Thank you for volunteering at Sweet Briar College. We could not accomplish what we do without you.

All of us who are privileged to be part of these historic times are delighted to share the experience of creating the “new” Sweet Briar together. Whether you claim decades of experience with the College, or you are a first-year rookie, we all contribute to the College’s well-being and to her sustainability. We are committed to this place, and one way we show our commitment is by honoring each other. We espouse honesty in all communications, and we actively practice inclusion. We value one another’s ideas and we engage in spirited debate on all topics — big and small.

Above all, we treat one another with kindness and respect — faculty, staff, students, volunteers and guests.

This Volunteer Handbook is intended to be an informative guide to how we work together. We commit to consistency and fairness in our work with volunteers. We look to you for leadership in embracing these values. We welcome your suggestions for change, and we know we can count on your compliance with our stated volunteer guidelines.

Sweet Briar is known for its academic excellence, as well as its civility. We are all part of the high calling of educating young women, to fostering their journey through our extensive curriculum, and to launching them into productive, meaningful lives. Sweet Briar women are known for their intelligence, their grit, their determination to see projects through to successful completion. They are known too for their generous spirit. Join us in shaping the lives of our students by demonstrating core values in how we work together and carry out our responsibilities.

Thank you for your dedication — to our students, to one another, and to Sweet Briar.

Phillip C. Stone
President

Mary Pope Maybank Hutson ‘83
Vice President, Alumnae Relations and Development
SECTION 1.

**Alumnae Alliance Core Values**

While not all volunteers are alumnae of Sweet Briar, many of you are indeed proud Sweet Briar graduates. The Alumnae Alliance was created to become a new vehicle for channeling alumnae volunteer work for the College. The Core Values cited below are a strong affirmation of our commitment to Sweet Briar. We ask that everyone who volunteers at Sweet Briar in any capacity embrace these Core Values and use them as guiding principles.

**Integrity and Respectfulness** — We live by the Sweet Briar College honor code and our actions reflect the highest standards of professional ethics, honesty, transparency, fairness and treating everyone with respect and civility.

**Service** — We provide the highest levels of service to the alumnae community, students/graduates and Sweet Briar College. We work for the good of SBC as volunteers, with modesty and humility.

**Guardians of our Alma Mater** — We will ensure in perpetuity the mission of Indiana Fletcher Williams to educate young women. This trust is timeless yet contemporary.

** Tradition** — As alumnae, we believe in SBC’s rich history and will work towards maintaining it in perpetuity and work to enhance its cachet, brand value and reputation.

**Connection** — There is a connection between the Alumnae Alliance and the operational activities of the College. This is about the win-win situations of bringing alumnae talent and expertise to campus in various forms for the benefit of the College and its students. At the same time, the Alumnae Alliance continues to broaden experiences for professional development and growth for our alumnae.

**Inclusiveness and Diversity** — We value diversity and ensure inclusion in everything we do. Diversity is very broadly defined, including class years, geography, different perspectives, etc.

**Excellence / Quality** — Our communications, programs and services will be of high quality, and we expect to be held to standards of excellence in everything we do.

**Innovation / Technology** — We will seek to innovate to help solve SBC’s most challenging problems.

**Collaboration / Relationships / Coalition Building** — We promote continuous learning, openness and honesty to maximize the impact of each person's contributions. Each alumna will gain from the experience while giving back to the College.

**Benefits of a Liberal Arts Education** — Timeless preparation for successful leadership and scholarship, and nurturing creative thinking — these are hallmarks of liberal arts study. We are about teaching ... amidst the most stunningly beautiful 3,250 acres anywhere.

**Enduring Engagement and Commitment** — SBC strives for a highly engaged alumnae community. We can work together to tackle formidable challenges and achieve great success. We are a powerful, enduring and continually evolving network and community that can serve the College.

*Adopted October 20, 2015*
SECTION 2.

