

# **Nevada Cancer Coalition Volunteer Program Handbook**





## **Welcome to Nevada Cancer Coalition!**

Dear Volunteer,

We are thrilled that you have chosen to volunteer your time with us and look forward to having you on the NCC team!

We are a non-profit collaboration of state and local government, health, medical, and business leaders, the research community, cancer survivors, caregivers, and advocates dedicated to improving quality of life by reducing the burden of cancer. At NCC we believe in the power of collaboration and partnership, the integrity of science and research, and the essential right for quality in every life. Together we can improve lives and change the course of cancer for current and future generations of Nevadans.

The following information package includes details about our organization, opportunities and responsibilities of our volunteers. If you have any questions or comments, please reach out to one of our staff members, our door is always open.

Again, we want to welcome you to our volunteer program! We thank you for taking the time to help us prevent cancer and improve the lives of those affected by cancer.

Sincerely,  
NCC Staff



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## **Mission**

NCC unites and leads community partners to improve the health of Nevadans through cancer prevention and early detection, education, and advocacy.

## **Vision**

At NCC we believe in the power of collaboration and partnership, the integrity of science and research, and the essential right for quality in every life. Together we can improve lives and change the course of cancer for current and future generations of Nevadans.

## **Organization Information**

In 2002, the Nevada Cancer Council was formed to develop a comprehensive cancer control plan for the state of Nevada. Funded by a small grant from the Centers for Disease Control and Prevention, the Nevada Cancer Council was charged with developing and implementing Nevada's comprehensive cancer control plan. Comprehensive cancer control is based on the idea that people and organizations working together to pool resources and coordinate efforts can effectively increase the prevention of cancer, and ultimately reduce the burden of this devastating disease.

Today, the renamed Nevada Cancer Coalition (NCC) is a non-profit collaboration of state and local government, health, medical, and business leaders, the research community, cancer survivors, caregivers, and advocates dedicated to improving quality of life by reducing the burden of cancer in Nevada. We work together to develop and implement proven initiatives for cancer prevention, early detection, and survivorship. We provide information and education to the community and healthcare providers which includes housing the state's most comprehensive cancer resource directory and hosting the yearly Cancer Control Summit. And we advocate for best-practice policies in cancer - having successfully implemented policy at the state level to increase access to cancer medications, breast cancer screenings and diagnostics, in addition to making Nevada the fourth state in the nation to prohibit the use of tanning devices by minors.

NCC was incorporated on March 12, 2013 and operates as a tax-exempt organization pursuant to the provisions of section 501(c)(3) of the IRS. Our four staff are located in Reno, Nevada while our dedicated Board of Directors hails from across the state.



## **Volunteer Expectations**

### **What You Can Expect from NCC...**

- ✓ Respectfulness of your commitment, time and confidentiality.
- ✓ To be part of a team!
- ✓ Ongoing support from everyone on the NCC Staff.
- ✓ An inclusive, welcoming, and fun culture.
- ✓ To be recognized and appreciated for your work.
- ✓ Knowledge that you're helping make a difference in the course of cancer for current and future generations of Nevadans.

### **What NCC Expects from You...**

- ✓ Honor your commitment to our volunteer program/task.
- ✓ Cooperate with the NCC staff and fellow volunteers.
- ✓ Be prompt and reliable. We understand life happens! Please notify us of any changes to your commitments with NCC.
- ✓ Maintain a respectful relationship with NCC partners, Board of Directors, staff, and other volunteers.
- ✓ Be an NCC ambassador in the community!

We hope this Handbook will allow you to feel comfortable with us. We depend on you – your success is our success. Please don't hesitate to ask questions. The NCC staff will gladly answer them. We believe you will enjoy your volunteer time with NCC!



## **Volunteer Positions**

There are a variety of opportunities to volunteer your time and skills at NCC. While the below is a guideline, it is by no means a complete list. If you have specific tasks and/or skills that you are interested in, please let the NCC staff know. We are happy to find or even create the right task for you!

### **Administrative**

*1-3 hours*

Administrative tasks take place at the NCC office and are easy, such as stuffing envelopes for mail campaigns, putting together information packets, organizing paperwork, etc. For those volunteers who feel comfortable and have computer experience, we have on-line projects too.

### **Community Events**

*2-5 hours; Orientation Required*

NCC attends community events almost on a weekly basis. Events usually focus on spreading the work of cancer prevention and early detection NCC does and explaining many of our programs in depth. It is also a great setting to find others interested in volunteering or becoming a member.

### **Fundraising**

*1-5 hours; Orientation Required*

As a non-profit, we are constantly looking to the community, individuals or organizations, to help support our cause. Volunteers interested in helping fundraise will meet with our NCC staff to create specialized tasks and/or help implement the volunteer's fundraising ideas. Creativity is welcome!

### **Sun Smart Nevada & Sun Smart Schools**

*1-5 hours*

As two of our most successful programs, those volunteers that are passionate about sun safety can help in a variety of ways specific to these programs, such as administrative tasks, community events, or other specialized tasks. The Community Programs Manager will work closely with each volunteer to create a project that best suits them and/or tasks that fulfill the programs current needs.

### **Survivorship**

*1-5 hours*

For those volunteers who are cancer survivors and/or feel passionate about cancer survivorship can work closely with the Programs Manager in a variety of ways, such as administrative tasks, blogging, community events, supporting the development of the program, and much more. The Programs Manager will work closely with each volunteer to create a project that best suits them and/or tasks that fulfill the programs current needs.



# **Volunteer Policies & Procedures**

## **Absences & Lateness**

We understand that life happens, if you cannot make your volunteer shift for whatever reason, please notify our staff as soon as possible, especially if volunteering for an event.

Please contact the Operations Coordinator:

Barbie Csore  
775-737-9302  
[barbie@nevadacancercoalition.org](mailto:barbie@nevadacancercoalition.org)

## **Attendance**

Sign-in time sheets help us track your volunteer hours. Please sign in when you begin your volunteer service and sign-out when you are finished. You can find sign in sheets with any NCC staff member. For volunteer service outside of the NCC office, please work with the NCC staff to ensure your hours are tracked properly.

## **Confidentiality**

As you work with the NCC staff, information of a confidential matter may be shared with you. You must not share this information with anyone who does not have a professional right or need to know it. This applies to making copies of any NCC records, reports or documents without prior approval. Release of any confidential information to unauthorized persons can result in dismissal from your service.

## **Dress Code**

NCC has a casual dress code, but we ask that your attire be neat and conservative. If you are volunteering at a specific event, please make sure you wear a volunteer badge, which an NCC staff member can provide.

## **Equal Volunteering Opportunity**

NCC provides equal volunteering opportunity for everyone regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, sexual orientation, political belief, or disability that does not prohibit performance of essential job functions. All matters relating to volunteering are based upon the volunteer's commitment and ability to perform the job.

## **Standards of Conduct**

As a volunteer at NCC, you should treat all people with dignity and respect. NCC expects the volunteers to understand and follow common social practices, such as loyalty, respect, selflessness service, honor and integrity. Our hope is that each volunteer is able to trust and depend upon one another without exceptions. In order to achieve this goal, we expect our volunteers to treat others and their property with the same consideration and respect that is expected in return.



## Contact Information

Listed below are the NCC staff. If you have any questions, please feel free to reach out. While all NCC staff members are always happy to help, please direct all general volunteer questions to the Operations Coordinator. If you are working on a task with a specific NCC staff member, then feel free to reach out to them directly.

**Cari Herington**

*Executive Director*

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