



Driven to Save
Lives: Volunteer
Policies and
Guidelines

Volunteer –

On behalf of Mothers Against Drunk Driving, I want to welcome you to our lifesaving organization.

I joined MADD just like many of you – as a victim trying to navigate an utterly foreign world of sudden, unspeakable loss.

On a sunny afternoon in June 2000, an alcohol – and marijuana – impaired teen driver killed my 16-year-old daughter, Helen Marie, while she was out rollerblading on a bike path near our home. A few weeks later, when the first MADD pamphlets arrived, I couldn't look at them. But later, at the suggestion of a friend, I called.

At the most basic level, MADD provided information. At the most profound, the inspiring men and women who walked ahead of me showed me that I could survive the pain. They gave me the priceless gift of hope. MADD also gave me a platform, which at first I could only lean on. Today, I fight from it.

Thank you for joining our fight to end a tragedy that affects tens of thousands of us every single year. If you are not a victim, thank you for making the choice to join our mission. Over the last two decades, I have learned how vital every volunteer is, no matter what brought you here. We are so grateful for your commitment to furthering MADD's mission to end drunk driving, help fight drugged driving, support the victims of these violent crimes, and prevent underage drinking. Without dedicated volunteers like you, we would not have the capacity to provide these critical services.

I look forward to meeting you in my travels around the country and hearing your stories, which unite us all. If there is ever anything I can do for you, please don't hesitate to contact me.

Many thanks,



Helen Witty

MADD National President

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ABOUT MADD

Welcome to the Mothers Against Drunk Driving® (MADD) Volunteer Program: *Driven to Save Lives*. MADD offers the *Driven to Save Lives* program as a comprehensive guide to strategically coordinate volunteers with the ultimate goal of strengthening MADD's mission. Volunteers are an integral piece of MADD's framework and imperative to increase and strengthen MADD's capacity and revenue in order to carry on MADD's lifesaving work. Let's do this together.

Mission Statement

The mission of Mothers Against Drunk Driving is to end drunk driving, help fight drugged driving, support the victims of these violent crimes and prevent underage drinking.

History

Mothers Against Drunk Driving Founded in 1980 by a mother whose daughter was killed by a drunk driver, Mothers Against Drunk Driving® (MADD) is the nation's largest nonprofit working to end drunk driving, help fight drugged driving, support the victims of these violent crimes and prevent underage drinking. MADD changed American culture by introducing the "designated driver" in 1986 and related red ribbon awareness campaign Tie One On For Safety® now in its 30th year. MADD's Campaign to Eliminate Drunk Driving® is marking its 10th anniversary and reducing drunk driving fatalities by 25 percent since its launch. MADD supports drunk and drugged driving victims and survivors at no charge, providing a service every three minutes through local victim advocates and the 24-Hour Victim Help Line 1-877-MADD-HELP.

The Work is Not Done

- On average, two in three people will be involved in a drunk driving crash in their lifetime.
- Every two minutes, a person is injured in a drunk driving crash.
- Someone is killed by a drunk driver every 52 minutes, which means that each day in America, another 28 people die as a result of drunk driving crashes.⁵
- Drunk driving costs this country \$199 billion a year — that's almost \$800 per adult.

MADD's Volunteer Philosophy

The dynamic skills volunteers bring to the MADD team are crucial in advancing MADD's mission of a nation with No More Victims. We value MADD volunteers' commitment and connection to those we couldn't save, to those we have, and to those we can.

MADD PROGRAMS OVERVIEW

Campaign to Eliminate Drunk Driving

In 2006, in response to the over 13,000 people who were being killed each year in drunk driving crashes, MADD launched the Campaign to Eliminate Drunk Driving. Public support for Campaign initiatives has been overwhelming. MADD's Campaign to Eliminate Drunk Driving focuses on four important steps we all can take today to stop drunk driving tomorrow:

1. High-visibility Enforcement
2. Ignition Interlocks
3. Advanced Vehicle Technology
4. Public Support

Court Monitoring

MADD's Court Monitoring Program enlists and trains court monitors to observe and document what happens in the courtroom during drunk driving case proceedings. Court monitors track results and identify inconsistencies on how drunk driving cases are handled and resolved. MADD shares this information with law enforcement, judges, prosecutors, public defenders and, if necessary, the media, to help ensure appropriate actions.

POWERTALK 21®

PowerTalk 21® day—April 21st—is the national day for parents to talk with their kids about alcohol. MADD's Power of Parents program empowers parents of middle school and high school students to have ongoing, intentional conversations about the dangers and consequences of underage drinking.

Power of You(th)

MADD helps youth explore the real, short- and long-term impacts of drinking underage, including how it damages their brains and the long-lasting social consequences through interactive presentations delivered by certified facilitators. MADD also offers tools directly to teens to encourage them to use the power they have to keep themselves and their friends safe. Through this valuable program youth not only learn why it is important to stay away from alcohol and other drugs, but they also learn real life strategies.

Victim Services

Long after the crash, survivors, family and friends continue to feel the impact. MADD Victim Services is here to provide emotional support and assistance in a variety of ways after a drunk or drugged driving crash, all at no cost to victims and survivors.

TYPES OF VOLUNTEERS

At MADD, we are committed to providing equal opportunities for employment to all qualified applicants, regardless of race, color, religion, sex, sexual orientation, age, national origin, veteran status, disability or any other characteristic protected by federal, state or local laws.

Active Volunteers

An active or static volunteer provides ongoing service at regular intervals, often for a year or longer. A volunteer in an active role will likely require more training than an episodic volunteer. There are several different types of volunteers that may be considered active.

Episodic Volunteers

An active episodic volunteer is an individual who does one-time or short-term volunteer jobs. As an episodic volunteer, you might do the same job every year – like a Walk Like MADD Chair. We understand that you are busy! Episodic volunteers help MADD pull off major events, complete time-sensitive projects, and fill the gaps that our staff cannot.

Virtual Volunteers

Some volunteers have unique circumstances which may require them to volunteer remotely. Individuals who work from home, are immobile, or even lead extremely busy lives are often willing to contribute their time virtually and MADD has a place for them.

