes Volunteer Leadership Awards Program.

Section 4: Ways to volunteer

There are several ways to volunteer at March of Dimes. From becoming a long-term volunteer leader in support of our work at the local and/or national levels through Market Boards, Event Leadership and professional committee roles in Maternal and Child Health or Advocacy to short-term volunteer opportunity or skills-based roles, at March of Dimes, we want to find meaningful ways for you to engage.

- Check out the current ways to volunteer at [GetInvolved.MarchofDimes.org](https://getinvolved.marchofdimes.org).
- [March of Dimes Do It Yourself Fundraising](#). Your fundraising. Your impact. It's fun, easy and can make a huge difference for moms and babies in communities everywhere!
- [March for Babies Step Up](#). By joining March for Babies Step Up! you are helping moms and babies across the country, during a time when it's needed most. Thanks to you we are adding new programs and resources to help families.
- Collect items, host showers, create kits that support our mission impact programs.
- Support local events helping to plan, organize or lend a hand day-of the event.
- Advocate for key policy changes that impact moms and babies by signing up for the [March of Dimes Action Network](#).

We simply could not do this incredible work without our millions of friends and supporters like you. THANK YOU.

If you have any questions or would like to discuss additional ways to get involved. Reach out to your staff or volunteer leader or any member of the Volunteer Engagement & Mobilization team by emailing volunteer@marchofdimes.org

Thank you for joining the fight for the health of all moms and babies.