



The National Pancreas Foundation

Volunteering Policy & Engagement Procedure



The National Pancreas Foundation Volunteering Policy & Engagement Procedure

INTRODUCTION & BACKGROUND

The National Pancreas Foundation's (the NPF) recruitment and deployment of volunteers is predominantly in our Chapters Program.

Chapters are a great strength of the organization and allow the NPF and its volunteers to develop personal relationships in their states/regional area, deliver local educational and networking events, and pursue common interests of pancreas disease patients, families/caregivers, healthcare and industry professionals. In addition, our Chapters are also a great platform for fundraising to help promote the NPF's mission of providing hope for those suffering from pancreatitis and pancreatic cancer through funding cutting edge research, advocating for new and better therapies, and providing support and education for patients, caregivers, and health care professionals.

The NPF Board of Directors and the headquarters (HQ) staff greatly appreciate the time, energy, and commitment chapter leaders offer the organization. Volunteering as a chapter leader should be a rewarding and fulfilling experience. Supporting chapters through chapter leadership and local volunteering opportunities contributes greatly to the year-round vibrancy of the organization, helping to push our mission and vision to the grassroots.

NPF's passionate and energetic volunteers are essential to the realization of finding a cure in our time! There are two minimum requirements from each chapter - to have at least one fundraising event and one educational event annually.

Your concern for patients and their caretakers dealing with pancreatic disease will help to ensure that future generations do not struggle with the same harsh reality faced by today's pancreatitis and pancreatic cancer patients.

The NPF Headquarters' office hours are Monday–Friday, 9:00 AM–5:00 PM (Eastern Time). Address: 3 Bethesda Metro Center, Suite 700, Bethesda, Maryland, 20814; T: (301) 961-1508; F: (301) 657-9776; Toll Free: 1-866-726-2737. General Email: info@pancreasfoundation.org; Website: www.pancreasfoundation.org

ABOUT THE NATIONAL PANCREAS FOUNDATION

In 1997, the NPF was co-founded by Jane Holt, a pancreatitis patient, and Patter Birsic, who lost her sister-in-law to pancreatic cancer. The experiences of both the Holt and Birsic families led to the NPF being the **only** organization dedicated to all diseases of the pancreas, with a focus on adult, as well as pediatric, acute and chronic pancreatitis and pancreatic cancer

To fulfill its mission, the NPF raises and manages a charitable foundation from which grants are made directly to researchers seeking to resolve the challenging medical problems of pancreatic diseases. A National Patient Registry has been developed for individuals suffering the isolating and debilitating conditions associated with pancreatic disease.

The NPF and its founding members and volunteers are committed to maximum efficiency. The Foundation's goal is to direct as much of our revenue to programs. To achieve this, we rely heavily on the invaluable donations of time, energy and financial support of the many friends and interested parties who have been touched by the suffering of so many people. Research grant proposals from a wide variety of researchers are solicited. With the help of the Foundation's Grant Review Council, the NPF makes grants to those whose proposals appear most likely to lead to scientific advancements



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in the field of pancreatic disease. The NPF has provided more than 3.2 million dollars towards research, funding 115 groundbreaking research projects. The Foundation advocacy efforts have also been very effective, actively participating on the advisory council for National Institute of Diabetes and Digestive and Kidney Diseases, the National Cancer Institute Gastrointestinal Steering Committee, and as Department of Defense Consumer reviewers. Furthermore, the NPF has supported initiatives that have led to millions of dollars of additional research funding by the National Institutes of Health, the Department of Defense, and other institutions.

OUR VISION

We foresee a day when, as a result of intensive medical research and patient advocacy, survival rates for pancreatic cancer will increase dramatically, and there will be a significant improvement in the quality of life and treatment for all patients with pancreatic disease.

MISSION

The National Pancreas Foundation provides hope for those suffering from pancreatitis and pancreatic cancer through funding cutting edge research, advocating for new and better therapies, and providing support and education for patients, caregivers, and health care professionals.

Our activities include the following: Research Advocacy; Education; Fundraising; Patient and Caregiver Support.