Service Learning and Community Service Volunteers

Junior High, High School, and College students may fulfill service learning requirements with MADD.

Inactive Volunteer

When a volunteer is no longer actively volunteer, they may be moved to an inactive status. This does not necessarily mean that they can no longer volunteer with MADD.

MADD VOLUNTEER POLICIES AND GUIDELINES

CODE OF ETHICS

MADD is committed to conducting its business lawfully and ethically. MADD expects its volunteers to observe high standards of ethical conduct in their personal and professional lives, follow MADD's policies and to comply with all applicable federal, state, and local laws.

As a MADD volunteer, I will support the following:

Code of Ethics

- I will be loyal to MADD and seek to abide faithfully by MADD's guidelines, established positions, and the decisions of groups and individuals within MADD that are authorized to make such decisions.
- I will represent and seek to serve the best interests of the entire MADD organization rather than just the specific interests of the National Office, State/Regional Charters, Affiliates or Community Action Sites.
- I will be respectful of other individuals within MADD, including victims, concerned citizens, volunteers, members, and employees.
- While representing MADD at all MADD and MADD-related functions, whether internally or externally, I will always be professional and courteous, even to those who may not share my personal views. I will not use language that would be regarded by reasonable people as offensive. I will give others the opportunity to express their thoughts.
- I recognize that donors provide the financial resources for MADD's work. When handling MADD funds, I will do so with integrity and honesty.
- I will strive to avoid either by action or by communication anything that will tend to embarrass or disparage MADD.
- I will be respectful of issues within MADD that are confidential. I will not release information to the media or other persons.
- I will not disclose confidential financial data, or other non-public proprietary organizational information. I will not share confidential information regarding victims, business partners, vendors, or customers.
- I will recognize that, in light of MADD's policies, mission and goals, it is critical that I strictly comply with MADD's "Drugs and Alcohol" policy.

VOLUNTEER APPLICATION AND AGREEMENT

The Volunteer Agreement at madd.org/volunteer gives you an opportunity to share your interest in volunteering. This form also collects pertinent contact information. If you need to update your contact information, please let your volunteer coordinator know!

At MADD, we are committed to providing equal opportunities for employment to all qualified applicants, regardless of race, color, religion, sex, sexual orientation, age, national origin, veteran status, disability or any other characteristic protected by federal, state or local laws.

BACKGROUND CHECKS AND VOLUNTEER ELIGIBILITY

MADD is committed to providing a safe environment for all employees, volunteers, vendors, contractors and visitors, as well as protecting the organization, its resources and assets. All active volunteers are required to complete a background check through the online service, Verified Volunteers.

Verified Volunteers is a trusted online background check platform that offers the highest quality and accuracy. This system helps streamline the background check process and also relieve the burden of manual, time-consuming paperwork while keeping your information completely safe and in your own hands. You will complete your own background check in a few short minutes via a secure online environment!

Policy Guidelines

Issues that may affect a volunteer's ability to serve with MADD may be:

- Possession charges and/or DUI/DWI charges
- Misdemeanor/felony theft crimes
- Acts of violence and crimes involving moral turpitude

In order to preserve the safety and reputation of MADD, its staff, victims, and volunteers, prospective volunteers who have been convicted of misdemeanor/felony theft crimes, any acts of violence, crimes resulting in injury, or crimes involving moral turpitude (e.g. sexual offenders) are not eligible to volunteer for MADD.

The National Volunteer Manager will review any considerations and mark volunteers as eligible or ineligible. Some things considered when making an eligibility decision:

- Length of time since offense
- Number of offenses committed
- Level of harm caused

COURT ORDERED VOLUNTEERS

In some instances, a judge orders a criminal offender to perform work on behalf of the community in exchange for a complete or partial reduction of fines and/or incarceration. MADD provides court-ordered offenders an opportunity to fulfill their community services hours including misdemeanor/felony DWI/DUI crimes.

Policy Guidelines

- Court-ordered offenders may not work at Victim Impact Panels unless their case has been adjudicated and all conditions of probation have been met with one year lapsing from the time of adjudication.
- Court-ordered offenders may not serve in a leadership position or handle money of any kind.
- A staff person should be present at all times with an offender to confirm community service hours worked.
- MADD will not determine compliance/non-compliance with the offender's court order.

DWI/DUI OFFENDERS AS VOLUNTEERS

DWI/DUI Offenders may be accepted as MADD volunteers at MADD's discretion under the following conditions:

- Their case must be adjudicated and all facets of his/her sentence completed, including probation.
- The offender expresses appropriate remorse and commitment to MADD's mission. Appropriate remorse and commitment to MADD's mission includes characteristics such as willingness to accept responsibility for personal behavior, acknowledgment that alcohol or other drugs was a primary factor in the incident, and a sincere commitment to all components of MADD's mission, policies, guidelines and positions.
- Speaking engagements in which the offender shares his/her story are to offender/potential offender audiences.
- Active volunteers who are also victims are willing to allow the offender to volunteer.
- The victims of the offender's case (if applicable) must first be contacted and must give approval for the offender to speak. Even if MADD has never served the family, they must still be contacted.

DWI/DUI Offenders may NOT be accepted as MADD volunteers under the following conditions:

- Offenders may never serve as victim advocates.

- Offenders who have caused physical harm to a person may not serve in areas of leadership
- Offenders may not serve on an Advisory Board, hold a leadership position such as event committee chairs, fundraising liaisons, or positions where these individuals represent MADD to the public.
- Offenders should never work with youth, handle money, or work with the judicial system (e.g. Court Monitoring)
- In order to preserve the safety and reputation of MADD, its staff, victims, and volunteers, offenders who have been convicted of misdemeanor/felony theft crimes, any acts of violence, or crimes involving moral turpitude (e.g. sexual offenders) are not eligible to volunteer for MADD.

In some instances, offenders may volunteer as Victim Impact Panels Speakers. Please refer to the Victim Impact Panel Guide for conditions and guidelines.

VOLUNTEER PHOTO RELEASE FORM

By volunteering with MADD, I give permission to use my name, likeness, pictures and/or voice in connection with still photography, in print materials, a promotional video, MADD website, MADD Facebook page, or any other purpose in furtherance of MADD's mission (the "Purpose").

