



/eco troopers/
EcoZruppers
Enugu



Volunteer
Welcome Guide

Welcome Message



Dear Volunteer,

Thank you for signing up to join the ECO2RUPPERS Volunteer Community! You are now part of a Community of Change Agents making a difference across Enugu.

Welcome to our Green Impact program, where your passion for the environment meets action! We are thrilled to have you join our dedicated team of change makers committed to fostering sustainable and resilient communities.

Your participation in this program will make a real difference in preserving our planet for future generations. Whether you're an experienced environmental enthusiast or just starting your green journey, your unique skills and perspectives will contribute to our collective success.

Throughout this program, you'll have the opportunity to engage in exciting initiatives, from community clean-ups and tree planting to educational workshops and waste reduction campaigns. Your enthusiasm and dedication will inspire others to follow suit, creating a ripple effect of positive change.

As an ECO2RUPPER Volunteer, you will not only make an impact on the environment but also foster lasting connections with like-minded individuals, forming a tight-knit community that thrives on shared values and aspirations.

Thank you for choosing to be part of the solution and dedicating your time and energy to this noble cause. Together, we will build a greener, healthier, and more sustainable world.

Let's embark on this journey hand in hand, knowing that our efforts today will shape a brighter tomorrow. Welcome to our Green Impact family!



Volunteer Community Code of Conduct

Volunteer Community Code of Conduct



1. Introduction

Our goal is to mobilize a network of sustainable development enthusiasts, who are committed to fostering shared progress and prosperity within their communities. We greatly appreciate the invaluable contribution of volunteers. In order to ensure a positive and inclusive environment, we have established this Volunteer Code of Conduct Guide.

This guide outlines the standards of behavior and expectations for all volunteers. By adhering to this code, volunteers can foster a welcoming and respectful atmosphere, enhancing their own and others' volunteering experiences.

2. Respect and Inclusion

Treat everyone with respect, kindness, and empathy, regardless of their ethnicity, gender, religion, age, disability, or any other characteristic. Embrace diversity and inclusion, making sure all volunteers feel valued and welcomed within our community.

3. Professionalism

Be punctual and reliable in fulfilling volunteer commitments. Dress appropriately for the tasks and activities assigned. Communicate effectively and professionally with fellow volunteers, coordinators, staff members, and beneficiaries.

4. Confidentiality and Privacy

Respect the confidentiality of any sensitive information shared within the volunteer community. Do not share or disclose personal information of beneficiaries, fellow volunteers, or staff without proper authorization.

5. Safety and Security

Adhere to all safety guidelines provided. Report any potential safety concerns or hazards to the appropriate personnel.

6. Conflict Resolution

Handle conflicts or disagreements with diplomacy and respect. Seek help from the organization's management or designated conflict resolution team if unable to resolve the issue independently.

7. Use of Resources

Utilize the community's resources, equipment, and materials responsibly and solely for the intended purposes.

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8. Harassment and Discrimination

Harassment or discrimination of any form will not be tolerated. Report any incidents of harassment or discrimination to the organization's management immediately.

9. Substance Abuse and Alcohol Policy

Refrain from engaging in any volunteer activity while under the influence of drugs or alcohol. Alcohol consumption is not encouraged during volunteer events.

10. Social Media and Public Communication

Be mindful of representing our community professionally on social media or any public communication platform.

Do not post or share any content that could harm the community's reputation or violate the confidentiality of others.

11. Attendance and Commitment

Inform your coordinator in advance if unable to attend a scheduled volunteer activity. Respect the commitment made and avoid frequent cancellations without a valid reason.

12. Reporting Concerns

Report any violations of the Volunteer Code of Conduct Guide to management or designated personnel.



13. Consequences of Non-compliance

Violations of this code may result in disciplinary actions, up to and including termination of volunteer status.

Severe violations, such as harassment or discrimination, may lead to immediate dismissal.

14. Continuous Improvement

We will regularly review and update the Volunteer Code of Conduct Guide to ensure its relevance and effectiveness.

15. Conclusion

By following this Volunteer Code of Conduct Guide, you contribute to the creation of a supportive and inclusive environment. Your dedication, respect, and professionalism strengthens our collective impact on the communities we serve. Thank you for your commitment to upholding these principles and helping us achieve our mission.



Volunteer Policies

Regardless of the specific tasks you perform during your volunteer experience, there are certain rules, policies, regulations and procedures that will govern your service. The following sections of this manual will familiarize you with them. If you have any questions or concerns about any of them, please contact your district coordinator or send us a message, so that we can assist you.

Volunteer Application

You are required to complete an online application that includes personal information and this information will be verified. After your application is processed and you are accepted into the program, you will be contacted via email with the details on how to proceed and subsequently contacted about arrangements for orientation and training.

