



Title: Donate Life Ambassador Recruitment, Training, and Compensation		
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1.0 PURPOSE:

1.1 This procedure describes the steps taken to recruit, train, and compensate Donate Life Ambassadors.

2.0 SCOPE:

2.1 This procedure applies to recruitment, training, and compensation of all Donate Life Ambassadors.

3.0 RESPONSIBILITIES:

3.1 The Volunteer Program Manager oversees the Donate Life Ambassador program.
 3.1 Donor Network West Donate Life Ambassadors willingly volunteer with Donor Network West and adhere to the policies and procedures outlined in the volunteer handbook and volunteer training.

4.0 REFERENCES:

4.1 None.

5.0 DEFINITIONS:

5.1 None.

6.0 DOCUMENTATION / FORMS:

- 6.1 DD-F-302 DONATE LIFE AMBASSADOR PROFILE
- 6.2 DD-F-305 DONATE LIFE AMBASSADOR EXPENSE REIMBURSEMENT
- 6.3 HR-P-105 CORPORATE COMPLIANCE, CONFIDENTIALITY, AND CONFLICT OF INTEREST
- 6.4 HR-F-017 VOLUNTEER CORPORATE COMPLIANCE, CONFIDENTIALITY STATEMENT AND CONFLICT OF INTEREST DISCLOSURE

7.0 ATTACHMENTS:

7.1 None.

8.0 MATERIALS / SUPPLIES:

8.1 None.

9.0 PROCEDURE:

- 9.1 Guidelines for recruiting Donate Life Ambassadors
 - 9.1.1 Individuals eligible to become Donate Life Ambassadors can include transplant candidates/recipients and their family members, donor family members, and any other persons committed to supporting the mission of Donor Network West.
- 9.2 Inquiries from others interested in volunteering
 - 9.2.1 Individuals interested in volunteering for Donor Network West may assist in several ways:
 - 9.2.1.1 Distributing literature at fairs, organizational gatherings, and community and religious events and meetings;
 - 9.2.1.2 Speaking at schools, service clubs, or similar organizations;
 - 9.2.1.3 Staffing booths at fairs and community events;
 - 9.2.1.4 Assisting with office duties, and other duties.



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- 9.3** Referral calls and inquiries from interested volunteers
- 9.3.1** All calls or inquiries from people interested in volunteering should be directed to the Volunteer Program Manager.
- 9.4** Volunteer training
- 9.4.1** Volunteers are required to attend a one day Donor Network West-sponsored training session. Each volunteer is required to attend a volunteer training session every two years. The Volunteer Program Manager will determine the extent and type of training required for the volunteers.
- 9.4.2** Each Donate Life Ambassador will be required to complete a DONATE LIFE AMBASSADOR PROFILE. These will be kept on file in the Community Education office. Copies of Donate Life Ambassador Profiles will be distributed on request.
- 9.4.3** Donate Life Ambassador training will include discussion about Donor Network West's CORPORATE COMPLIANCE, CONFIDENTIALITY, AND CONFLICT OF INTEREST policy.
- 9.4.3.1** Each Donate Life Ambassador will be required to review and sign a VOLUNTEER CORPORATE COMPLIANCE, CONFIDENTIALITY STATEMENT AND CONFLICT OF INTEREST DISCLOSURE.
- 9.5** Reimbursement
- 9.5.1** Donor Network West shall use discretion in compensating volunteers. Donate Life Ambassadors are encouraged to deduct expenses from their individual income tax returns. However, Donor Network West will reimburse any Donate Life Ambassador for expenses incurred while acting at the request of a staff member.
- 9.5.2** These expenses may include mileage (reimbursed at the established current Internal Revenue Service charitable mileage rate), parking, tolls, lodging, and meals. The expenses and appropriate receipts must be submitted to the Community Education Liaison within 30 days of incurring the expense.
- 9.5.2.1** Donor Network West will reimburse Donate Life Ambassadors for travel from their home to an off-site Donor Network West event or activity. Donor Network West cannot reimburse volunteers for travel from their home to a Donor Network West office; same as Donor Network West cannot reimburse an employee for travel from his/her personal residence to their local regional Donor Network West office.
- 9.5.2.2** If Donate Life Ambassadors choose to be reimbursed for their expenses, the Donor Network West Finance Department will issue a 1099 form to volunteers as required by the Internal Revenue Service. Donate Life Ambassador expense reimbursement maximums are set by the Internal Revenue Service and are strictly adhered to by Donor Network West. Donate Life Ambassadors may be subject to a 1099 form at the end of the calendar year based on these dollar limits. Donate Life Ambassadors are encouraged to seek professional tax advice.
- 9.5.2.3** Mileage in excess of 50 miles one way must be preapproved by the Community Education Liaison prior to the event.
- 9.5.2.4** The maximum Donor Network West reimbursement for Donate Life Ambassador meals is as follows: \$5.00 for breakfast; \$10.00 for lunch; and \$15.00 for dinner. The amount does not carry over from day to day. Any cost over the maximum Donor Network West



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reimbursement for a meal will be the financial responsibility of the Donate Life Ambassador. To request reimbursement of expenses, the original detailed receipt of food and beverage must be submitted within 30 days of incurring the expense. The name and date of the event and the name of the Donate Life Ambassador(s) must be noted on the original receipt. Alcoholic beverages will not be reimbursed by Donor Network West.

9.5.2.5 Donate Life Ambassador compensation is for expenses incurred and is not considered compensation for services provided. The Director of Communications is responsible for ensuring the Donate Life Ambassador cannot be classified as an employee due to compensation arrangements.

9.5.3 Expenses must be submitted on a DONATE LIFE AMBASSADOR EXPENSE REIMBURSEMENT FORM. Reimbursement will normally be paid to the volunteer within two weeks after submission of the approved request to the Donor Network West Finance Department.