Policy Guidelines

MADD will own any and all rights in such still photography, print materials, promotional video or any other medium used in the furtherance of the purpose. My consent is granted with the understanding that MADD has the sole discretion to cut and edit the film, video or voice recording of my appearance. I specifically waive the rights of privacy, publicity, personal right or other rights I may have and any objections to any use made of such still photography, print materials, promotional video, and/or any other medium used containing my name, likeness, pictures, and/or voice in perpetuity and throughout the world. I release MADD, its officers, directors, employees and volunteers from all liability in connection with the Purpose.

PERSONAL VEHICLE USAGE POLICY

By volunteering with MADD, you release and discharge Mothers Against Drunk Driving and any of its directors, officers, employees, clients, volunteers, partners, affiliates, agents and successors from any and all liability and/or responsibility for any accident or injury to person or property that I may sustain in connection with my participation as a volunteer driver for Mothers Against Drunk Driving.

Policy Guidelines

Procedures in Case of Motor Vehicle Accident: If you are involved in a vehicle accident, you are required by law to:

- Stop at the scene of the accident or as close as you possibly can without blocking traffic.
- Call 911 immediately to report the location and any known or possible injuries to those involved.
- If the accident results in minor damage and no injury, move the vehicles to a safe place before contacting the police.
- Give any help you can if someone is obviously injured. Do not attempt to move an injured person unless you have the necessary medical training or if there is an immediate danger such as fire.
- Accidents on public or private property, or that include injury, death, vehicle or property damage must also be reported as soon as possible.
- Exchange information with the other people involved in the accident. This includes name, address, driver's license number, phone number and insurance company name. If you are involved in an accident with an unattended vehicle, you must make a reasonable effort to find the owner. You must also make a reasonable effort to locate the owner of other property that may be damaged. If no owner can be located, leave a note that includes the date and time of the accident along with the information described above. You must also report the accident to the police within 24 hours.

POSITION ON ALCOHOL

MADD is not a prohibitionist organization. MADD believes in "zero tolerance", or no use of alcoholic beverages, for those under 21 years of age, and no illegal use or abuse of alcoholic beverages for those of legal drinking age. Members of MADD and MADD representatives should refrain from taking positions or issuing statements that express support for a general prohibition of alcoholic beverages.

Policy Guidelines

MADD will not accept funding or in-kind contributions from manufacturers of alcoholic beverages or others in the "alcohol industry." (Alcohol producers include distillers, brewers and wineries, distributors and wholesalers, and others as detailed in MADD's Policies)

By this position statement, MADD establishes the following policies regarding working with the alcohol industry:

- 1) Nothing in this position statement shall be construed as to prohibit any form of dialogue by MADD with the alcohol industry or its representatives. Dialogue includes consultations and conversations, discussions, or other exchanges of information or ideas, either formal or informal.
- 2) Collaboration by MADD with the alcohol industry or its representatives is not prohibited, unless and until a prohibition against a specific entity has been approved by majority vote of the National Board of Directors. Collaboration includes joint projects or other cooperative ventures that do not entail either a legal partnership or membership in a formal coalition.
- 3) MADD membership in an incorporated or otherwise formal coalition that is led or controlled by or receives the majority of its funding from the alcohol industry is prohibited, unless and until an exception has been approved by majority vote of the National Board of Directors.
- 4) MADD shall not work in legal partnership with the alcohol industry or its representatives, as established through an enforceable contract or any other legal mechanism, unless and until an exception has been approved by majority vote of the National Board of Directors.

For purposes of attending fundraising events or activities promoting MADD, MADD may have a presence at establishments or events where alcohol is served so long as MADD's position statement on working with the alcohol industry is adhered to at all times. For example, it is permissible for a MADD entity to hold a golf tournament at a country club where alcohol is served, so long as MADD does not promote or sponsor alcohol at the event.

HARASSMENT POLICY (INCLUDING SEXUAL HARASSMENT)

This policy applies to all MADD employees and volunteers and prohibits unlawful harassment by any employee. Additionally, MADD does not condone such conduct by a volunteer, victim, donor, customers or vendor.

Policy Guidelines

Unlawful Harassment

MADD will not tolerate any type of verbal, visual or physical harassment, or harassment of any kind (including jokes or slurs), based upon age, sex, race, color, religion, national origin, veteran status, or any other characteristic protected by federal, state or local laws.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance.

Harassment may include but is not limited to any of the following:

- Verbal abuse or ridicule. This includes epithets, derogatory comments, racial slurs or ethnic jokes or comments;
- Interference with an employee's work. This includes physical contact such as assault, blocking normal movement, or interference with work directed at an individual because of his/her protected status;
- Displaying or distributing offensive, racist or derogatory materials. This includes derogatory posters, cartoons, drawings or gestures;
- Threatening or demeaning motions, gestures, or inappropriate staring;
- Discriminating against any employee in work assignments or job-related training;
- Retaliation for having reported harassment.

Sexual Harassment

Sexual harassment may include making unwelcome sexual advances, overtures, requests for sexual favors and other verbal, physical, or visual conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment or employment –related benefits or opportunities;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Reporting Harassment (Including Sexual Harassment)

All MADD employees or volunteers shall report immediately to the local law enforcement authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation, including the

possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. You must report such abuse. You may not assign or rely upon another party to report such abuse to law enforcement.

If you have been subjected to comments or conduct which makes you feel uncomfortable and you believe the person responsible may not understand how his or her actions are affecting you, you should confront the person, and tell him or her to stop. Many times confronting the person and indicating that you do not appreciate and will not tolerate the conduct will cause it to stop.

Should circumstances arise where you do not feel comfortable or safe in confronting the person, or where the conduct persists, you should immediately report the conduct to local law enforcement authorities.

Dating or Romantic Relationships

No adult volunteer is to date a youth or be romantically or sexually involved with a youth, ever. Any adult with prior incidents of sexual misconduct may not be a youth volunteer or serve in any capacity alongside minors in MADD activities or programs. In addition, adult volunteers may not share details of their romantic lives with children or youth.

