



VOLUNTEER HANDBOOK

2011 - 2012

Volunteer Handbook
Susan G. Komen for the Cure

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Dear Volunteer,

Welcome to the Oregon and SW Washington Affiliate of Susan G. Komen for the Cure®! We are excited about your decision to join our team of dedicated and caring individuals committed to our vision of a world without breast cancer. In choosing Susan G. Komen for the Cure®, you have joined the world's largest and most progressive grassroots network fighting to end breast cancer forever.

There are many ways you can contribute your talents, energy and ideas in our mission to save lives, improve breast health services, and reach out to underserved individuals throughout Oregon and SW Washington. We are committed to creating an environment that is supportive, appreciative and rewarding. Regardless of the amount of time you are able to dedicate, please know your efforts as a volunteer make a difference in our organization and in the communities we serve. Together we can help women and their families touched by breast cancer by providing accurate information, identifying resources in their communities and offering hope.

Thank you for joining us. Locally, we could not have accomplished all we have in the past 20 years without people like you – and there is still much to be done! We look forward to working with you.

Best regards,

A handwritten signature in blue ink, appearing to read "Christine McDonald".

Christine McDonald
Executive Director

A handwritten signature in blue ink, appearing to read "Marta Monetti".

Marta Monetti
Board President

Volunteering is an act of heroism on a grand scale. And it matters profoundly. It does more than help people beat the odds; it changes the odds.

- Former President Bill Clinton

National Foundation Fundamentals

Introduction

This Volunteer Handbook is designed to orient you with Susan G. Komen for the Cure, its policies and volunteers' rights and responsibilities. Please read this Handbook carefully. It will increase your knowledge about what we do and will also enable us to respond more effectively to your needs. We want you to have the most positive experience possible. After reading the Handbook, please sign the enclosed form and return it to your staff or volunteer supervisor.

History of Susan G. Komen for the Cure

Susan G. Komen for the Cure was founded on a promise made between two sisters – Susan G. Komen and Nancy Brinker. Suzy was diagnosed with breast cancer in 1978, when it was rarely discussed in public and little was known about the disease. Before she died at the age of 36, Suzy asked her sister to do everything possible to bring an end to breast cancer.

In 1982, that promise became Susan G. Komen for the Cure and launched the global breast cancer movement. Today, Susan G. Komen for the Cure is the world's largest grassroots network of breast cancer survivors and activists fighting to save lives, empower people, ensure quality care for all and energize science to find the cures. Thanks to events like the Komen Race for the Cure, we have invested nearly \$1 billion to fulfill our promise, becoming the largest source of nonprofit funds to the fight against breast cancer in the world.

Susan G. Komen for the Cure is headquartered in Dallas, Texas.

Where We Have Been and Where We Are Now

Where We've Been

- 1982 The Susan G. Komen Breast Cancer Foundation holds its first fundraising event, a women's polo tournament and lawn party, and awards its first grants totaling \$30,000 to M.D. Anderson in Houston and Baylor University Medical Center in Dallas.
- 1983 The first Komen Race for the Cure® is held in Dallas, Texas with 800 participants.
- 1989 The Komen Foundation expands its grassroots approach by adding its first "chapter" outside of the Dallas area in San Francisco, CA. Chapters are renamed Affiliates six years later.
- 1989 1.800 I'M AWARE®, the Komen Foundation's National Toll-Free Breast Care Helpline, is established to provide callers with responses to questions, local resources and moral support.
- 1990 The first community grants are awarded by Komen Affiliates.

Where We Are Now

- 2011 Through 2011, Komen for the Cure, together with its Affiliate Network, corporate partners and generous donors, has invested over 1 billion in breast cancer research, education, and health services. More than 80 cents spent by Komen for the Cure supports mission programs and services.
- 2011 Komen Race for the Cure® Series, the largest series of 5K runs/fitness walks in the world, includes 100 Races in the U.S. and three international Races. This year, 1 million people are expected to participate in Komen for the Cure's signature awareness and fundraising event.
- 2011 Led by over 100,000 survivors and activists in a network of more than 125 U.S. and international Affiliates, Komen for the Cure is one of the most progressive grassroots organizations against breast cancer today.
- 2011 The 1.800 I'M AWARE® Helpline is answered by trained, caring volunteers whose lives have been personally touched by breast cancer. Patients and their loved ones receive information on a wide range of breast health and breast cancer issues in both English and Spanish.
- 2011 Komen Affiliates fund a variety of community-based breast health education, screening and treatment projects for the medically underserved.
- 1994 Komen-funded researcher, Mary Claire-King, M.D., discovers the gene mutation

BRCA1, an indication for inherited forms of breast cancer. The Komen Foundation has also provided funding for V. Craig Jordan, Ph.D., the scientist who discovered tamoxifen, and Leland H. Hartwell, Ph.D., who won the 2001 Nobel Prize in Physiology or Medicine for his work in cancer research.

than 1,000 grants, nationally and around the world totaling more than \$180 million for breast cancer research projects. The organization remains the nation's largest private provider of funds for breast cancer research and community outreach programs.

1997 The first Komen Web sites are launched to provide the latest breast health and breast cancer information, as well as Komen Foundation news and activities.

2011 Komen for the Cure's Web site, www.komen.org, provides up-to-the-minute information about research findings, clinical trials, local outreach programs, events, volunteer opportunities, and Komen for the Cure programs and partners.

2001 *Worth* magazine names the Komen Foundation one of "America's 100 Best Charities" out of more than 819,000 charities in the United States. Of the 27 health organizations named, to the "100 Best" list, the Komen Foundation was one of two organizations focused solely

2011 The organization celebrates 25 years of patient advocacy in 2007, building awareness and raising funds for breast cancer research and community outreach programs, and launches the new brand "Susan G. Komen for the Cure."

2011 Since its inception, Komen for the Cure has awarded more

Our Promise:

“To save lives and end breast cancer forever by empowering people, ensuring quality care for all and energizing science to find the cures.”

Our Vision:

A world without breast cancer.

