

LYELL McEWIN REGIONAL VOLUNTEER ASSOCIATION INC

POLICY & PROCEDURES DOCUMENT

POLICY TITLE:

KIOSK & GIFT SHOP PURCHASE PROTOCOL

POLICY NUMBER: 9.3

POLICY STATEMENT:

The Board of the Volunteer Association is committed to ensuring that the integrity of its volunteers and paid staff is maintained during all financial dealings with its members.

EXPECTED OUTCOMES:

- ~That volunteers and paid staff will not be placed into situations where monetary transactions may be misunderstood or misconstrued**
- ~ That a clear process shall exist and be followed for all such transactions**

PROCEDURES (To implement Policy):

1. All personal purchases from the Kiosk or Gift Shop shall be conducted as per the procedures set out in this policy document.
2. ALL volunteers are entitled to a 10% discount on ANY product available through the kiosk or gift shop at any time. In addition, kiosk and gift shop volunteers who are ON DUTY are eligible to purchase food / drink items at cost price
3. Volunteers and paid staff are *not* to approach vendors directly for orders. Requests shall be forwarded via paid Business Services staff members.
4. Sales of direct marketing products (eg Avon, Amway, Neways etc) between volunteers and/or paid staff *shall not* be conducted in Association work areas. Those wishing to distribute / sell these items should do so outside of work hours and work areas
5. Where any doubt exists regarding the acceptance of any gift, goods or service, advice should be obtained from the Manager of Volunteer Business Services or EO.
6. All volunteers and paid staff wishing to purchase items or goods for personal use are to firstly ask a paid staff member, or in their absence another volunteer to arrange and witness the purchase on their behalf.
7. The paid staff member or volunteer shall gather the goods which have been asked for on behalf of the person requiring the goods, and complete the cash transaction with them

Approved by Board resolution on 28th April 1998
Last revised: December 2009