When you witness or suspect that any youth has been abused or neglected, you must report it. See “Mandatory Report of Child Abuse” below.

Mandatory Report of Child Abuse

All MADD employees or volunteers shall report immediately to the local law enforcement authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation, including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. You must report such abuse. You may not assign or rely upon another party to report such abuse to law enforcement. Suspected abuse must also be reported immediately to your Affiliate or States Executive Director and/or Director of Field Relations.

Grievance Procedure

In the event you observe any inappropriate behavior or conduct, or there is a complaint or violation(s) of the provisions of MADD's Policies & Guidelines, you must **immediately** notify MADD's Legal Department. While state laws may vary, most states carry both civil and criminal penalties for individuals who are made aware of or have a "reasonable suspicion" that maltreatment of a youth has occurred but failed to report such abuse. As such, it is your legal obligation to report any "good faith" belief that such abuse has occurred or is ongoing. Please contact:

Attn: General Counsel
Phone: (469) 420-4422
Fax: (469) 420-4509
Address: MADD National Office
511 E. John Carpenter Freeway, Suite 700
Irving, Texas 75062

You will be asked to:

- Fill out the Abuse Reporting Form completely.
- Contact your supervisor.
- Email or fax the completed Abuse Reporting Form to MADD's Legal Department.
- Once your completed Abuse Reporting Form is received by MADD's Legal Department, you will receive a follow-up telephone call.
- The National Office will file the report with the appropriate law enforcement agency and complete the remainder of the form.
- Next, you will receive a completed copy of the Abuse Reporting Form for your records.
- You may be contacted by law enforcement once they begin their investigation.
- Please keep a record of all interactions for your file.

SOCIAL MEDIA

As a grassroots organization, MADD encourages employees and volunteers to raise awareness in the community about the organization and the services we provide, build capacity and generate revenue to help prevent drunk driving. MADD views social media as an important avenue for communication and one of the most cost-efficient ways of engaging community members in the cause. MADD employees and volunteers contribute to various social media venues, both professionally and personally. This policy provides a set of guidelines to avoid any misuse of this form of communication and establish a clear boundary between self-publishing and self-expression as an individual and self-publishing and self-expression as an employee or volunteer of MADD.

Policy Guidelines

This policy applies to multi-media, social networking websites, blogs and wikis or any communication program made available through future technological advancements for both professional and personal use.

Confidentiality

Confidential, non-public or proprietary MADD information, including but not limited to finances, customer lists, confidential business methods or other trade secret information should never be discussed, posted or revealed through social media (including information shared with MADD by a third party that is confidential, non-public or proprietary). Volunteers also should not identify, reference or cite other employees, volunteers, victims, vendors or community partners without their express consent, nor should photographs be posted of company property or volunteers, victims, vendors or community partners without their express consent.

Responsibility

Company logos, trademarks, names or other intellectual property may not be used without written consent of MADD. Any copyrighted information where reprint permission has not been obtained in advance cannot be posted on MADD official social networking sites or on other social media or technology. If contacted by the media or press about their post that relates to MADD business, volunteers are required to speak with their MADD representative before responding.

Transparency

If volunteers are posting to personal networking sites and are speaking about job related content or about the organization, they should distinguish between personal views and opinions and those that represent MADD's official position by adding a disclaimer that "The opinions expressed on this site are my own and do not reflect the views of MADD," to make it clear the views are not reflective of the views of the organization. The disclaimer should be in a prominent position and repeated for each posting expressing an opinion related to the company or the company's business.

SPEAKING TO THE MEDIA

It is the policy of MADD to be accurate when providing information to the public. As stated in the code of conduct, as a MADD volunteer, you will represent and seek to serve the best interests of the entire MADD organization, be respectful of other individuals within MADD, always be professional and courteous, even to those who may not share my personal views and strive to avoid either by action or by communication anything that will tend to embarrass or disparage MADD.

Policy Guidelines

Accuracy

If you are representing MADD in the media, you must provide correct and true information concerning MADD's history, activities, programs, services, financial performance and condition, volunteers and employees, and all other aspects of MADD that are not deemed proprietary or confidential.

Confidentiality

All disclosures of confidential, non-public or proprietary MADD information require that contacts with the news media be initiated only by individuals authorized by MADD's National Office or designated representatives at the regional, state or chapter level who handle requests from the media for information.

SPEAKING ENGAGEMENTS AND HONORARIA

Because of their association and experience with MADD, volunteers, employees, independent contractors and its agents are often asked to speak about the dangers of drunk driving, drugged driving, underage drinking and how MADD supports the victims of these violent crimes. Due to the public trust held by MADD, its volunteers, employees, independent contractors and agents, each person is required to respect MADD's charitable mission and the obligations of its volunteers, employees, independent contractors and agents with respect to MADD and those it serves. Accordingly, MADD has established this uniform policy to which volunteers, employees and its agents will abide when speaking on these topics.

Policy Guidelines

MADD volunteers, employees, independent contractors and agents are bound by MADD's Conflict of Interest Policy and Code of Conduct, and are thus prohibited from (a) accepting or seeking financial gain as a result of their respective MADD relationship, (b) disclosing any MADD confidential information and (c) engaging in any activity contrary to the best interests of MADD.

No MADD volunteer, employee, independent contractor or agent may personally seek or personally accept any third-party fees, compensation or honoraria for speaking engagements. Anyone who is offered a third-party fee, compensation or honorarium should instruct the offeror to make the fee/honorarium/donation payable to MADD, and shall promptly turn over to MADD any checks or monies received. All payments must be made directly to MADD, rather than to the volunteer, employee or agent and then donated to MADD.

WORKING WITH YOUTH

MADD is committed to ensuring the safety of any and all MADD youth volunteers. When in doubt, MADD volunteers are directed to avoid even the appearance of any impropriety when working with MADD youth volunteers.

Policy Guidelines

Communicating with Youth

For the protection of MADD, its staff, volunteers and youth involved, adult supervisors must exercise caution when using different modes of communication with youth. This section addresses personal smart phone communication, email and social media.