Our Core Values

Inclusion to embrace the uniqueness of every individual

Stewardship to be accountable for our performance, individually and collectively

Honesty to foster a community of trust and integrity

Openness to seek out new ideas and new ways of thinking

Passion to demonstrate personal commitment to our Promise

Empowerment to entrust others and hold yourself accountable

Susan G. Komen for the Cure Award and Research Grant Program

Susan G. Komen for the Cure Award and Research Grant Program supports innovative breast cancer research and a variety of meritorious awards. Since its inception, the Foundation has awarded grants totaling nearly \$1 billion for breast cancer research. Oftentimes, Susan G. Komen for the Cure is the only source of funding for cutting-edge breast cancer research, some of which has led to landmark discoveries in the quest to find a cure for and eventually prevent breast cancer. Credited with bringing a new level of integrity to the grant application and review process, Susan G. Komen for the Cure adheres to a peer-review process that is recognized by the National Cancer Institute. In the case of basic, clinical and translational research grants, applications are reviewed through a blind, or anonymous, peer-review process. The current program includes:

- ⌘ Training grants to doctoral dissertation students and postdoctoral fellows to recruit and retain young scientists in the field of breast cancer research.
- ⌘ Basic, clinical and translational grants that encompass a broad number of focus areas, including detection, diagnosis, prognosis, risk, prevention, treatment, tumor cell biology and complementary and alternative therapies.
- ⌘ Imaging technology research to improve breast cancer screening and diagnosis.
- ⌘ Epidemiological research to address the disparities that exist in breast cancer incidence and mortality rates among specific populations.

In addition to funding research grants, the organization supports a meritorious award program that includes the Brinker International Awards for Breast Cancer Research, the Komen Scholarship Program, Interdisciplinary Fellowships and the Professor of Survivorship Awards.

Foundation Public Policy

As a 501(c) (3) organization, Susan G. Komen for the Cure does not participate in lobbying activities: However, the organization does seek to educate members of Congress and other elected officials concerning the needs of women and families as they relate to breast cancer. The organization's goal is to ensure that the voice of the constituents is represented to those charged with setting and changing public policy. Susan G. Komen for the Cure believes that scientific progress in the areas of research, education, screening and treatment must be complemented by sound public policy. In this regard, the organization seeks the implementation of a number of policy priorities, such as Champions for the Cure™, a project inspired by thousands of Komen volunteers across the country that work in local communities and with their state health departments to educate Congress, the President and other policymakers about breast cancer.

Corporate Partners

Susan G. Komen for the Cure is dedicated to setting new standards for creative collaboration in the fight against breast cancer. The organization develops outreach, awareness and fundraising initiatives with the dedication, commitment and support of blue-chip corporate partners.

The partnerships with these companies provide an opportunity for individuals to join in the fight against breast cancer and help spread the life-saving message of early detection to millions of women and men around the world -- in a way that is meaningful to them.

Susan G. Komen for the Cure's National Corporate Sponsors:

- | | |
|---|--|
| ✂ 3 M | ✂ General Mills' Pink Together |
| ✂ ACH Food Companies, Inc. | ✂ Grand Traverse Pie Company |
| ✂ Acushnet-Titleist, Cobra and
Footjoy Worldwide | ✂ Hallmark Gold Crown Stores |
| ✂ American Airlines | ✂ Holland America Line |
| ✂ Atlas Garden Glove | ✂ HSN |
| ✂ Bank of America | ✂ Kentucky Fried Chicken |
| ✂ Belk | ✂ Kentucky Oaks Ladies First |
| ✂ Belkin | ✂ KitchenAid |
| ✂ Best Buy and Virgin Mobile | ✂ Ladies Professional Golf
Association (LPGA) |
| ✂ Better Homes and Gardens | ✂ Lean Cuisine |
| ✂ BMW of North America, Inc. | ✂ LIFE Event—The Val Skinner
Foundation |
| ✂ Breeders' Cup | ✂ LifeWorks Technology Group |
| ✂ Brinker International | ✂ Lowe's Companies, Inc. |
| ✂ Caribou Coffee Company, Ltd. | ✂ LPGA Golf Clinics |
| ✂ Carlisle Collection, Ltd. | ✂ Major League Baseball |
| ✂ Carnival Cruise Lines | ✂ Mars Snackfood U.S., LLC |
| ✂ Coldwater Creek | ✂ Massage Envy |
| ✂ Don King Productions | ✂ McNeil Nutritionals, LLC - Viactiv |
| ✂ Dr. Pepper Snapple Group | ✂ Microsoft |
| ✂ Energizer® | ✂ MMG Corporation |
| ✂ Euroblooms, LLC | ✂ Mobile Giving |
| ✂ Ford Division | ✂ Mott's |
| ✂ Fox Home Entertainment | ✂ NAPA AutoCare |
| ✂ Fresh Express | ✂ New Balance Athletic Shoe, Inc. |
| ✂ FUZE Beverage | |

- ⌘ North American Licensing
- ⌘ Not Your Daughter's Jeans
- ⌘ On Deck for the Cure
- ⌘ On the Border—Fiesta for the Cure™
- ⌘ Oreck
- ⌘ Pandora Jewelry
- ⌘ Paramount Coffee
- ⌘ Payless Shoesource
- ⌘ Pier 1 Imports
- ⌘ PiNKiTUDE
- ⌘ Pottinger Nichols Media Group, LLC
- ⌘ Princess Cruises
- ⌘ Quilted Northern Ultra
- ⌘ Rally for the Cure
- ⌘ RE/MAX International
- ⌘ The Republic of Tea
- ⌘ Simon Malls
- ⌘ Specialized Bicycle Components
- ⌘ Spring Global
- ⌘ The Bowling Foundation
- ⌘ The Mohawk Group
- ⌘ Think Products
- ⌘ Tomboy Tools
- ⌘ Tubbs Romp to Stomp Out Breast Cancer Series
- ⌘ Wacoal America
- ⌘ Wusthof
- ⌘ Wyeth/ChapStick Brand Lip Moisturizer
- ⌘ Yoplait USA
- ⌘ Zale Corporation
- ⌘ Zeta Tau Alpha Fraternity

Oregon & SW Washington Affiliate

History of the Affiliate

In 1991, as Lolly Champion was undergoing chemotherapy for breast cancer, she noticed that a client was reading a book by Nancy Brinker entitled The Race is Run One Step At A Time: My Personal Struggle and Every Woman's Guide to Taking Charge of Breast Cancer. It inspired her to contact the National Komen for the Cure. She told them, "We want to start a race, and we have Nike in Portland!"

With breast cancer survivors Chris Mulder and Raylene Dion, they visited Komen's National headquarters in Dallas, contributed \$100 each, and signed a charter for the Oregon/SW Washington Affiliate.

After receiving their first sponsorship from Payless Drugs for the Race, they raised awareness and educated the community about breast cancer while encouraging participation in the Race through the Junior League of Portland, community groups and local hospitals. The first Race for the Cure® took place in 1992 with approximately 6200 participants, enabling the Affiliate to fund \$3,188 in mammography screening.

The Race grew every year, continuing to be led by a dedicated group of volunteers. The 4th Race in 1995 drew 18,000 participants raising \$7,156 to fund the first community grant. In 1996, the Affiliate's first staff person was hired.

The incredible dedication and commitment that the founders contributed to this Affiliate has bolstered National research and education, screening, and treatment for those affected by breast cancer in the Oregon and SW Washington area.

