



# Volunteer Application

Available Start Date:   /  /  

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Availability: (Please circle day(s) and note times)

	Monday	Tuesday	Wednesday	Thursday	Friday	Special Events
Hours Available:	_____	_____	_____	_____	_____	_____

What kind of volunteer work are you interested in?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Mahalo for considering investing your time with  
the Hawaii Island United Way!*

*Our mission: To unite people, organizations, and resources to build a healthier community.*



## **CONFLICT OF INTEREST POLICY FOR VOLUNTEERS**

**(To Be Reviewed Annually at the Board Meeting Immediately Following the Annual Meeting)**

**Approved by the Hawaii Island United Way Board of Directors at its meeting on December 9, 2003**

**Hawaii Island United Way, Inc. (HIUW) Hilo,  
Hawaii**  
September 1999  
Revised  
o December 9, 2003

### **FOREWORD**

It is Hawaii Island United Way's (HIUW) policy to conduct business in accordance with the highest ethical and moral standards. The success of HIUW has been due not only to the efforts and skills of our volunteers and staff, but also to the high standards of business ethics that we have maintained since our inception in 1967.

The organization of the HIUW is unique because it is governed by public spirited volunteers who represent a cross section of the County of Hawaii, including vendors which do business with the HIUW and health and human services agencies which are applicants for, or recipients of the funds raised by HIUW. The purpose of this document is to establish a policy that stresses avoiding actual or potential conflicts of interests and appearances of impropriety.

It is virtually impossible to draft specific rules that cover every situation that might arise. Accordingly, should a question arise as to the applicability or interpretation of this policy, HIUW's management should be consulted. It is in the best interests of each volunteer as well as HIUW to identify and consult with HIUW as soon as a potential conflict is recognized. To ensure the accuracy of the advice, each volunteer must be completely candid.

Officers and members of the Board of Directors and volunteers are expected to review and strictly adhere to this statement of policy.

### **DEFINITIONS AND RESPONSIBILITIES**

As used in these guidelines, the term "HIUW" means Hawaii Island United Way. The term "HIUW volunteer" means each officer and member of the Board of Directors and other volunteers who serve on any committee of HIUW.

## **I. INTRODUCTION**

### **A. General**

HIUW volunteers must observe the highest standard of business ethics and avoid any activity or interest that might adversely reflect upon their own integrity and the public confidence in HIUW. Each HIUW volunteer must avoid situations that give rise to a personal or business conflict of interest or situations that would give the appearance of impropriety even if none exists. Generally, a conflict of interest may be said to exist when an HIUW volunteer has a divided loyalty. This means that the volunteer must be essentially free from actual or potential influence of personal considerations or relationships when dealing for HIUW with others or making recommendations or decisions regarding dealings with other persons or organizations.

A conflict of interest can arise when an HIUW volunteer is knowingly associated with an outside organization or vendor that does business with HIUW or a health or human services agency that is applying to be the recipient or is the recipient of funds from HIUW. For example, if HIUW were negotiating with a vendor for goods or services, volunteers who work for that organization should excuse themselves from participation in decision making on behalf of HIUW related to that decision.

Obviously, this policy cannot detail every situation that could arise but ordinarily a person with good judgment will know whether a particular activity involves an actual or potential conflict without the need for specific rules. This policy will not attempt to discuss fundamental principles of honesty and truthfulness as every volunteer is expected to be honest and truthful.

The discussion below will concentrate upon the areas in which conflicts of interests and questions of business ethics generally will arise.

## **II. FINANCIAL INTERESTS IN AND OTHER RELATIONSHIPS WITH COMPETITORS, CUSTOMERS OR SUPPLIERS**

### **A. General**

All volunteers shall declare their interest in a competitor, supplier or customer which could create a divided loyalty on the part of the volunteer or the appearance of one.

In addition, a volunteer who is in a position, by virtue of his or her status, to gain access to confidential information which would be of assistance to a potential or actual competitor of HIUW may not divulge this information.

No volunteer shall authorize purchases, lease, rent or otherwise acquire for HIUW products, goods, services, supplies, accommodations, or the like, which would be prohibited after consideration of the factors set forth below:

1. The position was held by the volunteer. A volunteer who can authorize, approve, or directly influence the purchase of goods or services or is able to influence decisions in any way with respect to HIUW purchases shall declare his/her interest in or business relationship with any outside concern which is a supplier of goods or services to HIUW. This provision also applies to volunteers who establish specifications for, recommend, evaluate, test, or approve a supplier's product or service, or who participate in the selection of, or arrangements with, a supplier.
2. The nature and extent of the relationship between the volunteer company and HIUW.
3. The nature of the business relationship which the volunteer has in the outside firm doing business with HIUW and the benefit the volunteer would derive from the outside firm by reason of the transaction with HIUW.