Volunteer Sign-in

Every volunteer has access to an online volunteer dashboard which is located in the website where you submitted your application. Your district coordinator will also provide a physical sign-in book at every volunteer activity. It is critical that you utilize both the online volunteer dashboard and the physical sign-in book so that you can personally track your volunteer hours and a record of your service is maintained. The log of your volunteer hours will be verified through both sign-in processes. We will use them to process your incentives allocations and also track your progress as a community impact volunteer.

How to Use Volunteer Dashboard?

Sign in to your volunteer account by locating and clicking "Dashboard" on the website.

HOW TO START

1. Click '**Start Task**' to clock-in for the day, and leave the tab open.

HOW TO STOP

1. Click '**Submit Session Report**' Type in your report and click submit.
2. Click '**Stop Task**' to clock-out for the day.

**DO NOT 'Stop Task' without submitting your report for the day.

'Reports': Select the appropriate date and days, click **submit** to see all volunteer log entries for the timeline you have selected.

**Note:

You can click 'Pause for Break', if you have any reason to step away from your volunteer assignment. If you have cause to use the 'Pause for Break' button, click the 'Resume' button when you return.

Make sure your device is connected to the internet when using the online volunteer dashboard.

Volunteer Policies



Volunteer Code of Conduct

We expect all volunteers and participants to uphold standards of excellence as set forth in our Code of Conduct. Please, read the Volunteer Community Code of Conduct carefully and make sure you are willing and able to abide by it.

Orientation and Training

All volunteers must participate in a mandatory orientation and training program. This will be scheduled prior to your assignment as a volunteer and will involve approximately 2-3 hours of your time.

Attendance

Once you are placed in a volunteer position, you become an important part of the Abuja Community Impact & Empowerment Team. Please work to arrive on time for every volunteer activity.

Confidentiality

In the course of volunteering, you may be dealing with confidential information about others. You must be willing to agree to keep such information in the strictest confidence.

Health Concerns

If you find yourself working in an environment with the risk of contagious disease and you must be willing to protect yourself and others with appropriate precautions and procedures. Obtain assistance from trained personnel and coordinators in any situation requiring universal precautions.

Termination

You must understand and accept that the relationship between this program and its volunteers is an "At Will" arrangement and may be terminated at any time without cause by either the volunteer or by the Program.

If you wish to cease being a community volunteer at any time, please notify your district coordinator so that we can process your departure appropriately.

Supervision

Every ward/district has a designated Marshall/Coordinator who will facilitate your orientation process and monitor your participation in community development programs. It is important to recognize that these Coordinators are there to offer many insights, tips, and strategies to help your volunteering be as productive as possible.

Image Release

You must be willing to give us permission to use your likeness, voice and/or words in television, radio, film, or in any form to promote activities of this program.



Finally,

If you have any questions about any this information, please feel free to send us a message for clarification. If you are comfortable with taking on this wonderful responsibility, your next step is to follow the link to complete the Volunteer Signup Form.

On behalf of our entire program, I extend a heartfelt and resounding welcome to each one of you. Today marks the beginning of a profound journey, where passion and purpose unite in service to our community. Your dedication and commitment to being a community impact volunteer is the lifeblood of our mission. Through your kindness and generosity, you not only inspire others but also leave a lasting impact on the lives of those we serve.

In this collective effort, we encourage you to learn, grow, and support each other. Together, we'll build a community that thrives on empathy, compassion, and the joy of giving back. As we embark on this adventure to making our world a better place, one community at a time.

For more information, kindly visit:

www.ecocitizenenugu.org



Volunteer Impact and Incentive System Overview





Volunteer Incentive & Impact Footprint

<p>Access 1 Year UHC (HealthInsurance) Wallet</p> 	<p>Receive 2 Free Meal Vouchers Weekly (Volunteer Reward)</p> 	<p>Earn 10GB Weekly Volunteer Reward</p> 
<p>Volunteer 10 hrs Weekly</p> 	<p>Plant 10 Trees Weekly</p> 	
<p>Engage in 1 Smart2Green Enugu Community-based Impact Project Weekly</p> 		

ECO2RUPPERS

Volunteer Impact Program Areas

 <p>Clean Air Program</p>	 <p>Recycling Program</p>	 <p>Ecosystem Conservation Program</p>	 <p>Energy Efficiency Program</p>
 <p>WEEE Program (Waste on Electrical and Electronic Equipment)</p>	 <p>Noise Pollution Program</p>	 <p>Ecotourism Program</p>	 <p>Waste Oil Management Program</p>
 <p>E-mobility /EV Program</p>	 <p>WASH Program</p>	 <p>Sustainable Agriculture Program</p>	 <p>Clean Cook Stoves Program</p>
 <p>Clean Energy Program</p>	 <p>Ecolabel Activation Program</p>	 <p>Wetland Protection & Oceans Conservation Program</p>	 <p>Climate Justice Program</p>

Welcome and Thank You