About Our Affiliate

The local Affiliate serves the state of Oregon as well as Clark, Skamania and Cowlitz counties in Southwest Washington. Some of the local Komen Affiliate's functions include:

- ✿ Providing Komen Community Grants up to \$40,000 (\$60,000 for a regional grant) to local organizations for projects that include breast health and breast cancer education and outreach.
- ✿ Providing free mammograms as well as diagnostic and case management services for women and men who aren't otherwise able to afford them (in 2010 we funded over 8000 potentially life-saving mammograms and other diagnostic breast services to people in need).
- ✿ Providing mini-grants (\$40,000 funded in 2010) to local non-profit organizations for up to \$2,000 in support of breast health and breast cancer outreach and education programs.
- ✿ Sponsoring the Komen Portland Race for the Cure®, which is the local Affiliate's primary fundraiser (it raised \$2.3 million in 2010). The 2011 Race is the 20th annual Portland Race, and will take place Sunday, September 18th at Waterfront Park.
- ✿ Providing a wide variety of educational material and literature about breast cancer and breast health to the public, the medical community, service providers, community groups, volunteers and survivors.
- ✿ Sponsoring a number of breast cancer survivor and education activities.

Our local Affiliate boasts over 2500 volunteers, who work together to accomplish our mission. As a result of our volunteer-driven efforts, our organization is able to keep operating and fundraising expenses low.

Recent Awards and Recognition that were received by our Affiliate:

- ✿ 4 star rating from Charity Navigator

- ✿ Only breast cancer charity on the Cone 100
- ✿ Ranked #1 as the most valued non-profit brand and the charity to which people are most likely to donate.
- ✿ In 2009 and 2010, named Top Large nonprofit to work for in Oregon

Of all money raised by the Oregon & SW Washington Affiliate of Komen for the Cure, 75% remains in our local Oregon and SW Washington communities. The remaining 25% helps fund the Susan G. Komen for the Cure Research Program for breast cancer research (none of this 25% pays staff or administrative costs; all of it is designated strictly for breast cancer research).

Affiliate Grant Program

Affiliates of Komen for the Cure fund a variety of community-based breast health education and breast cancer screening and treatment projects for the medically underserved. In order to ensure their funds make the greatest impact, Komen Affiliates work with local medical experts and community leaders to conduct comprehensive community needs assessments. The community profiles are then used to establish local grant priorities consistent with the organizations standards and mission.

Komen Community & Transportation Grant Awards

About **\$1,254,034** in grants, reaching **54,610** were awarded for 2011 - 2012 from the Oregon/SW Washington Affiliate.

Regional Grant - \$60,000

The Komen Affiliate (\$60,000) in partnership with OHSU Knight Cancer Institute and the OHSU Center for Women's Health (\$10,000) is offering a joint grant to provide breast and cervical education in the Mid-Willamette Region.

Samaritan Health Services

Corvallis, OR

This new regional breast and cervical education program is a partnership with Komen, OHSU and Samaritan Health Services. The program staff will offer educational classes, small group meetings and participate in health fairs within the four county regions of Linn, Benton, Lincoln, and Lane counties. Their goal is to provide resources for services and to deliver the message that early detection saves lives to over 2,000 women in these four counties. The program includes a small media campaign to reach 26,400 people in the first year.

Number of people to be reached: 28,400

Community Grants: \$ 476,534 People reached: 16,860

Asher Community Health Center - \$10,672

Fossil, OR

The Wheeler County Breast Health Education and Referral program centers on a monthly bus trip that takes 7-10 rural women to the closest mammography site for a screening mammogram. A radiologist reads the film and if necessary, will take further pictures. Women receive their results before leaving the Imaging center. Many participants have never had a mammogram and would not, if it wasn't for this particular funded program. Each month a different party theme is chosen to make it fun. This has been an effective method for getting women in a rural and remote area to learn about breast health, have their mammograms, and build a support group.

Number of people to be reached: 370

Asian Health & Services Center - \$35,000

Portland, OR

The Asian Actions Against Breast Cancer (3ABC) program serves Chinese, Korean and Vietnamese women age 40 and older living in Oregon. Their focus is on women residing in the Portland metropolitan area. Asian women face a number of obstacles to obtaining regular breast health screenings, including financial, cultural and linguistic barriers. 3ABC will provide appropriate community outreach and education, clinical breast exams and mammograms, and support them with case management services.

Number of people to be reached: 250

Catholic Charities – El Programa Hispano - \$35,000

Gresham, OR

Catholic Charities – El Programa Hispano, in partnership with Wallace Medical Concern and Providence Health Promoters Program, will carry out the *Latina Breast Cancer Prevention Project*. This project reaches out to low-income, Spanish-speaking Latina women and helps them obtain mammograms. El Programa Hispano's long history of serving the Latino community, combined with its culturally welcoming approach, make it uniquely positioned to carry out this project.

Number of people to be reached: 1,000

Columbia Memorial Hospital - \$35,000

Astoria, OR

The Patient Navigator Program of Columbia Memorial Hospital will provide guidance for breast cancer patients beginning with a suspicious symptom through diagnosis, treatment and survivorship. Resources and services that address emotional, physical, mental, spiritual as well as financial and vocational needs will be offered. This program helps patients and families overcome barriers to health care and access services in a timely manner.

Number of people to be reached: 35

Emanuel Medical Center Foundation - \$35,000

Portland, OR

Legacy Health in an effort to partner with local churches and faith-based organizations to provide breast cancer awareness and education and emphasize the importance of early detection is planning Worship in Pink 2011. Legacy will work with faith leaders in the community over a period of 6 months. They anticipate reaching 1,800 women with breast health education through this partnership and estimate that 180 women will have mammograms as a result of this education and outreach.

Number of people to be reached: 1,800

Familias en Acción - \$34,859

Portland, OR

The purpose of the program is to provide enhanced cancer support services to Latino breast cancer survivors and their families through a patient assistant program. De La Mano Frente al Cancer patient navigator program will: 1) Improve Latino breast cancer survivors' quality of life through a holistic and family centered approach; and 2) Enhance Latino breast cancer survivor

leadership skills. Barriers to early diagnoses and timely breast cancer treatment often include lack of access to health care and high poverty rates.

Number of people to be reached: 175

Harney District Hospital - \$27,397

Burns, OR

The Harney District Hospital Outreach and Education program has the following goals: 1) Reach out to women 40 and over living in rural areas of Harney County and provide them with information and education about breast cancer risk reduction, diagnosis, treatment options and available support services; 2) Continue to improve access of mammography services to Native American and other underserved women living in Harney County and provide navigational services for those individuals requiring assistance; 3) Expand outreach to neighboring counties; and 4) Continue support for breast cancer survivors.

