



VOLUNTEER HAND BOOK

Foreword

Welcome to Uganda Cancer Fund.

A Uganda Cancer Fund volunteer is a person who carries out work motivated by free will, and not by a desire for material or financial gain, or by external social, economic or political pressure, occasionally or regularly.

Volunteering is identified by our strategic plan as being at the heart of community building. Uganda Cancer Fund's capacity and effectiveness is directly related to its ability to mobilize, manage and empower volunteers from across the communities that it serves.

UCF is committed to promoting a culture of volunteering in Uganda and to position the Fund as the preferred choice of people seeking to volunteer. The impact of the successful implementation of this policy is expected to be a growth in the UCF share of volunteering as measured by the increased number of people preferring to start and remain volunteering with the Fund.

The purpose of this handbook is to guide volunteering at Uganda Cancer Fund. It is important that all UCF staff and volunteers know this policy because volunteers play such a vital role in helping UCF achieve its goals and objectives. Their assistance is a key factor in the success of all our fundraising campaigns/events, cancer awareness and screening activities.

Uganda Cancer Fund volunteers are expected to always uphold to the highest level possible our values of Integrity, transparency and accountability, innovation, compassion and respect.

This hand book defines who our volunteers are and provides a platform to ensure that they will be protected and supported, their achievements recognized and volunteers and volunteering are promoted by UCF and that volunteer rights and responsibilities are written and applied.

UCF shall remove physical, economic, social and cultural barriers to participation, and recruit volunteers based on their potential. We shall take formal and informal opportunities to appreciate, individually and collectively, the work of volunteers and its impact in the society.

Together we can reduce cancer morbidity and mortality and increase cancer survivorship in Uganda.

Thank you.

A handwritten signature in blue ink, appearing to read "Innocent Atuhe", is written over a horizontal line.

Innocent Atuhe
Executive Director
Uganda Cancer Fund

1. About Uganda Cancer Fund

Uganda Cancer Fund is Uganda's Cancer Support Organization that supports institutions to provide cancer information and professional care and support to people living with or affected by cancer and the general public. Our goal is to reduce cancer mortality and morbidity and increase cancer survivorship in Uganda. Our Vision is better quality of cancer prevention, care and support services in Uganda and to see that no one faces cancer alone. Our mission is to increase access to good quality cancer information and services through capacity building, research and social support to individuals, families and communities affected by cancer.

Our work encompasses supporting public education campaigns about cancer, cancer research, cancer care at facility and home, peer support, funding hospital equipment and much more in filling cancer care gaps and making life better for people touched by cancer.

2. Our Core values

*Integrity *Transparency *Accountability *Innovation *Compassion *Honesty

3. Who is a Uganda Cancer Fund (UCF) Volunteer?

A Uganda Cancer Fund volunteer is a person who carries out work motivated by free will, and not by a desire for material or financial gain, occasionally or regularly in cancer prevention, care, social support and research in Uganda, and has applied and been accepted and registered as a volunteer by Uganda Cancer Fund.

4. What are the roles of UCF Volunteers?

UCF volunteers can play a variety of roles depending on their qualifications and day to day needs of the Fund. From providing office support such as secretarial, cleaning and reception work to cancer advocacy activities in the social media, press, community meetings, social and fundraising events and participating in Program Management. A volunteer will always find where to fit in.

Volunteers can help in;

- Fundraising-helping to solicit local and international sponsor support
- Participating in program management and implementation
- Health fairs/conferences to man a booth/table/tent
- Publicize UCF events on social media
- Registering event participants
- Distributing cancer information and event flyers and brochures
- Assist in arrangement of event venue
- Help at the food and water (refresh and refuel) points during cancer runs
- Provide IT support
- Administrative and office work
- Cancer advocacy
- And in many other UCF activities

5. Joining Uganda Cancer Fund as a Volunteer

Persons interested in joining UCF as volunteers can fill a UCF volunteer application available on our website www.ugandacancerfund.org and submit it on line, physically at our office or by post at P.O BOX 25912, Kampala. UCF Volunteer Coordinator will contact him/her within five days to schedule an appointment for interview. Volunteers can apply anytime of the year as UCF will always want volunteers at any one time.

6. Benefits of Volunteering with Uganda Cancer Fund

UCF volunteers do not receive financial rewards/remuneration. They benefit in other ways such as;

- Receiving a Certificate of Service upon completion of assigned duties
- Getting mention and recognition in our Newsletters and during events
- Trainings
- Competitive advantage for employment at UCF (This is not compulsory)
- Getting to know about cancer
- Free cancer screening services during events

- Other experience attained during course of volunteering

7. Code of Conduct of UCF Volunteers

The UCF Code of Conduct applies to all persons who register with UCF as Volunteers. It is applicable to every person who decides to dedicate part of her or his life to work with Uganda Cancer Fund as a volunteer.