Our donors have placed faith in Hawaii Island United Way; it is the volunteer's responsibility not to violate this trust and, where applicable, all volunteers should:

1. Make full and fair disclosure of all information relevant to donors who have a right to know how their dollars are spent.
2. Spend the donors' money wisely, efficiently, and objectively.
3. Observe the wishes of the donors as to the distribution of their gift for the purpose designated.
4. Approve appropriate salaries, benefits, or perquisites to HIUW employees and not make extravagant expenditures that do not directly advance the mission of Hawaii Island United Way.

### **III. SELF-DEALING AND RESPECT FOR RIGHTS OF OTHER PARTIES**

Closely related to a conflict of interests is a type of prohibited conduct that may be called self-dealing. It includes a variety of actions all characterized by a degree of disloyalty to HIUW for personal gain of the volunteer. Included is the disclosure or use by a volunteer of confidential information (such as donor information) of HIUW for any reason.

Similarly, volunteers should not disclose to HIUW, or make use of on behalf of HIUW, information disclosed to them during any prior association under circumstances such that the disclosure or use would violate a confidence arising out of the prior association.

Furthermore, to ensure that HIUW is portrayed in an accurate manner, all inquiries for public comment by members of the Press shall be referred to the President/CPO or Chair, Board of Directors.

#### **IV. INTERPRETATION**

It is obvious that each situation must be considered and resolved on its own facts, and thus, questions will arise on the application of this policy to individual situations.

Any questions on the interpretation or the intent of any of the provisions of this policy should be referred to HIUW's management for an opinion or resolution.

#### **V. CONCLUSION**

It is strongly emphasized that HIUW's volunteer and staff management is totally committed to compliance with and observance of this policy. Personal integrity and moral fiber are important to HIUW.



## Hawaii Island United Way, Inc.

### 2022-2023 Code of Ethics – Conflict of Interest Policy for Volunteers Acknowledgment Receipt – Signature Form

I hereby verify in writing that I have received and reviewed the code of ethics. By signing, I agree to disclose in writing, on an annual basis, any potential conflicts of interest with the operations of the Hawaii Island United Way.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I would like to be a member of HIUW Standing Committee(s):** *Please check all that applies.*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Board of Directors        | <input type="checkbox"/> Bylaws                 | <input type="checkbox"/> Campaign Committee            |
| <input type="checkbox"/> Community Building        | <input type="checkbox"/> Executive Committee    | <input type="checkbox"/> Finance Committee             |
| <input type="checkbox"/> Human Resources           | <input type="checkbox"/> Investment Review Team | <input type="checkbox"/> Labor participation Committee |
| <input type="checkbox"/> Marketing & Communication | <input type="checkbox"/> Nominating Committee   | <input type="checkbox"/> Planned Giving Committee      |
| <input type="checkbox"/> Strategic Management      | <input type="checkbox"/> Volunteer Recruitment  |  |
| <input type="checkbox"/> Special Events            |   |  |

## Media Release Form

In view of the mutual benefits resulting herefrom, and no other pay or remuneration, I grant the Hawaii Island United Way, Inc. the right to use pictures, video, and or sound bites of me for use in their displays, brochures, campaign films and materials and publicity stories. Such media may be used only by the Hawaii Island United Way, Inc., and in an honorable and legitimate way.

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**\*If above is a minor, parent/guardian must sign this form**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_



## **CONFIDENTIALITY AGREEMENT**

This Confidentiality Agreement made by and between Hawaii Island United Way, Inc., by Karen Davis, its President and CPO, hereinafter referred to as "HIUW," and \_\_\_\_\_ hereinafter referred to as "Volunteer."

### 1. Confidential Information.

Based on the relationship and interaction between HIUW and Volunteer, the Volunteer acknowledges it may have access to certain confidential and proprietary information. Confidential information shall include, but not be limited to all materials, data, or media relating to HIUW.

### 2. Volunteer Obligations.

Volunteer understands and agrees Confidential information is to be considered confidential and proprietary to HIUW and shall only be used for the purpose of its business with HIUW. Volunteer will not disclose any confidential information received from HIUW to any other party whatsoever except with specific prior written authorization by HIUW. Volunteer further agrees they will take every reasonable precaution to protect the confidentiality of all information and materials relating to HIUW.

Upon request of HIUW, Volunteer will return all confidential information in written or tangible form, including copies of reproductions.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by HIUW this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and by Volunteer this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

HAWAII ISLAND UNITED WAY, INC.

By: \_\_\_\_\_  
Karen Davis, HIUW President and CPO

By: \_\_\_\_\_  
Volunteer (Print Name)

\_\_\_\_\_  
Volunteer (Signature Required)