Number of people to be reached: 2,100

Mid-Columbia Health Foundation - \$35,000

The Dalles, OR

The Mid-Columbia Health Foundation will conduct outreach and education to the low-income, geographically isolated, Hispanic/Latina, the uninsured and under insured populations of Wasco, Sherman, Gilliam and Hood River Counties. They will utilize several sources to provide care and subsidized mammograms. A partnership with La Clinica del Carino will provide a Promotore (Health Promoter) to assist with outreach and education and to accompany women to their mammogram appointment if necessary.

Number of people reached: 300

Rinehart Clinic - \$28,700

Wheeler, OR

This Program will provide education and information about the importance of early detection and screening, in an effort to increase awareness of breast health guidelines to the women of Tillamook County. Information regarding vouchers and transportation assistance for low income women will also be included. Patient navigator services will be provided for all patients requiring follow-up, or for those that are diagnosed and require treatment.

Number of people to be reached: 870

Russian Oregon Social Services - \$35,000

Portland, OR

Russian Oregon Social Services' Breast Health Education & Support Project will address the needs of Russian-speaking immigrant and refugee women who know little about breast health, breast cancer and early detection, and face many challenges in accessing care. This program will provide culturally appropriate breast health education and individual assistance to women in Clackamas, Multnomah and Washington Counties in Oregon and Clark County in southwest Washington.

Number of people to be reached: 1,900

Sacred Heart Medical Center Foundation - \$35,000

Springfield, OR

The Patient Navigator program is designed to help patients who have been diagnosed with breast cancer or have had an abnormal mammogram and are awaiting a diagnosis. The Navigator guides the patient through clinical, emotional and financial support services so that

continuity of care received will be improved. Today there is no central coordination available at the point of diagnosis. The Patient Navigator helps remove any roadblocks to treatment, so that patients are able to keep their appointments, follow their treatment regimen and receive the support services they need.

Number of people to be reached: 2,300

Santiam Memorial Hospital - \$35,000

Stayton, OR

Santiam Memorial Hospital will establish a Breast Health Education Outreach Program. This program will provide and distribute educational information regarding access to breast health screening. By focusing on early detection through outreach to women without health care providers, this program will try to decrease late stage diagnosis through prompt referrals for mammography. A nurse practitioner will travel among six clinics in Aumsville, Sublimity, Mill City and Stayton for outreach activities.

Number of people to be reached: 150

Sea-Mar Community Health Center: \$34,906

Vancouver, WA

The goal of Sea Mar Community Health Centers' Well Women Breast Cancer Screening Initiative is to increase the number of breast cancer screenings among Latina and low-income women seen at the two Sea Mar medical clinics located in Clark County, Washington. Sea Mar will expand its breast cancer outreach and education activities in order to reach more women. It will also continue its plan to train medical providers and implement data tracking systems.

Number of people to be reached: 3,000

Komen Rural Transportation Grants: \$ 102,500 People reached: 350

American Cancer Society (Serving Oregon and SW Washington) - \$100,000

Portland, OR

Logistical access to breast cancer treatment is a critical need for women throughout Oregon and southwest Washington, particularly those living in rural areas. The American Cancer Society (ACS) will help address this need for 280 low-income, uninsured and Medicaid women through the Road to Recovery program. ACS will provide eligible women with transportation, lodging and food assistance for travel to breast cancer treatment appointments in a 39-county service area.

Number of people to be reached: 280

The Rinehart Clinic - \$2,500

Wheeler, OR

This transportation grant will serve women that need immediate transportation assistance in the Tillamook County area or that do not meet the criteria for the Komen/ACS grant that serves women undergoing breast cancer treatment.

Number of people to be reached: 70

Oregon and SW Washington Screening Program Grants: \$675,000

Oregon Breast and Cervical Cancer Screening Program - \$575,000

Women to be served: 8,000

This grant provides funding for our partnership with the Oregon Breast and Cervical Cancer Screening program. It is a statewide program that provides women's health exams, mammography, cervical exams and diagnostic services. If an eligible woman is diagnosed with breast cancer, then she is admitted to the Medicaid program for treatment services. Our Affiliate provides local matching dollars for this critically needed screening program.

Washington Breast, Cervical and Colon Health Program - \$100,000

Women to be served: 1,000

This grant serves three counties in southwest Washington in partnership with the statewide screening program. The grant serves Clark, Cowlitz, and Skamania counties with breast cancer screening services. If an eligible woman is diagnosed with breast cancer, then she is admitted to the Medicaid program for treatment services.

Local Affiliate Partners in the Promise and Race Sponsors

Adventist Medical Center
Birkenstock
BNC Printing
Burgess Plastic Surgery
Cawood
CH2m Hill
City Center Parking
Clear Channel Radio
Comcast
Datasafe, Inc.
Dave's Killer Bread
Davis Wright Tremaine LLP
Del Monte
Doubletree Hotel Portland
Edelman
Emily Hu Plastic Surgery
Fast Signs; NW Portland
FEI
Flowers Tommy Luke
Fred Meyer
Galaxy Wine Company
Health Net of Oregon
Hello Lovely
Henningsen Cold Storage
Honeybucket
KATU
K103fm
Kaiser Permanente
KPMG
Latitudes
Legacy Health System
Leif's
Les Schwab
Linda O'Neill Coaching
Metro West Ambulance
Moonstruck
Mother's Bistro
New Balance
The Nines Hotel
Northwest Cancer Specialists
Old Spaghetti Factory
OnPoint Community Credit Union
The Oregonian
OregonLive.com
OHSU
Panera Bread
PeaceHealth
PrintGraphics
Portland Monthly
Providence Health System
Regence – The Westin, Portland
Re/Max Equity Group
Safeway
Sherman Clay
Stash Tea
Talking Rain
Tom James of Portland
TriMet
US Bank
Walk About Magazine
Washington Trust Bank
Wave One Group
WC Ground
Wells Fargo
Waldorf Center for Plastic Surgery

Local Komen for the Cure Events 2011 – 2012

- ♀ Partner Appreciation Event – Portland, January 27, 2011
- ♀ Tubbs Romp to Stomp Snowshoe Event – February 26, 2011
- ♀ Breast Cancer Issues Conference® - Portland, March 12, 2011
- ♀ Komen Night at The Blazers – Portland, March 25, 2011
- ♀ Grant Awards Luncheon – Portland, April 29, 2011
- ♀ Lunch for the Cure – Portland, May 12, 2011
- ♀ Rally for the Cure® - Summer, multiple locations
- ♀ Portland Beavers Strike Out Breast Cancer – August, 2011
- ♀ Play for the Cure®, Salem – August 19 – 21, 2011
- ♀ Sunriver Marathon – Sunriver, September 3 & 4, 2011
- ♀ Health Expo - Portland, September 16 & 17, 2011
- ♀ Portland Race for the Cure® – September 18, 2011
- ♀ Sail for the Cure®, Portland – September 25, 2011
- ♀ Row for the Cure®, East Riverfront, Portland – October 2, 2011
- ♀ Eugene Race for the Cure, Eugene – October, 2011
- ♀ Breast Cancer Awareness Month - October
- ♀ Portland Marathon Fundraiser – October 9, 2011
- ♀ Girlfriend's Half Marathon – Portland, October 16, 2011
- ♀ King Cycle – Portland, Ongoing
- ♀ Terra Nova – Portland, Ongoing

Check www.komenoregon.org for updates.

