

## **VOLUNTEER PROGRAM PROCEDURAL GUIDANCE**

### **March 2009**

Agencies, boards, and commissions may pay for the reasonable and necessary expenses for the recruitment, training, utilization and recognition of volunteers providing services to the State under a State recognized program. Volunteers shall mean those persons providing services to the State who are **not being compensated for their time**. If someone is going to be compensated for a service in conjunction with a volunteer program, a service contract must be signed with the provider. Source: AS Accounting Manual, General Policies, #15, 12/17/2008 bt.

Examples of allowable expenses for an approved volunteer program are:

1. Travel expenses incurred when performing services for the State. Such travel shall have the prior approval of the Agency (identified in the volunteer program documentation) and be reimbursed under the same policies as established for State employees.
2. Food and non-alcoholic beverages provided at training, recognition or recruiting events as identified in the volunteer program documentation. (NOTE: agency staff expenses for these events shall be handled in accordance with the travel expense policy).
3. Providing tokens of appreciation such as certificates, plaques, pins, flowers or similar items of nominal value (generally not to exceed \$20) as described in the volunteer program documentation.

**To establish a recognized volunteer program**, the Agency must submit a letter/memo (example attached) to the Director of Administrative Services describing (existing programs are also subject to periodic review):

1. The name and type of program to be established.
2. The type of services to be rendered by the volunteers for the Agency.
3. The estimated number of volunteers that will typically participate on an annual basis.
4. The estimated cost and type of expense(s) to be incurred (e.g. travel related, food, recognition events, tokens of appreciation, etc). **NOTE if an item is not identified it can't be covered.**

Assuming the program concept has been approved by the Director or Assistant Director, the letter/memo may come from the sponsoring Division or from the Budget and Fiscal Division. If the Division submits the letter, a copy of the letter/memo and the corresponding reply from Administrative Services must be provided to the Budget and Fiscal Division (Attn: Becky Tejral).

Administrative Services will review the program request specifics. The program could be approved as requested, approved with amendments/modification or denied. The agency will be notified regardless of the outcome and must abide by the ruling.

### **Paying Expenses under an Approved/Recognized Volunteer Program**

When paying expenses under an approved/recognized Volunteer Program, the following backup documentation shall be included with the disbursement document:

- The name of the program
- Names(s) of the volunteers for which the expenses were incurred
- A description of the activity/expense – itemized by count (\*names of employees if they participated in meal expenses) with appropriate invoices/receipts.

The value of service provided by the volunteer to Agency shall exceed the expenses incurred. When using federal funds, review the grant award and federal cost guidelines for allowability.

# SAMPLE MEMO TO BUDET & FISCAL

Can also be used as the template

(Insert Date)

TO: Becky Tejral, Budget Officer III  
Game and Parks Commission

FROM: (Insert name)  
(Insert division)

RE: Volunteer Program Proposal

The (insert division), would like to establish a volunteer recognition program for persons contributing their time to the (insert project name). This program would allow the Nebraska Game and Parks Commission to provide tokens of appreciation and pay for related travel/meal expenses for those persons who contribute a significant amount of their time to (insert project name).

(describe the purpose and benefit having volunteers; approximately 3-5 sentences).

We would like to provide (insert a description of the tokens of appreciation/travel expenses etc) as tokens of appreciation for the volunteers. We estimate that we would have up to (# of volunteers) volunteers per year and the cost of the program would be approximately (insert cost) per year. This program would be paid for with (list type of funds be used) fund from (insert the project name).

Sincerely,

(insert name)

(insert division name)