- i. UCF Volunteers will ensure that they undertake their duties in the interest of the Fund. They will uphold and promote the highest standards of ethical and professional conduct as well as values inherent in volunteerism, such as commitment, engagement and solidarity.
- ii. In accordance with the ideals of volunteer service, UCF Volunteers will be guided by the motivation to devote their knowledge and abilities without regard to financial benefit. They will ensure that their conduct is consistent with and reflects UCF values and integrity, which embraces all aspects of behavior including such qualities as honesty, truthfulness, impartiality and incorruptibility, respect for human rights, social justice, human dignity, and respect for equal rights of men and women.
- iii. UCF Volunteers are expected to show respect for all persons equally without distinction whatsoever of race, gender, religion, color, national or ethnic origin, language, sexual orientation, age, socio-economic status, political conviction, or any other distinguishing feature.
- iv. UCF Volunteers are expected to strictly adhere to rules, guidelines, policies of the Fund and respect laws as enshrined in the republic of Uganda constitution, and must honor their private legal obligations.
- v. UCF Volunteers are not authorized to speak or write publicly on behalf of the Fund unless specifically authorized to do so.

8. Misconduct and Disciplinary Procedure

Misconduct is the failure of a Volunteer to adhere to UCF principles and values and Volunteer Conditions of Service or other relevant administrative issuances by UCF. Such a failure could be deliberate (intentional, or willful act), or result from an extreme or aggravated failure to exercise the standard of care that a reasonable person would have exercised with respect to a reasonably foreseeable risk (gross negligence) or from a complete disregard of a risk which is likely to cause harm (recklessness).

Misconduct may include, but is not limited to, the following categories whether willful, reckless or grossly negligent, wherever they occur and whether or not the UCF Volunteer was on duty:

a. Unlawful acts (e.g. theft, fraud, smuggling, possession or sale of illegal substances or objects, etc.);

b. Assault, harassment, including workplace harassment and sexual harassment, or threats to other UCF personnel, discrimination or abuse of authority or according to any applicable policy of the Fund

c. Sexual exploitation and sexual abuse

d. Misrepresentation, forgery, or false certification, such as, but not limited to, in connection with any official claim or benefit, including failure to disclose a fact material to that claim or benefit;

e. Misuse or mishandling of official property, assets, equipment or files, including electronic files or data;

f. Breach of fiduciary obligations vis-à-vis UCF and misappropriation of funds;

g. Misuse of office, breach of confidentiality, abuse of UCF rules and policies

h. Retaliatory action against a complainant or an investigation participant

i. Making false accusations and disseminating false rumors;

j. Abetting, concealing or conspiring in any of the above actions, including any act or omission bringing UCF into disrepute.

k. Any volunteer (s) involved in misconduct will be summoned to the disciplinary committee to investigate and if found guilty, the committee shall administer appropriate punishment

9. Regular Reporting

UCF Volunteers are required to report regularly to UCF Volunteer Coordinator on the implementation of their assignment and at the end of each assignment, to complete and submit an end of assignment report.

10. Performance Appraisal Volunteers will undergo a regular performance appraisal process over the time of their assignment. Performance appraisal feedback is crucial to the recommendation for further assignments in the future. The Performance Appraisal process involves the Volunteers and their supervisor.

11. Separation from the UCF assignment

Volunteers will cease to volunteer with UCF for any of the following reasons;

- i) Expiry of Contract

- ii) Resignation

- iii) Abandonment of assignment

- iv) Termination on unethical conduct / gross misconduct

- v) Death

- vi) Insanity

12. Certificate of Service

After completion of the UCF assignment and on expiry of engagement with UCF, Volunteers will receive a certificate of service from UCF Executive. The certificate of service will only be issued after the Volunteer has successfully completed the Final Clearance with UCF Volunteer Coordinator, handed in UCF property in his or her possession and has settled all debts as applicable with UCF.

UGANDA CANCER FUND VOLUNTEER APPLICATION FORM

Your contact details

Title:.....Forename:.....Surname:.....

Address: Preferred contact number:.....

Email:.....

Date of Birth: Occupation:.....

Motivation

Please tell us why you would like to volunteer at Uganda Cancer Fund

.....
.....
.....

Availability

When will you be available to come into the office? Please be as specific as possible

.....
.....

Relevant skills

What qualities and skills that you have gained from your personal, work or voluntary experience do you think you can bring to the team?

.....
.....
.....

Please also outline, which tasks are you interested in doing for Uganda Cancer Fund?

.....
.....
.....

About you

It would be helpful if you could give us some information about you as a person – your interests, work, study etc

.....
.....
.....

Your signature and date:.....

Please send your completed form to: UCF at P.O BOX 25912, Kampala or fundforcancer@gmail.com

Thank you