Affiliate Board of Directors – 2011 - 2012

Celia Austin - Celia is a breast cancer survivor who participated in her first Race for the Cure more than a dozen years ago. She enjoys organizing events and raising money for good causes, and is passionate about raising money to help find a cure for breast cancer. To support their passion for cancer research, Celia and her husband have contributed to Oregon State University through the Celia and Ken Austin Innovative Research Fund. Celia works very closely with their family businesses, The Allison Inn & Spa, and Raindance Llama Ranch. She and her husband Ken have three sons, several pets, and a herd of 170 llamas.

Kelly Coates – Kelly serves as the Chair of the Awards and Recognition Committee and is a member of the Program Committee. She currently works at Special Olympics as a Field Director and teaches health related classes at PSU in her spare time. Kelly has volunteered for Komen for the Cure since 2004 in various capacities.

Sarah Couey – Sarah Couey is the Director of Health Care Services Planning and Analytics for Regence Blue Cross Blue Shield. Sarah is action-oriented and results-driven, bringing over eighteen years of extensive experience in strategic planning, financial reporting, data analysis, accounting and budgeting to the Komen Board. Sara is a member of the Community Profile and Development Advisory Committee's.

Shirley Cyr - Shirley is a survivor, working as Director of Finance and Administration at Loaves and Fishes and is serving her second term on the Board. In the past she has served as Treasurer for the Race for the Cure, and was a volunteer prior to that. Shirley currently serves as Board Treasurer, Chair of the Finance Committee and member of the Executive Committee.

Robert Dove – As Vice President Market Manager for Clear Channel, Robert has been involved with the Affiliate for many years through their sponsorship of various Komen events. Robert joined the board in 2008 and is serving on the Development Advisory Committee.

Tina Foster – Tina has a long history with the Affiliate and is currently beginning her third term on the board. She has held multiple board positions in the past and currently serves as the Past Board President and member of the Development Advisory Committee. Tina was a Senior Vice President at US Bank prior to her retirement in 2008 and is now working as a consultant for the company. Her mother is a breast cancer survivor.

Cynthia Grant – Cynthia served on the Board as Chair of the Screening Committee and member of the Community Profile Task Force ending her commitment in 2006. In the fall of 2008, she rejoined the Board and will again bring her talents to the Community Profile Task Force. Cynthia is a 10 year breast cancer survivor.

Gail Houck - Gail is a professor in the School of Nursing at Oregon Health Sciences University, and former director of OHSU Academic Graduate and Interdisciplinary Programs. She has been a researcher, consultant, and evaluator for numerous studies in the medical field. A nurse educator for over 40 years, Gail has been published extensively in the area of female and family health. Gail currently serves as the Grant Committee Chair.

Nathalie Johnson, MD - Dr. Johnson is dedicated to helping women with breast cancer. Approximately 80% of her practice consists of caring for women with the disease. She

brings a unique perspective to the board with her specialized medical knowledge of breast cancer, and is widely acclaimed for her passion to discover a cure. She is a member of the Medical Advisory Committee.

Josh Kermisch – Josh is the Executive Director of Willamette Valley Cancer Institute and Research Center. In 2008, he wrote a community grant for the Sacred Heart Foundation to support the founding of a patient navigator program for Oregon Imaging Centers. His vision of bringing the Race for the Cure to Eugene was realized in 2010 while he served as Race Co-Chair. Josh currently serves as a board liaison to the Eugene Race for the Cure.

Marta Monetti – Marta is a breast cancer survivor who joined the board in 2006. She brings a wealth of knowledge in the Public Relations field and currently serves as President of the Board of Directors. Marta is Senior Vice President for Edelman.

Lillian Nail, PhD, RN, FAAN – As a Rawlinson Distinguished Professor of Nursing & Senior Scientist for OHSU School of Nursing, Lillian focuses on research and scholarship in cancer symptom management and coping with cancer. Lillian has been involved with our local Affiliate as an Honorary Survivor Chair for the Race for the Cure® as well as the Chair of the Medical Advisory Committee.

Cheryl Pape – Cheryl heads the Leaders Forum for CASA. She was heavily involved in organizing the inaugural Race for The Cure Eugene, as well as hosting and organizing the first Komen Impact Series in Eugene. She initially became interested in Komen in support of a dear friend who was diagnosed with cancer. Today she continues to work to bring about awareness, promote education and eliminate breast cancer. Cheryl is the board liaison to the Eugene Race for the Cure.

Michael Phillips – Michael has provided legal counsel for the Affiliate for 10 years and was appointed to the board in 2008. As a partner of Davis Wright Tremaine, he practices law in the area of Business Transactions, Merger & Acquisitions and Securities. He currently serves on the Development Advisory Committee.

Quentin Strode - Quentin currently serves as the Regional Manager of U.S. Bancorp and brings over ten years experience in regional banking and finance to the Affiliate Board. His key professional accomplishments include serving as Senior Vice President of Bank of America. Quentin is a member of the Development Advisory Committee.

Linda Williams – Linda works as President of Washington Trust, Oregon region overseeing all banking and wealth management activities. She is a new board member and is currently a member of the Development Advisory Committee. Linda's involvement was instrumental in helping the Affiliate secure its first Patron Event Sponsor for the 2011 Breast Cancer Issues Conference.

Jennifer Williamson – Jennifer is the owner of The Ruby Firm, a government relations consulting business. Her early involvement in government stems from a year working on the D.C. staff of Sen. Mark O. Hatfield. Initially a political science major, she returned to college to acquire her law degree and has been a member of the Oregon State Bar since 2001. She became involved with Komen while working on government issues and advocacy and currently is a member of the Advocacy Committee.

