

Youth Volunteer Protocol

This protocol is for volunteers who wish to earn and document volunteer hours through their participation in activities organized or approved by South Riding Proprietary (SRP)

1. Eligibility:

- Individuals 16 years and older residing within SRP, who are interested in volunteering with SRP to fulfill volunteer hour requirements for academic programs, scholarships, or personal development.
- Age restrictions or specific skills/qualifications may be required.

2. Earning Volunteer Hours:

- Volunteer hours will be recorded based on the actual time spent actively engaged in the approved volunteer activity.
- Time spent in training, orientation, or travel to and from the volunteer site generally will not be counted towards volunteer hours, unless otherwise specified for a particular opportunity.
- Volunteers are expected to be punctual, reliable, and committed to their assigned volunteer tasks. Consistent tardiness or unexcused absences will result in a reduction or denial of volunteer hours.
- Coordinators of volunteer activities have the discretion to address issues of performance or conduct that may impact the awarding of volunteer hours.
- Volunteer hours will only be granted for activities that are directly organized by or officially approved by SRP.

3. Documentation and Verification of Volunteer Hours:

- Volunteer will provide and complete a log form if required.
- Volunteer must submit their completed documentation within one week of completing the activity to the Volunteer Coordinator.

4. Volunteer Responsibilities:

- Independently sign up for volunteer opportunities online at southriding.net, Our Community, Volunteering Opportunities
- Act responsibly, respectfully, and ethically while volunteering.
- Fulfill their assigned tasks to the best of their ability.
- Communicate any issues or concerns to Town Hall.
- Accurately document and maintain records of volunteer hours.

5. Volunteer Opportunities:

- Environmental cleanup (Litter Collection)
 1. Locations will be provided. (See **Exhibit A**)

2. Before and after picture(s) of the area where litter is collected.
 3. If a small amount of litter is collected you are to place in your personal trash container; if a large amount of litter is collected, email Townhall@southriding.net with a photo and location; SRP will make arrangements to pick up the bag(s)/item(s).
- Spray painting stop signs/light pole bases black (This entails placing cardboard around the pole to prevent spray painting the grass.).
 1. Locations will be provided
 2. Paint will be provided
 - Events
 1. Set up
 2. Duties as assigned
 3. Break down/Clean up
 4. Assist with kid friendly activities/crafts

* Individuals wishing to propose a volunteer activity not currently on the approved list must submit a proposal in writing for review and approval prior to commencing the activity. The proposal should clearly outline the activity, its purpose and the volunteer's role.

Disclaimer:

Participation in volunteer activities is voluntary. South Riding Proprietary reserves the right to modify or terminate volunteer opportunities and/or this agreement at any time. While we strive to provide meaningful and safe volunteer experiences, volunteers participate at their own risk.

Exhibit A

Amberlea Park

America Square Park

Arthur Place to Cedar Hunt Path (wooded area / path)

Bryson Park

Burkedale Park

Center Street bridge and water run off area (behind Community Baptist Church)

Conklin Community Park

Creekmore Terrace Wooded Area

Crossfield Pond / Pier

Crossfield Tree preserve area (wooded area across from the pond)

Crossfield Drive and Cedar Hedge Street (common area with trees)

Donovan Drive

Dunvegan Park (surrounding open space left of park)

Dabner and Donegal wooded area and Pond (around pond behind soccer field)

Edgewater between Donovan and Stinger (wooded area)

Elk Lick Park (Pickleball Basketball and Dog Park Area)

Elk Lick Park Walking Path

Elk lick Road on Edgewater Street side (Both sides of the road)

Fortitude and Ulysses walking path (Path)

Freedom Park (Surrounding tree area)

Freedom High School Woods (wooded area located on right side)

Gunnery Square

Glasgow Drive - Talamore Drive Culdesac/Pond (Drainage and wooded area - may need "trash grabbers")

Herring Creek Walking path /Common area (Creek/Woods on Center St and Herring Creek)