1. **Research Advocacy** – The NPF advocates for increased research funding for pancreatic disease in both the public and private sectors. The NPF's efforts will continue to keep pancreatic disease in the forefront of policy makers and in the NIH grant process. These efforts will ensure that pancreatic disease receives greater research funding which will translate into better medical outcomes.
2. **Education** – The NPF chapter chair works with local doctors, NPF Centers, and community hospitals, to educate patients and physicians about pancreatic disease, both on the NPF website and at educational events held around the country. These events help patients and their caretakers improve their understanding of their afflictions and make more informed treatment decisions post diagnosis.
3. **Fundraising** – The NPF's mission is to find new and effective treatments for all forms of pancreatic disease. In order to advance this effort, the NPF funds and supports a variety of grants focused on pancreatic research. To support these grants, fundraising events are scheduled by volunteers and supported by the NPF. These events range from formal galas to bowling events to outdoor dog walks - and all play a vital role in supporting the NPF's important work.
4. **Patient and Caregiver Support** - The NPF has taken a four-prong approach to support- 1) a group of dedicated volunteers willing to speak with patients and their families on the phone, email, and in person 2) an NPF Patient information package 3) the utilization of online blogs and Facebook groups and 4) the encouragement of the NPF Pancreatitis Support Group online service.

VOLUNTEERING WITH THE NPF

PURPOSE OF THE NPF VOLUNTEER POLICY & ENGAGEMENT PROCEDURE

1. To establish a procedure for recruitment, utilization, and supervision of volunteers throughout the National Pancreas Foundation (NPF).
2. To provide the NPF clients the benefit of an organized and consistent volunteer program.
3. To recruit, train and retain community members for an effective chapter volunteer program, thereby creating good public relations between NPF and the community it serves.
4. To provide volunteers from all segments of the community a means of meeting the need to provide service to others.
5. To provide community members 14 years of age and older an opportunity to become acquainted with the pancreas disease field, and to encourage their interest.

DEFINITIONS

Volunteer: Anyone who without compensation, or expectation of compensation, beyond reimbursement performs a task at the direction of and on behalf of the NPF. A 'volunteer' wishing to work in the capacity of a Chapter Chair, must be officially accepted and enrolled by the National Pancreas Foundation prior to performance of the task.

Special Case Volunteers: The National Pancreas Foundation also accepts as volunteers, those participating in student intern projects, corporate volunteer programs, and other volunteer referral programs. In each of these cases, however, a special agreement must be in effect with the organization, school, or program from whom the special case volunteers originate and must identify responsibility for management and care of the volunteers.

These cases will be handled from the NPF headquarters in liaison with individual/relevant state chapter teams. It is important for these cases to be coordinated from the NPF headquarters as state chapters do not have the legal standing to take on any liability.

The National Pancreas Foundation does not accept volunteers who must complete community service hours related to a court order.

GENERAL INFORMATION

1. New volunteer opportunities shall be proposed to various state chapters and NPF Centers. All qualified volunteers will have the opportunity to assist the NPF in promoting and achieving its mission. The National Chapter Manager will work cooperatively with the State Chapter leaderships i.e. Chairs, Board and Medical Directors to implement the service. All new programs are the responsibility of the National Chapter Manager or his/her designee.
2. Volunteers will not replace paid employees but serve to supplement and enhance existing services to patients, their families, and NPF Centers.
3. Volunteer service will be an important, honored role at the NPF, including state chapters and



Source: <https://www.volunteeringact.org.au>

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- NPF Centers with every effort made to integrate and coordinate volunteer talents and needs with the NPF's programs.
4. Volunteer programs and activities will be monitored and evaluated on an on-going basis by the National Chapter Manager or his/her designee in conjunction with other involved staff members.

PROCEDURE

1. Potential volunteers will complete an application and submit to the National Chapter Manager or his/her designee. *Volunteers 18 years of age and older will complete and submit a Release of Information, which will be reviewed by the County Sheriff's Department for history.* Volunteers assisting in roles of State Chapter Chair or Chapter Treasurer will also complete a criminal background application.
2. Reference checks will be completed on all volunteers wishing to work in the capacity of a Chapter Chair or Chapter Treasurer. Volunteers will be interviewed by the National Chapter Manager, his/her designee and/or Executive Director/State Chapter Chair to assure placement is in accordance with skills of the volunteer.
3. Volunteers, particularly chapter chairs and board members are required to attend volunteer orientation session provided by the NPF.
4. A record of individual hours of service by all volunteers will be maintained by the NPF Admin.
5. The NPF will maintain a eTapestry database record and a *personnel* file on each volunteer, to include:
 - ✓ Application
 - ✓ Background check(s)
 - ✓ Reference checks
 - ✓ Orientation record
 - ✓ Evaluations
6. Volunteers will be honored each year for the hours they have volunteered in the previous year for NPF. Activities to honor the NPF volunteers are held during National Volunteer Week.