Smart Phones

Prior to contacting any teen by phone, MADD must first obtain the permission from the youth's parents or legal guardians. It is never appropriate for any MADD employee or volunteer to communicate with youth one on one via text message. Text communication may be held in a group text or through a one-way text app like Remind.

Social Media

MADD employees or adult volunteers may not join (friend, follow, etc.) any youth private social media site or platform. Privacy and professional boundaries should be maintained at all times. A MADD employee or adult volunteer may never exchange private messages with youth.

Two Adult Guideline

A youth will not be in the primary care of only one adult. Teams of adults (preferably male and female) will supervise activities.

Transportation

Transportation to and from MADD meetings or other MADD events is not part of a MADD volunteer's responsibility; rather, parents of MADD youth and underage volunteers are responsible for providing or arranging transportation to all activities. Parents are discouraged from asking MADD volunteers to transport their children informally. Adults should never meet any of MADD youth volunteers "offsite," away from official meetings or otherwise offer to give youth rides home.

Open Door Guideline

All children's and youth events should be open door. This means that workers, parents, and members have a right to observe any activity.

Dating or Romantic Relationships

No adult volunteer is to date a youth or be romantically or sexually involved with a youth, ever. Any adult with prior incidents of sexual misconduct may not be a youth

volunteer or serve in any capacity alongside minors in MADD activities or programs. In addition, adult volunteers may not share details of their romantic lives with children or youth.

Mandatory Report of Child Abuse

All MADD employees or volunteers shall report immediately to the local law enforcement authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation, including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. You must report such abuse. You may not assign or rely upon another party to report such abuse to law enforcement. Suspected abuse must also be reported immediately to your Affiliate or State Executive Director and/or Director of Field Relations.

WEAPON FREE WORKPLACE POLICY

No person is permitted to carry or use a firearm or other dangerous weapon on MADD premises or in a vehicle being used on MADD business, at the sites of MADD events, meetings, conferences or at any other location whereby employees or volunteers represent the organization, unless otherwise mandated by applicable state or local law.

MADD premises is defined as all company owned or leased buildings and surrounding areas such as sidewalks, driveways, walkways, storage areas and parking lots under the company's ownership or control.

Dangerous weapons include but are not limited to: firearms, explosives, knives and/or hazardous materials or items that might be considered dangerous or could cause harm.

Policy Guidelines

MADD staff including temporary employees, as well as contract individuals, volunteers, visitors and customers are subject to this policy and are prohibited from carrying or using a firearm or dangerous weapon while acting in the course of their job or function, either on or off MADD property. A permit or license to carry a firearm or weapon on MADD's property does not supersede this policy.

MADD reserves the right at any time and at its discretion to search all packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any firearm or dangerous weapon has been brought onto its property or premises in violation of this policy.

Any staff member or volunteer with a reasonable basis for believing an individual is carrying or has used a dangerous weapon in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would subject the employee or others to physical harm. This policy shall not prohibit prompt notification to

appropriate law enforcement authorities when an immediate threat to personal safety exists.

WHISTLEBLOWER

MADD is committed to conducting its business lawfully and ethically. Employees, volunteers, officers, and members of the Board of Directors (“MADD Representatives”) shall fulfill their responsibilities with both honest intent and integrity and comply with all applicable federal, state and local laws. While conducting MADD business, MADD Representatives shall conduct themselves in a manner that is ethical and professional.

Policy Guidelines

Reporting Responsibility

MADD Representatives are obligated to report, in accordance with this Whistleblower Policy, any known violations of federal, state and local laws, or any complaints regarding MADD’s accounting practices, internal accounting controls, corporate governance, ethics or auditing matters as soon as reasonably possible following the discovery or belief that a violation may have occurred.

Acting in Good Faith

Anyone reporting a Complaint must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation of federal, state or local laws or a violation of MADD’s policies and practices. The act of making allegations that prove to be unsubstantiated and that are proven to have been made maliciously, recklessly or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline up to and including dismissal from the volunteer position. Such action may also give rise to other actions, including civil lawsuits.

Confidentiality

Reports of Complaints and any investigations pertaining thereto shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation (as further explained below). Disclosure of reports of Complaints to individuals not involved with the investigation and/or who have no need to know will be viewed as a serious disciplinary offense and may result in discipline up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

No Retaliation

Retaliation of any kind against volunteers or employees for Complaints submitted in good faith and pursuant to the above guidelines, shall not be tolerated and shall result in disciplinary action.

EXPENSE REIMBURSEMENT

As a MADD volunteer, you are eligible to receive reimbursement for mileage driven and expenses for purchases made on behalf of MADD.

Policy Guidelines

MADD reimburses mileage for volunteer activity at the current IRS rate. Additionally, any expenses incurred on behalf of MADD (supplies, printed materials, etc.) may be submitted for reimbursement. Reimbursement is dependent on Finance approval and not guaranteed. To submit for reimbursement, ask your MADD representative for a Payment Request form.

SEPARATION FROM VOLUNTEER SERVICE

When the actions of an individual or MADD entity expose MADD to potential liability, violate IRS requirements, violate MADD's code of ethics and/or core values, do potential harm or embarrassment to MADD or are sufficiently inconsistent with the provisions of MADD's bylaws, or any of the authorized rules, policies or guidelines publicized by a relevant entity of MADD, action to resolve the matter may be necessary. The type of action taken will be based on the nature and severity of the conduct, as determined in the sole discretion of MADD.

Policy Guidelines

Dispute Resolution

If issues should arise with your volunteer service, your MADD staff representative will work to create a solution that benefits all parties involved. However, there will be cases that discover a volunteer is unfit for volunteering with MADD. The local Executive Director may impose corrective measures, limit activities, or remove a volunteer from his/her position. Any change in chapter statuses must be proposed to and acted upon by the field relations committee of the National Board of Directors.

Consider other volunteer opportunities that may be a better fit within MADD. This is a winning scenario that will allow you continue your volunteer service in a different role more suited for your skillset and/or volunteer duties. In the event that a middle-ground cannot be established, you may be asked to end your volunteer service with MADD.