Staff

Name/Title	Functions
<p><i>Chris McDonald</i> Chief Executive Officer Work: 503.553.3671 E-mail: cmcdonald@komenoregon.org</p>	<ul style="list-style-type: none"> ▪ Support for Board of Directors ▪ Oversight of all committees ▪ Oversight and implementation of fundraising and public relations ▪ Oversight of financial and human resources <p>Main contact with Komen National, supervision of all matters regarding the Affiliate</p>
<p><i>Kyle Camberg</i> Corporate Relations Manager Work: 503.553.3672 E-mail: kcamberg@komenoregon.org</p>	<ul style="list-style-type: none"> ▪ Liaison to the Race Committee ▪ Management of all race-related activities for both Portland and the Eugene Race ▪ Oversight of sponsorship activities
<p><i>Cristina Moore</i> Development Manager Work: 503.553.3675 E-mail: cmoore@komenoregon.org</p>	<ul style="list-style-type: none"> • Stewardship oversight • Fundraising events • Oversight of Lunch for the Cure
<p><i>Gail Brownmiller</i> Community Program Director Work: 503.553.3674 E-mail: gbrownmiller@komenoregon.org</p>	<ul style="list-style-type: none"> ▪ Management of grants and screening ▪ Liaison to the Program Committee ▪ Oversight of the Issues After Breast Cancer Conference ▪ Management of Community Profile
<p><i>Susan Schwartz</i> Director of Development Work: 503-546-7431 E-mail: sschwartz@komenoregon.org</p>	<ul style="list-style-type: none"> ▪ Management of all fundraising activities of the Affiliate ▪ Liaison to Development and Communications Committee
<p><i>Toni Mountain</i> Survivor Programs Manager Work: 503.553.3677 E-mail: tmountain@komenoregon.org</p>	<ul style="list-style-type: none"> ▪ Management of all Survivor Activities ▪ Liaison to the Program Committee ▪ Oversight of the Issues After Breast Cancer

Name/Title	Functions
<p><i>Alicia Atwood</i> Receptionist & Administrative Assistant Work: 503.552.9160 E-mail: aatwood@komenoregon.org</p>	<ul style="list-style-type: none"> ▪ Receptionist responsibilities ▪ Office Support ▪ Accounting Support
<p><i>Ally Renshaw</i> Database & Technology Manager Work: 503.553.3670 E-mail: arensaw@komenoregon.org</p>	<ul style="list-style-type: none"> ▪ Database Management ▪ Technology Management ▪ Gift Processing Management
<p><i>Lori Kresse</i> Volunteer Program Manager Work: 503.553.3676 E-mail: lkresse@komenoregon.org</p>	<ul style="list-style-type: none"> ▪ Management of Affiliate Volunteer Program includes staffing all events, Race activities, and office help ▪ Oversees Intern Program
<p><i>Sara McKean</i> Controller Work: 503.553.3673 E-mail: smckean@komenoregon.org</p>	<ul style="list-style-type: none"> ▪ Staff Liaison to Board Treasurer and Finance Committee ▪ Management of Financial/Payroll/HR Administrative duties of Affiliate
<p><i>Cherie Ike</i> Mission and Program Assistant Work: 503.546.7445 E-mail: cike@komenoregon.org</p>	<ul style="list-style-type: none"> ▪ Mission Administrative support ▪ Office support
<p><i>Devon Downeysmith</i> Executive Assistant and Communications Coord. Work: 503.553.3678 E-mail: downeysmith@komenoregon.org</p>	<ul style="list-style-type: none"> ▪ Communications and Marketing support including website content and E-blasts ▪ Executive Assistant to Chris McDonald
<p><i>Jeff Groves</i> Development Assistant Work: 503.546.7446 E-mail: jgroves@komenoregon.org</p>	<ul style="list-style-type: none"> • Stewardship assistance • Sponsorship support ▪ Database support
<p><i>Adam Green</i> Events Coordinator Work: 503.546.7447 E-mail: agreen@komenoregon.org</p>	<ul style="list-style-type: none"> • Event coordination including Race and events relating to Race • Liaison to Race Committee

Breast Cancer Facts

Breast cancer knows few boundaries. It is one of the most frequently diagnosed cancers today. Everyone is potentially at risk, despite age, sex or family history. Although rare, men can develop the deadly disease. Breast cancer is complex and unpredictable. To date, there is no cure.

- An estimated **207,090** new cases of invasion breast cancer are expected to occur among women in the U.S. in 2010, **54,010** of these new cases are in situ breast cancer.
- Breast cancer is the leading cancer among American women and second only to lung cancer in cancer deaths.
- More than two million women currently living in the U.S. have been diagnosed and treated for breast cancer.

Breast cancer is a type of cancer where cells in the breast tissue divide and grow without normal control. Like other cancers, breast cancer can spread throughout the body. Only a small fraction of breast cancer cases can be linked to genetics.

Breast cancer in Oregon & SW Washington

Each week in Oregon 53 women are diagnosed with breast cancer and 10 will die from the disease. It is estimated that in Washington each week 86 women are diagnosed with the disease and about 15 will die. Oregon and Washington have the highest breast cancer rates in the country, although the specific reason is unknown.

Who gets breast cancer?

Anyone can get breast cancer—women and men. But, the exact causes of breast cancer are not fully understood. Scientists have identified a number of risk factors that increase a person's chance of getting breast cancer.

- Females are at greatest risk for getting breast cancer.
- Women age 40 and older are at greatest risk for being diagnosed.
- A small percentage of women under the age of 40 do develop breast cancer.
- About 85 percent of all women diagnosed with breast cancer DO NOT have a family history.
- Only about 10-15 percent of breast cancers occur because of inherited genetic traits.
- Breast cancer in men is rare, but it does happen.
- Race is not considered a factor for increased risk of breast cancer. However, rates of developing and dying from the disease differ among ethnic groups.
- Women are less at risk of developing breast cancer if they eat a healthy diet and exercise.

Early Detection & Treatment

Early detection is the key to surviving breast cancer. When breast cancer is diagnosed at its earliest stages, the five-year survival rate is over 98 percent.

- Mammograms are the best and most widely available breast cancer screening tool. They can detect about 85 percent of all breast cancers.
- At age 40, women should get an annual mammogram.
- Women should begin monthly breast self exams by age 20 and have a clinical breast exam at least every three years.

For more information about breast cancer, go to www.komenoregon.org.

How To Answer Potential Questions as a Komen Volunteer

As a volunteer you are a Komen Representative, and people will be coming to you with any and all of their questions. We want you to be as prepared and as comfortable as possible in providing answers. Taking all you have learned so far, it is our hope that you will answer these questions politely, thoroughly and to the best of your ability and knowledge. Please remember that if you are unsure of an answer to a question, please do not be afraid to say that you do not know the answer and refer them to a Komen staff member for the answer.

Where do I register for the Race and is there a deadline?

You can register before Race Day online, by mail, or at the Health Expo (which takes place at the Oregon Convention Center the two days prior to the race). You can register on Race Day but be aware that the Race Day Registration fee will be increased.

Where does the Race take place, and how long is it?