**Our Commitment to How We Work Together**

The materials in this Handbook provide us with clarity on our working relationship, and they also provide you and the College with certain protections. Given the expanding role of alumnae participation, we believe using this volunteer agreement fosters honest and clear communications. This agreement is in accordance with FERPA and SACS guidelines. We value you and are grateful for your support.

At the end of this handbook is one document we ask all to date, sign and return to us. If you are opting out of media use, as explained below, please also date, sign and return the “No Consent” form.

**The Sweet Briar Volunteer Agreement** outlines the scope and limitations of your volunteer work, and it is intended to confirm our mutual understanding of how we will work together. All volunteer work is assigned by staff at the College, and they will be guiding your efforts. You may have access to confidential information about prospective students or donors, and you agree to maintain the confidentiality of that information. There is a particular need to be highly discreet with information about minors, who comprise all of our prospective student population. We respect your judgment and urge you to err on the conservative side when dealing with confidential materials. Finally, if you prepare work for the College that is specific to Sweet Briar and our brand, we agree that the work belongs to the College. We ask all volunteers to sign this document.

**The Sweet Briar College Volunteer Release and Waiver of Liability** is a release statement that is often used in non-employee relationships. Essentially, you volunteer freely and the College does not assume liability for adverse events that may occur while you are volunteering. You will need to complete this document if you volunteer for the College on or off campus.

1. I acknowledge that I have executed the Sweet Briar College Volunteer Agreement which states that I may participate as an SBC volunteer in activities at various locations.

2. As consideration for being designated by SBC to participate as an SBC volunteer in these activities at various locations, and to use any equipment or facilities in connection with my participation, I, on behalf of myself, my heirs, agents and assigns, do hereby agree that I will not make any claim against or sue SBC, its officers, directors, employees or agents (collectively, the “Released Parties”), or attach the property of SBC, or the suppliers of any equipment I will use in these activities, for injury or damage resulting from my participation as a volunteer or from the negligence or other acts, including, but not limited to, first aid or other treatment, howsoever caused, by any of the Released Parties.

3. I hereby release SBC and all Released Parties from all actions, claims or demands that I, my heirs, agents or assigns now have or may hereafter have for injury or damage resulting from my participation in any activities as an SBC volunteer.

4. I understand that SBC does not carry or maintain health or disability insurance coverage for any volunteer. Each volunteer is expected and encouraged to have his or her own insurance coverage.

5. I hereby expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the state in which I perform my volunteer activity, and that this Release shall be governed by and interpreted in accordance with the laws of that state. I hereby agree that in the event that any clause in this agreement is made invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release and said provisions shall continue to be enforceable.

**The No Consent Form** is the final document and allows you to decline to have your photo or other information used in promotional materials by the College. It is an “opt out” document, so you only need to return it if you prefer we NOT use your image in our promotional materials.

Please let us know if you have any questions about these documents. You may contact either the Office of the President or the Vice President of Alumnae Relations and Development.
**Confidential Information** — We have a specific responsibility to maintain confidentiality in the use of private information of employees, students, prospective students, other volunteers, alumnae, or any other parties we encounter in the course of our volunteer work. We should always err on the side of caution when dealing with private information, and we should never share information casually. Confidential information can include valuable, proprietary, privileged information such as employee records, student records, donor records, financial records, research, data, plans, computer systems, management information, databases, knowledge and trade secrets of the College. There are specific legal privacy protections that must govern our actions. The overriding concept is respect for each other’s right to privacy.

**Drug Free Workplace** — Sweet Briar maintains a drug free working environment, and we ask all volunteers to support our practice while working on campus. In its simplest terms, we are first concerned with safety. Volunteers who are impaired would create a potential danger for themselves as well as for people with whom they work. We should also be aware of setting a good example for the students whom we encounter on campus. This policy applies to all substances, including alcohol, and we are particularly concerned that non-legal substances never be brought to campus.