Grievance Process

All individuals or field entities will have a fair opportunity to air grievances and complaints within the organization. This process does not apply to employee matters or disputes, which are covered by MADD's Employment Policies and Procedures Manual.

ADDITIONAL POLICIES

Mailing Lists

Mailing lists (e.g., entity rosters, membership lists, etc.) in part or whole may not be sold, reproduced or otherwise distributed to a third party without written approval of MADD's Chief Executive Officer.

Political Endorsements

MADD entities, volunteers, staff and members shall not endorse or oppose on behalf of MADD any elected official or person campaigning for public office and/ or elected office.

Endorsements

MADD field entities or any other representative of MADD may not endorse products or services without the written approval of MADD's marketing and development department in consultation with MADD's legal department. The field entity's name may be placed on items sold for fundraising purposes with proper authorization from MADD's marketing and development department and legal department.

MADD Identification in Courthouse

MADD representatives must refrain from any open display (MADD buttons or other identifying labels) in a courthouse.

Conflict of Interest

A conflict of interest may exist when the interests or concerns of any leader, committee member, employee, volunteer, or the person's immediate family, or any party, group or organization to which the person has allegiance can cause MADD to be legally or otherwise vulnerable to litigation, criticism, or embarrassment.

Affirmative Action, Pluralism and Diversity

- Volunteers and employees must demonstrate a shared belief in the mission of MADD and essential values and sufficient commitment to give the time and resources needed.
- MADD will provide equal opportunity to all qualified persons without regard to race, color, national origin, ancestry, marital status, sex, sexual orientation, pregnancy, medical condition, disability, age, veteran status, or religion as defined in federal and state laws.
- MADD affirms its commitment to reflect society's diversity in its Board of Directors, state and regional councils, committees and programs.

Victim Impact Panels

The dual purpose of Victim Impact Panels is to impact offenders and to provide clinically healthy, restorative benefits to victims. Revenues generated by the panels shall not

exceed the expenses incurred by the MADD entity to provide victim services, public awareness programs, and related materials including actual panel expenses.

"No Mixed Messages" Position

MADD Youth Programs should educate underage youth about drinking and driving without enabling, permitting or encouraging breaking the "21" laws. Through Youth Programs teens should be encouraged to urge legal aged adults who choose to drink to use a designated driver, take a cab, or other safe means of reaching their destination, and stress the potential for killing or violating another life. MADD advocates elimination of any statements, slogans and other educational messages which target youth in such a way that "mixed messages" about alcohol use are conveyed. Because of the lifesaving "21" legal drinking age laws nationwide, messages which simply urge these youth not to drink and drive are inappropriate. Instead, messages to underage youth should convey clear "no use" messages.

Recording

Audio and video tape-recording of MADD meetings and teleconferences is prohibited.

POSITION STATEMENTS

21 Minimum Drinking Age

- MADD helped pass and supports the 21 minimum drinking age to keep youth healthy and safe, and urges all adults to keep alcohol out of the hands of youth.
- Age 21 is both a health issue and a traffic safety issue.
- The 21 minimum drinking age saves more than 500 lives per year by preventing drunk driving crashes (NHTSA 2015). Research also shows the earlier a young person starts drinking the more like that person will become a drunk driver as an adult.
- The brain is not fully developed until the early 20s, and alcohol can cause longterm damage to a growing brain. Research also shows the earlier a young person starts drinking the more like they will become alcohol dependent as adults.

Alcohol Consumption/Sales

- MADD is not (and has never been) against adults 21 and older drinking alcohol.
- MADD supports the 21 minimum drinking age to keep youth healthy and safe and urges all adults to keep alcohol out of the hands of youth.
- MADD does not take a position on alcohol sales related to days of week or start times; however we do support Uniform Bar Closing laws, which require all bars to close at the same time to prevent drunk driving between “bar hopping.”

Child Endangerment

- Every child deserves a designated driver.
- Children don't have a voice or a choice when riding with a drunk driver.
- Driving drunk with a child passenger is a form of child abuse.
- Half of children killed in drunk driving crashes were passengers of the drunk driver (NHTSA, 2015).

“Crash”

- MADD never uses the word “accident,” because drunk and drugged driving are a choice, a crime and 100 percent preventable every time.

Designated Driver

- MADD has popularized the term “designated driver” since the mid-80s.
- If your plans include alcohol, plan ahead and designate a non-drinking driver every time.
- Drunk driving is a choice, so choose to designate a non-drinking driver to make sure everyone gets home safely.

Distracted Driving

- While MADD does not work on the distracted driving issue, we recognize that it's dangerous and deadly for adults and youth.
- We never want anyone killed or injured as a result of these preventable crashes.

- Statistics show that drunk driving deaths are at about 10,000 annually, while about 3,500 people die from all types of distraction—of which 500 deaths are directly related to cell phone use (NHTSA 2015).

Drugged Driving

- While drunk driving remains the leading killer on our roadways, drugged driving is a growing problem.
- MADD has long supported victims of drugged driving crashes and law enforcement to keep the roads safe from substance-impaired driving.
- MADD does not take a position on the legalization of marijuana.
- The safest choice is to never drive after taking an impairing drug, whether legal or illegal, and to never ride with a drug-impaired driver.
- While the substances may be different, the consequences are the same — needless deaths and injuries.

Drunk Driving

- Drunk driving is an urgent, relevant, current issue that deserves everyone's attention and action.
- Drunk driving is NOT solved. It's still the leading threat on our roadways.
- Drunk driving is NOT an accident; it's a 100% preventable choice.
- Drunk driving could end today if everyone chose to never drink and drive or designated a non-drinking driver.
- Drunk driving will absolutely be eliminated in the future thanks to advanced vehicle technology.

Uber Partnership

- Uber drivers are designated drivers.
- With all of the options available today—rideshare apps like Uber, public transportation and taxis, there is no excuse to drink and drive.
- MADD wants as many safe ride options as possible so that everyone can get home safely.