The 2011 Race takes place on Sunday, September 18 at Waterfront Park. There are several different races in which to participate. There is a 5K run, a 1-mile walk, and a 5K walk as well as a women's 5K run. For those who can't make the Komen Portland Race for the Cure® or want to sleep in the morning of the Race and still want to make a difference, there is something for them as well. These participants can participate in "Sleep In For The Cure" and will be mailed a Race T-shirt and commemorative pin after the Race. They can still participate in our pledge donation program and earn great prizes for their fundraising efforts.

This year will be our second Race the Cure in Eugene, Oregon on October 23, 2011!

How many people were at the Race last year? How much money did the Race raise?

Over 37,000 people participated in the 2010 Komen Portland Race for the Cure® raising over \$2.3 million. 7000 people attended the first Eugene Race for the Cure.

How can I pay tribute to someone special at the Race or through the Affiliate?

Back signs that read, "In Memory of" and "In Celebration of" will be available on Race Day in all venues and at pre-registration. Use as many of these as you like in order to honor those you love who have been affected by breast cancer. You can also make a donation anytime of year in honor or memory of someone special either by mail or online.

What is Komen's stance on mammography?

There is debate on whether mammography screening is our best weapon in the fight against breast cancer, but it is indisputable that education and early detection are. The merit of early detection, aided by mammography screening, is particularly evident in an area as economically diverse as Portland. The progress that has been made in educating the underserved population of this city underscores the need for a consistent message on the critical importance of early detection and its effect on mortality rates.

What is Komen for the Cure's view on Breast Self-Exam?

Susan G. Komen for the Cure maintains its recommendation that women 20 years and older practice monthly breast self-examination (BSE). Dr. Garcia of Komen for the Cure explains that, "Breast self-examination is something all women can do to take charge of their own health. It is private, it's free, and it can be done at home. However...it is important that women understand the role of BSE as part of a three-step process and not as a stand-alone method of early detection."

So generally what does your organization recommend in terms of breast health?

Komen for the Cure recommends the following guidelines:

- Monthly breast self-examination beginning by the age 20. Become familiar with the normal look and feel of your breast.
- Clinical breast examination at least every 3 years beginning at age 20, and annually after age 40.
- Annual mammography screening for women beginning at age 40.

What types of breast health resources are available to me?

There are many resources available to you including support groups and information about breast cancer. To learn more about resources in your local area call the Komen Office at (503) 552-9160 or visit our website at www.komenoregon.org.

The Volunteer Program

Purpose

Komen volunteers are our ambassadors to the world who carry the powerful message of the Foundation and its work into their communities. Through careful development, a volunteer has the ability to be a tremendous representative of the Foundation. Volunteers enable the organization to strengthen existing programs, add new programs, procure funds and resources, add specialized skills and talents and increase public awareness of services. Because volunteers are the cornerstones of our organization, it is essential to have a well-organized volunteer development program to encourage, support and maintain the numerous Affiliate volunteer activities.

Goals

- ✎ To advance the mission of the Affiliate through the active, regular, and productive involvement of volunteers.
- ✎ To build active, ongoing and meaningful relationships between Komen staff and our volunteer community.
- ✎ To ensure that volunteers will be placed putting into service their strengths, interests and skills to best attain organizational goals.
- ✎ To honor all volunteer contributions by written, verbal and publicly formalized recognition and appreciation.
- ✎ To develop an interested and knowledgeable group of volunteers who will serve as our future committee and board leaders.

Volunteer Bill of Rights

We appreciate your willingness to become a team member of the Volunteer program. The Oregon/SW Washington Affiliate accepts and encourages the involvement of volunteers at all levels of our organization and within all appropriate programs and activities. In return for your commitment to volunteer, we have addressed what volunteers can expect from us. They are:

- ✎ To have a clear, written set of expectations
- ✎ To be treated as a co-worker within the agency
- ✎ To be treated as a member of a team committed to excellence in carrying out the Komen mission
- ✎ To have a job assignment consistent with the skills, motivation, and level of responsibility appropriate to each volunteer
- ✎ To receive adequate initial and continuing training to empower the individual to achieve excellence in job performance
- ✎ To have a meaningful and rewarding volunteer experience
- ✎ To have a regular evaluation of job performance with emphasis on skills development and enrichment
- ✎ To be recognized for all contributions

We value your contribution to Susan G. Komen for the Cure. However, nothing in this document or any other documents are intended to create a contract or other legal rights in favor of our volunteers unless that document specifically so provides and is signed by the Executive Director of Susan G. Komen for the Cure.

Responsibility of Volunteers- Standards of Conduct

We know, believe and work toward our mission each and every day. We expect everyone who is a volunteer of Susan G. Komen for the Cure to be dedicated and loyal to the mission and the organization.

To provide general guidelines for our volunteers, we have developed standards of conduct. As a volunteer, you are expected to use common sense and good judgment and to follow all Komen for the Cure policies, procedures and rules when acting on behalf of the organization. These include:

- Communicating directly and effectively and in a timely manner
- Being an active listener
- Giving advance notice when unable to attend a meeting or complete a project
- Complying with federal and state laws while acting on behalf of Komen for the Cure
- Upholding the law in Oregon or Washington, including obeying all federal and state regulations that uphold Komen for the Cure's 501 (c) (3) status. We do not condone drug use, fraud, embezzlement or any other illegal activities
- Maintaining the confidentiality with constituents', volunteers' and employees' personal information. Confidential and proprietary information that belongs to Komen for the Cure must be protected. Refrain from divulging information that could be harmful to Komen for the Cure or using it for your own gain
- Conflict of interest should be avoided by refraining from any associations or activities that might conflict with Komen for the Cure's interests. Individuals shall not solicit or accept significant gifts from contractors or vendors. Do not take advantage of your association with Komen for the Cure for personal gain
- Volunteers may not dispense any medical advice, however personal experiences may be shared
- Dressing appropriately for the work being performed and consistent with Komen for the Cure's mission and message
- Showing respect, fairness and honesty of others. This includes refraining from harassment or discrimination based on gender, race, color, creed, national origin, religion, age, marital status, pregnancy, disability, sexual orientation, or any other status protected under applicable local, state, or federal laws. We treat each other in the way we wish to be treated
- Refraining from behavior that is offensive, undesirable or contrary to Komen for the Cure's best interests
- Volunteers must seek prior approval and consultation from appropriate staff regarding public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of the organization as indicated within their job descriptions
- Reporting any illegal, unethical or suspicious conduct by fellow volunteers, employees, constituents or vendors to management.