**Fundraising and Promotions** — The Alumnae Relations and Development Office (AR&D) is charged with coordinating all fundraising for the College. We must speak with a united voice to donors, and we never want to duplicate efforts. You should channel your ideas for fundraising or creation of promotional materials through the AR&D office. We want to coordinate efforts, and sometimes we will need to prioritize ideas so that we maintain our united front. This principle includes making phone calls or asking for support online or in person. We always comply with the highest ethical standards in fundraising and stewardship for the generous donations contributed to Sweet Briar.

Volunteers who seek to fundraise via promotions and/or sales of products such as T-shirts, mugs, hats, etc. bearing the name of the College or its brands or logos must seek prior written authorization for the fundraiser and the use of the brands. (See Ownership and Use of College Branding, Logos, Designs, Images section.) These initiatives, which will be considered by AR&D via application as needed, will be approved by the Vice President of Alumnae Relations and Development, who is responsible for coordination with other departments of the College.

**Ownership and Use of College Branding, Logos, Designs, Images** — Over the years, Sweet Briar College has developed an identity, both within our community and with the external marketplace. Our brand is how we are identified to the public. We represent the College in many ways — by our actions, by our words, and by use of the College’s identity in the media. Guidance from the College’s team is required whenever we use Sweet Briar logos or other materials in our communications. Unauthorized use of the College’s identity weakens our brand, and we may unintentionally violate state or federal laws.

Sweet Briar College owns and uses a number of valuable brands, logos, images and designs (“branding”), all of which are connected to Sweet Briar and have been used by Sweet Briar, some of them for more than 100 years, such that a person would immediately recognize the source as being Sweet Briar College as opposed to another entity. Current examples of Sweet Briar branding include the text “Vixens,” “SBC,” “Sweet Briar,” “GAME ON!, GAME WON!,” designs of the Vixen head, the College logo and the College seal: and photos of the College’s buildings and grounds. There are others, and new examples are created frequently.

**Maintaining Compliance** — Sweet Briar College pledges to comply with all laws and regulations that govern our operations. We can provide you with a comprehensive list of the College’s policies, at your request. We invite you to gain an understanding of our approach to compliance within the letter of the law or regulation, as well as within the spirit of these principles. As a summary statement, we operate the College with no discrimination in educational programs or in employment on the basis of race, religion, nationality, gender (exception as to restricting admissions to women), age, disability, sexual orientation or veteran status by one member of the Sweet Briar community against any other member of the Sweet Briar community. Our expectation is that honest communications among employees will be our hallmark. We will not tolerate harassment in any form, particularly sexual harassment, and we will not accept retaliation towards “whistleblowers” or any person who reports misconduct. We support a drug-free workplace. When investigation of misconduct is required, we will conduct investigations fairly, and we will maintain confidentiality in our investigations. As a guiding principle, Sweet Briar College treats all of its employees with respect, and we expect that every member of our community will show respect to one another.
Social Media — Many of us use social media in our personal lives. It is a powerful tool that was pivotal in the Saving Sweet Briar efforts. When we use social media to represent the College, we must be keenly aware that our words, our posts and our interactions may be closely watched by people not connected to the College. Our obligation to Sweet Briar is always to present her in the best and most positive light possible. If we have disagreements with each other, we should take those conversations to private channels that are not available to the public. A healthy discourse about Sweet Briar strengthens us as an institution. And, all discourse in public forums should be conducted with respect for each other and potentially differing opinions.

Specific questions may be addressed to the following:

- **FUNDRAISING AND PROMOTIONS** ................................. Vice President of Alumnae Relations and Development (434) 381-6131

- **DRUG-FREE WORKPLACE** .......................................................... Director of Human Resources (434) 381-6478

- **CONFIDENTIAL INFORMATION / COMPLIANCE** ......................................................... Office of the President (434) 381-6210

- **BRANDING / SOCIAL MEDIA** ................................................. Director of Media, Marketing and Communications (434) 381-6262

Sweet Briar College thanks all volunteers for supporting the mission.
SECTION 3.