Hutchinson Farm Elementary (Wooded area and surrounding grounds)

Hyland Hills Park

Justice Drive (Wooded area near Londontown Terr)

Justice Drive (Wooded area near Unicorn Dr)

Katama Walking Path (Katama to Maplecross)

Liberty Elementary / Trail

Little River Commons

Little River Elementary

Exhibit A (continued)

Loudoun County Parkway (Between Tall Cedars (7-11 and wooded area) and the traffic light)

Marshmallow Alley and preserve area

Mandolin Drive Common area - path to HS (Wooded area and surrounding grounds, storm drain)

Mandolin and Riding Center Pond

McIntyre Square (Common area and Pond behind)

Meadows Pool Wetlands area

Mimosa Tree Court (common area between 25574 and soccer field)

Mink Meadows Park

Murrey Drive Tree Preserve Area

Murrey Park and Pavilion (Park Pavilion and Tennis Court Area)

Nations/Tall Cedars (Dulles Multi) Pond (Across from Amberlea at Riding Center and Tall Cedars)

Ocala Pond and surrounding area

Planting Field Tree Preserve area

Priesters Pond

Riding Center Drive

Riding Center and Privilege Alley (Wooded area)

South Riding Blvd and Tall Cedars Pkwy (Pond Path)

South Riding Center / Stage / Pool

South Riding Center Park

Stinger Drive / Braddock (path by the houses along Braddock)

Stinger Drive Park

Talamore Dr/Hyland Hills Street/Rachel Hill (Protected Natural area between streets)

Talent Street Walking Path

West Riding (wooded areas behind park and area down alley off Spyder)

Valiant Drive and Donovan Drive

First Frost and Kimberly Rose (the area near the church)

Pelican Dr and Mandolin Dr (Wooded area between from SRC Park)

World Fitness Trail

Ponds/Water Areas

Parks

Internal Policy/Guidelines Regarding Student Project Participation and External Requests

Our organization is committed to serving our community and fulfilling our core mission as defined by the Board of Directors. We recognize the value of educational initiatives like the Step Up Loudoun, Capstone and other similar projects and appreciate the enthusiasm of students. However, the increasing volume of requests for staff participation in such projects, as well as other non-essential external requests, challenges our limited staff resources. These requests often divert staff time and energy away from essential duties and core services mandated by the Board, impacting our ability to effectively serve the community and meet our organizational objectives. Therefore, the following policy is established to ensure responsible allocation of staff time and resources.

Policy:

1. **Prioritization of Core Services:** The primary responsibility of staff is to deliver the core services and programs outlined in the organization's governing documents and as directed by the Board of Directors. All staff time and resources will be prioritized to fulfill these essential functions.
2. **Student Project Requests:** We appreciate the educational value of student projects, staff participation in these projects is not a required obligation. Due to resource constraints, staff may not be available to individually participate in or respond to student project requests, including, but not limited to, interviews, surveys, presentations, or site visits.
3. **Use our Website:** Our community website, southriding.net is open to the public and contains many resources related to our governing documents, Committee meetings, community projects, past issues of our magazine, annual budgets and much more.
4. **External Requests:** All external requests for staff participation, including but not limited to speaking engagements, community events, and surveys, will be evaluated on a case-by-case basis by the General Manager and/or Board President. The evaluation criteria will include:
 - Alignment with our mission, vision and strategic goals.
 - Potential benefit to the organization.
 - Staff availability and resource requirements.
 - Impact on core service delivery.
5. **Request Submission Process:** External requests must be submitted in writing 60 days in advance to townhall@southriding.net and include a detailed description of the request, the expected time commitment, and the intended audience.
6. **Board Discretion:** The Board of Directors reserves the right to make exceptions to this policy in specific circumstances deemed to be in the best interest of the organization.

This policy was adopted by Board motion at the April 2, 2025 meeting and will be reviewed and updated annually or as needed.