GLOSSARY

Advanced Vehicle Technology: see DADSS

Alcohol Excise Tax: a tax placed on alcohol purchases

ALR: Administrative License Revocation

AOD: Alcohol and Other Drugs, usually used on college campuses

A-R: Alcohol-Related in the terminology NHTSA uses for crashes

ATOD: common reference to Alcohol, Tobacco and Other Drugs

BAC: see Blood Alcohol Concentration

BAL: Blood Alcohol Level

Binge Drinking: According to the National Institute on Alcohol Abuse and Alcoholism, binge drinking is defined as a pattern of alcohol consumption that brings the blood alcohol concentration (BAC) level to 0.08% or more. This pattern of drinking usually corresponds to five or more drinks on a single occasion for men, or four or more drinks on a single occasion for women, generally within about two hours.

Blood Alcohol Concentration (BAC): Blood Alcohol Concentration or Breath Alcohol Concentration: measurement of the amount of alcohol in one's system; defined as grams per 100 milliliters (10 deciliters) of blood/ defined as grams per 210 liters of breath; 08% BAC is the legal limit

CEDD (Campaign to Eliminate Drunk Driving): with the potential to completely eliminate drunk driving, four key initiatives of this Campaign include 1) support high visibility enforcement, 2) support all-offender ignition interlocks, 3) support advanced vehicle technology, 4) public awareness

Checkpoint: See Sobriety Checkpoint

Court Monitoring: program whereby MADD volunteers monitor the court process; this includes trial, sentencing, and disposition of DWI/DUI court cases and related issues

Crash: the term used to describe a drunk or drugged driving incident. MADD never uses the word "accident" because drunk or drugged driving is a choice, a crime, and it is 100% preventable

Crime Victim Compensation: funding available through the state with funding from the federal government to help victims pay for the cost of the crime.

DADSS: Driver Alcohol Detection System for Safety

Death Notification Training: a training program for law enforcement, medical, clergy and other professionals on how to notify a family member about the death of a loved one with compassion for the bereaved.

Designated Driver: see “Non-Drinking Designated Driver”

Deterrents: laws, measures and actions that influence a person or people to refrain from certain conduct.

Direct Lobbying: attempts to influence a legislative body or people formulating legislation. This definition includes conversations among MADD members where people are urged to contact legislators.

DOT: Department of Transportation

Dram Shop Liability: liability of establishments arising out of the sale of alcohol to obviously intoxicated or underage persons who subsequently cause death or injury to third parties as a result of a drunk driving crash

Driven to Save Lives: MADD’s volunteer management program to recruit, train, manage, recognize, and evaluate all volunteers in a standardized approach, providing information for field employees in a toolkit format

Drug Recognition Expert (DRE): officers who are specially trained to determine if a suspect is under the influence of drugs and, if so, what category of drugs is causing the impairment. Also called “DREs”, “Drug Recognition Examiners”, “Drug recognition Evaluators” and “Drug Recognition Technicians”

Drunk: intoxicated or extremely impaired

DUI: Driving Under the Influence

DUID: Driving Under the Influence of Drugs (other than alcohol)

DUII: Driving Under the Influence of Intoxicants

DWI: Driving While Intoxicated or Driving While Impaired

EUDL: Enforcing Underage Drinking Laws. The EUDL Program allocates block grants for every state and the District of Columbia to enforce state laws prohibiting the sale of alcoholic beverages to minors and to prevent the purchase and or consumption of alcoholic beverages by minors (individuals under the age of 21 years old)

Evidential Blood Testing Instrument: breath testing instruments approved, tested and maintained for use in court (particularly trial) proceedings

FARS: Fatality Analysis Reporting System (FARS) for A-R crashes provided by NHTSA

Fatal Vision© Goggles: Innocorp Corp. products include eye goggles that provide simulated demonstration of alcohol impairment: www.fatalvision.com. (Note: recent studies have reported findings that do NOT support the prevention benefits of the goggles.)

Field Sobriety Tests: tests used by law enforcement officers to determine impairment in the field. Today, most officers administer NHTSA approved field sobriety tests, called

FST: Field Sobriety Tests (see SFST)

GDL (Graduated Drivers Licensing laws): licensing restrictions that ease young people into driving. These laws require novice drivers to obtain restricted learner's permits and gain experience driving with licensed adults before granting full licenses

GHSA: Governor's Highway Safety Association

Habitual Traffic Offender: individuals who show consistent disregard for traffic laws. Laws may provide special punishment to these people including increased sanctions if their driving record indicates that they have committed numerous traffic law violations for either serious or minor offenses or a combination

High BAC offender: drivers who provide blood or breath samples indicating a BAC of .15 or higher

High Visibility Enforcement: see Saturation Patrol

Higher Risk Driver: someone with two (or more) DUI offenses within a five-year period, and/or a BAC of .15 percent or higher; and/or driving with a suspended license, where the suspension was a result of a previous DUI conviction

IACP: International Association of Chiefs of Police

Ignition Interlock: a device installed in an offender's vehicle that prevents it from starting if the driver's BAC is above the pre-set limit

Illegal Limit: the maximum blood or breath alcohol concentration level at which a person may drive or control a vehicle irrespective of impairment; also referred to as the "legal limit" or the "per se limit"

Impairment: as used in this guide, impairment is the weakening or lessening of a person's normal faculties or abilities

Law Enforcement Officer: sheriffs and their deputies, police officers, troopers, patrolmen, and any other law enforcement personnel with arrest authority

Legal Limit: the maximum blood or breath alcohol concentration level at which a person may drive or control a vehicle irrespective of impairment; also referred to as the "illegal limit" or the "per se limit."

LER (Law Enforcement Recognition): an event that honors individual officers and agencies in their work in DUI/DWI enforcement. This event is a community wide event that showcases this life saving work that save lives and prevents countless injuries in communities across the country.

Lives Affected: DVD of 6 families who have all experienced loss through the tragedy of drunk driving crashes. Used by MADD in educational settings as well as a backup when victims are not available for VIPs

Lobbying: actions to affect specific legislation. See “direct lobbying” and “grassroots lobbying”

Mandatory Minimum: a statutory provision that requires courts sentence an offender convicted of a specified crime to no less than a certain minimum sentence

MDA 21: Minimum Drinking Age laws (setting the drinking age at 21 years)

MIC (Minor in Consumption): class “C” misdemeanor. The charge means that a minor, who in this case is a person under the age of 21 was given a citation or MIC ticket for consuming an alcoholic beverage.