Sweet Briar College Volunteer Agreement

As a volunteer for Sweet Briar College (“SBC”), I agree to the following:

The SBC Volunteer Program is built on the “Alumnae Alliance Core Values” adopted October 20, 2015, by the Sweet Briar College Alumnae Alliance Council, and “Standards of Practice of the SBC Volunteer Program,” both of which are included in the Sweet Briar College Volunteer Handbook (“Handbook”). The Handbook is incorporated into this agreement and may be accessed directly via this link: http://sbc.edu/alumnae-development/volunteer. Handbook terms may be revised from time to time. I accept these terms and will adhere to them as guiding tenets for my association with SBC.

SBC will assign work to volunteers on a project basis. When I volunteer for SBC, I understand that this is at the discretion of SBC. I will follow the guidance from the College official assigned to my project. If I have questions about my volunteer assignment, I will work collaboratively and professionally to resolve those questions. Volunteer is the individual identified below and any minor child identified in Section 5 of the Handbook.

I understand that volunteers are not contractors or employees of SBC, so are not covered by workers’ compensation, employee pension, health, vacation, pay, sick pay or any other fringe benefit plan of SBC. I understand that volunteers will not be paid nor receive any other type of compensation for volunteer assignments.

My volunteer assignment might expose me to confidential information, as defined in the Handbook. I agree to safeguard and hold close this confidential information and not reveal it to any other person without advanced written consent from SBC.

If my volunteer assignment results in my working for SBC on campus, or traveling off campus and representing SBC at events, I agree to the terms of the Release and Waiver of Liability, which are found in the Handbook.

SBC may record and photograph events, write stories and articles, and create content and materials for marketing SBC. If my name, likeness, portrait or voice is used by SBC for marketing SBC, I consent to such use in any medium or format in perpetuity throughout the world. (A volunteer who cannot provide consent should avoid being the subject of photos and articles and complete and submit the opt-out form provided in the Handbook.)

My volunteer assignment may result in my providing content for SBC use, which may include written articles, materials, photos, designs and logos. The content I create for SBC will be original, since I understand that SBC does not want to receive content that belongs to anyone else. I hereby assign all right, title and interest in and to such content to SBC, and SBC accepts such assignment. SBC may edit and determine how the content is used or whether it is ever to be used.

Effective ________________, 20__, by signing below, I acknowledge and accept the terms of this Agreement, which includes the Handbook and includes the Release and Waiver of Liability.

Volunteer

By:________________________________________________
Print name:_______________________________________

SBC Representative

By:________________________________________________
Print name:_______________________________________

Alternative Electronic Signature:

I have read the terms of this Agreement and fully understand its contents. I acknowledge and agree to the terms of this Agreement, which includes the Handbook. This Agreement is effective upon accepting these terms.

By entering my name, “I understand this serves as an “electronic signature” of consent to the Agreement, Handbook, and including the Release and Waiver of Liability.”
 SECTION 4.

**NO CONSENT TO USE OF NAME, LIKENESS, PORTRAIT, VOICE**

I am a volunteer for SBC who has signed the SBC Volunteer Agreement. I do not wish to consent to the use of my name, likeness, portrait or voice for marketing SBC. Once this signed form is received at alumnae@sbc.edu, I understand that my instruction will be effective to remove this consent from the Volunteer Agreement.

*(This page is only needed if you are unable to consent to SBC’s use of your name, likeness, portrait, voice for marketing SBC.)*

VOLUNTEER

By:_______________________________________________________________

Print name:________________________________________________________

Date:______________________________________________________________
SECTION 5.

**MINORS WHO PERFORM VOLUNTEER SERVICES**

My minor child or children listed below shall perform Volunteer services for Sweet Briar College alongside myself and under the same terms and conditions as those in the Handbook and the Sweet Briar College Volunteer Agreement. I understand and agree that my minor Volunteer(s) must: (i) perform work with me at all times, and (ii) be able to perform the volunteer functions without causing distraction.

**VOLUNTEER PARENT/GUARDIAN**

By:______________________________________________________________

Print name:________________________________________________________________

Date:______________________________________________________________

**MINOR CHILDREN**

Print name:________________________________________________________________

Print name:________________________________________________________________