

# Sample Policies and Procedures Digital Download

**Brand:** Resources  
**Product Code:** 10POLICY1.0ELECTRONIC

**Price: \$59.00**

## **Short Description**

Remove the guesswork from operations and establish internal accountability with a digital collection of Heartbeat's must-have collection of sample Policies and Procedures.

## **Description**

Beginning with an introduction that covers why and how to write policies and procedures, *Sample Policies and Procedures*™ contains policies and procedures for volunteer "pregnancy consultants" or "peer counselors" working in pregnancy test and crisis intervention programs. Includes approved sample procedures and guidelines for your center.

## **Table of Contents**

### **Introduction**

### **Chapter I:** Board Responsibility

### **Chapter II:** Staff

### **Chapter III:** Client Services

### **Chapter IV:** Center Operations

### **Chapter V:** Insurance, Finances, and Fundraising

### **Chapter VI:** Communications, Advertising, and Marketing

### **Appendices:**

*(Sample Forms)*

Authorization to Release Records  
Client Care Volunteer Job Description  
Confidential Client Information Sheet  
Conflict of Interest/Related Party Form  
Driving Record Request  
Employment Application  
Evaluation for the Executive Director or Chief Executive Officer  
Annual Performance Review Questionnaire  
Self Assessment  
Gift-in-Kind Donation Form  
Incident Report  
Leave of Absence Request  
Material Items Release  
Privacy Policy  
Quid Pro Quo Receipt  
Release of Staff Information  
Request for Services  
Terms of Use  
Transportation Waiver Client  
Transportation Waiver Staff Member/Volunteer  
Verification of Driver's Liability Insurance  
Video Consent and Release  
Volunteer for Client Care Application  
Volunteer Life Support Application  
Volunteer Orientation Interview  
Volunteer Reference Letter  
Volunteer Annual Performance Appraisal