MIP (Minor in Possession): (also referred to as a PAULA Possession of Alcohol Under the Legal Age) is a criminal offense, typically a misdemeanor for anyone who is under the age of 21 and possesses alcohol.

NHTSA: National Highway Traffic Safety Administration - A division of the U.S. Department of Transportation, established in 1970 and works to enhance highway safety and prevent motor vehicle crashes and their attendant costs, both human and financial - www.nhtsa.gov

Non-Drinking Designated Driver: a person who is designated as the non-drinking driver before any drinking begins, in order to ensure a safe way home for others who may choose to drink alcohol

October Activation: every year during October, activation around Power of You(th) is highlighted and increased. MADD staff are encouraged to plan events and increase outreach during this time to encourage the prevention of underage drinking.

Passive Alcohol Sensor (PAS): handheld alcohol sensing devices that collect ambient air from around a driver’s head

PBT: See Preliminary Breath Tester

Per se Limit: the maximum blood or breath alcohol concentration level at which a person may drive or control a vehicle irrespective of impairment. Also referred to as the “legal limit” or, more accurately, the “illegal limit”

Poly Substance: using two or more psychoactive drugs in combination to achieve a particular effect. This can be any combination of alcohol, illegal drug or prescription drug.

Preliminary Breath Tester (PBT): portable breath testing devices used to determine the breath alcohol content of suspected DUI offenders. Most law enforcement agencies use them for probable cause purposes only

Primary Seat Belt Law: a law that allows law enforcement officers to stop and ticket a driver for not using a safety belt without requiring that the driver had committed or be cited for another offense

Punitive Measures: measures imposed on an individual for the purpose of punishing his or her conduct

Red Ribbon Week: the last week in October, around back-to-school, home-coming and the holidays and is the national week designated when schools around the country encourage young people to pledge to live a drug-free life.

Remedial Measures: measures imposed on an individual to protect the public, rather than punish the offender.

Repeat Offender: individual with more than one drunk or drugged driving offense

Responsible Serving Practices: efforts by the hospitality industries to avoid serving underage drinkers and over-serving of-age drinkers. Responsible practices required comprehensive training of management and staff

Roll-Call Briefing: a brief presentation to law enforcement during a shift change to encourage and thank officers for enforcing drunk driving and underage drinking laws

Sanctions: measures imposed on individuals based on their conduct. For the purposes of this guide, sanctions may be “remedial” or “punitive”.

Saturation Patrol: A concentrated law enforcement effort that identifies impaired drivers by observing moving violations such as reckless driving, speeding, aggressive driving and other indicators. A saturation patrol is generally spread over a larger geographic area than a sobriety checkpoint

Secondary Seat Belt Law: a law that only allows law enforcement officers to stop and ticket a driver for not using a safety belt if the officer witnesses the driver commit another offense

SFST (Standardized Field Sobriety Test): this is comprised of three main recommended tests administered by law enforcement and include the 1) OLS: One Leg Stand Test; 2) W&T: Walk and Turn Test; 3) HGN: Horizontal Gaze Nystagmus: the observation of involuntary small muscle movement around the eyes that is a reliable indication of degree of intoxication

Sobriety Checkpoint: a technique where law enforcement officials evaluate drivers for signs of drug impairment. Vehicles stopped in a specific consequence (e.g., every other vehicle or every fourth vehicle).

Social Host Liability: statutes or case law imposing liability on social hosts who provide or serve alcohol to an obviously impaired person or a minor who causes injury or death to another

TOOFS (Tie One On For Safety): MADD Ribbon Campaign/public awareness

US/DOE: U.S. Department of Education

US/DOJ: U.S. Department of Justice

US/DOT: U.S. Department of Transportation

VATI (Victim Assistance Training Institute): All MADD staff or volunteer advocates who work directly with victims attend a Beginning VATI training which consists of on-line and in-person trainings. This training focuses on MADD Victim Services Best Practices, the criminal and civil justice process, the aftermath of homicide and injury, and how to interact with victims of drunk and/or drugged driving.

Vehicular Homicide: a homicide charge brought against an individual who kills another person through the operation of a motor vehicle

Victim Impact Panel (VIP): victim service program designed to give victims an opportunity to tell their story of loss to a group of first time DWI/DUI offenders in hopes that their story may prevent these individuals from committing this crime again. Offenders are court ordered to attend. This is a fee generating program.

Victim Services: a comprehensive program offers expansive grief literature and financial and legal referrals country-wide with trained victim advocates who guide victims through the court process and training programs for new advocates: a cornerstone of MADD services at no cost to victims

Victim/Survivor: a person who self-identifies as being affected by a substance impaired driving crash

VINE (Victim Information and Notification Everyday): the nation's largest victim notification network to provide victims information about an offender's custody status changes and criminal case information - www.vinelink.com

VOCA (Victims of Crime Act): the Office for Victims of Crime (OVC), one of the seven components within the Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), administers the Crime Victims Fund established under the 1984 Victims of Crime Act (VOCA) to help victims and victim service providers with program funding in accordance with OVC's Program Plan

Walk Like MADD (WLM): national signature fundraising walk events for victims and supporters nationwide, available in major cities or in smaller communities as a "Walk in a Box" event

Zero Tolerance: zero tolerance laws make it illegal for people under 21 to drive with any measurable amount (maximum of 0.02 BAC) of alcohol in their body

SUSPECTED CHILD ABUSE INCIDENT REPORT

1. Name of worker observing or receiving disclosure of child abuse: _____
2. Victim's Name: _____ Victim's age/date of birth: _____
3. Date/place of initial conversation with/report from victim: _____
4. Victim's Statement (give your detailed summary here): _____

5. Name of person accused of abuse: _____
6. Relationship of accused to victim:
MADD staff MADD volunteer Family Member Other: _____
7. Date Report Made to National Office: _____

Signature of MADD representative _____ Date _____

To be completed by National Office

Date Report Made to Law Enforcement: _____

Name of Law Enforcement Officer: _____

Summary of conversation: _____

Signature of MADD representative _____ Date _____