Requirements to be a Volunteer

Joining our volunteer team will hopefully be a fulfilling and rewarding experience. Volunteers, like staff members, must follow certain guidelines that are outlined below:

- Reading this Volunteer Handbook or attending an orientation session, and signing the enclosed Acknowledgement Form that will serve as an orientation to the organization and is required by all volunteers.
- All volunteers must have an application on file. Changes in address and/or telephone numbers should be communicated to the volunteer's supervisor or the Volunteer Program Manager.
- Be realistic about your skills, time and abilities when accepting a volunteer position. Actively contribute ideas and bring concerns to staff. Don't be afraid to say yes or no! We welcome your feedback.

Conflict of Interest Policy

1. No Individual shall, either directly or indirectly, engage in any outside business, financial or professional transaction or other activity which conflicts with the interests of the Affiliate. Each Individual shall place the best interest of the Affiliate foremost in any dealings relating to the Affiliate, and shall not use his or her relationship with the Affiliate in any way that will inure to his or her personal benefit. Each Individual shall at all times act with decorum, honesty, integrity and in accordance with the highest ethical standards.

2. No Individual shall solicit or accept business-related gifts, favors, payments, hospitality or other things of value from anyone that might influence his or her decision-making or actions affecting the Affiliate. This does not extend to gifts or entertainment of a "de minimus" nature provided on a customary basis. "De minimus," for purposes of this policy, means gifts with a value of less than \$100.00.

3. No Individual (or any person or entity with whom such Individual has a family or business relationship), shall have a direct or indirect financial interest in, or receive compensation as a result of, transactions with an individual or organization:

- (a) which provides the Affiliate services, supplies, materials or property;
- (b) to which the Affiliate provides products or materials; or
- (c) which has any other contractual relations or business dealings with the Affiliate;

except with prior written approval of the Affiliate's Board of Directors or its designee after full disclosure of all relevant information. The financial interests set forth above do not include interests in corporations listed on a national stock exchange or traded over the counter, provided that the financial interest is one percent or less of that corporation's outstanding shares.

4. All potential conflicts of interest shall be disclosed at the earliest possible time. If any Individual (or any person or entity with whom such Individual has a family or business relationship), has or is about to assume any direct or indirect financial interest in, or relationship to, any individual or organization which proposes to enter into a transaction with the Affiliate, such Individual shall provide prompt written notice of such interest or relationship to the Affiliate's Board of Directors or its designee (which shall document the conflict in the Board's minutes). When a conflict or potential conflict exists, the affected Individual shall abstain from voting or acting upon the pertinent item, withdraw from the meeting, and abstain from participating in or informally influencing the

decision-making process, except to provide factual information upon request. Further, the Individual shall be prohibited from representing the Affiliate or otherwise participating in the transaction, except with the prior written approval of the Board of Directors or its designee after disclosure of all relevant information.

5. The term “financial transaction” used in this policy shall not be construed to include a charitable contribution or a charitable pledge to the Affiliate, or a split-interest gift arrangement such as a gift annuity, charitable remainder trust or charitable lead trust.

6. This policy shall not be construed to limit any conflict of interest provision (whether or not it is explicitly designated as such) in the Bylaws of the Affiliate.

Confidentiality Policy

An Individual shall maintain the confidentiality of all Affiliate information marked or otherwise designated “confidential,” as well as all of the Affiliate’s affairs, proprietary business information, internal procedures, operations, personnel information and the like that are not publicly disclosed through the various reports prepared or filed by the Affiliate pursuant to law, regardless of whether such information is marked “confidential” (“Confidential Information”). If an Individual is uncertain as to whether information is confidential, the Individual must consult with the Affiliate’s Board of Directors. An Individual will return all Confidential Information upon the Affiliate’s request. An Individual shall not use any Confidential Information received while serving the Affiliate in such a manner that the use of such information would be detrimental in any way to the Affiliate, and shall avoid any actions that might impair the reputation of the Affiliate.

Disclosure Statement

At (a) the beginning of each fiscal year, or (b) the date on which the Individual becomes associated with the Affiliate if subsequent to the date in subpart (a), every Individual shall sign a conflict of interest disclosure statement in the form attached hereto that will be kept on file with the Affiliate’s records. The information provided in the disclosure statement will be used by the Affiliate solely in the administration of its Conflict of Interest and Confidentiality Policy, and by providing the requested information, each individual consents to this use.

Harassment Policy

Unwelcome behavior, whether physical or verbal, that creates intimidating, hostile, or an offensive work environment is prohibited. Any employee or volunteer who engages in harassment or other inappropriate conduct that interferes with the operations or environment at Komen for the Cure may be subject to termination of the volunteer position.

All volunteers and staff are responsible for following this policy and reporting any misconduct. Volunteers who believe that they have been harassed or witnessed harassment in any manner should immediately report the conduct to their supervisor. If the volunteer feels uncomfortable discussing the problem with their supervisor, please contact the Volunteer Program Manager or the Executive Director.

Complaints of harassment will be investigated as promptly, thoroughly and as confidentially as possible.

Komen for the Cure prohibits retaliation against volunteers who make complaints in good faith or participate in good faith in any investigation or resolution of the complaint.

Volunteers who have been subject to retaliation or witness retaliation should report the conduct to their supervisor.

Service and Dismissal Policy

Volunteers agree that the organization may at any time, for whatever reason, decide to terminate the volunteer's relationship with the organization.

The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with Komen for the Cure. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

Non-discrimination Policy

All potential volunteers will be considered for volunteer work without regard to gender, disability, age, race, color, religion, sex, national origin, age, marital or family status, sexual orientation, veteran and current military status or other status protected by law.

Search Policy

Komen for the Cure reserves the right to search a volunteer's personal property on the organization's premises or at events sponsored by the Affiliate if we reasonably believe that any volunteer is in unauthorized possession of the organization's property, or an item which may create a safety hazard. Additionally, computer and telephones are intended for business purposes. Therefore, Komen for the Cure has the right to, but does not regularly, monitor computer use, e-mail and voicemail messages.

Corrective Action

A volunteer may be counseled if, in the organization's judgment, the volunteer has:

- Violated a rule, guideline or regulation;
- Failed to perform the job in a satisfactory manner;
- Been involved in conduct that may have an adverse effect on Komen for the Cure; or
- Engaged in conduct that, at the discretion of the organization, warrants disciplinary action.

Although the volunteer may be given the opportunity to correct the performance or conduct, Komen for the Cure may terminate the volunteer relationship for a first offense, if Komen for the Cure considers this action appropriate.

Safety

Each volunteer is responsible for working safely to avoid injury to themselves, fellow workers, and visitors. Komen for the Cure has a no-tolerance policy for any actions that cause others to feel unsafe in the workplace.

You are urged to contact your supervisor or any other member of the organization's management immediately if you observe anything that may in any way endanger an employee, volunteer or visitor.

The following must be reported to your supervisor immediately:

- Any occupational injury which occurs on the job, no matter how slight
- Any occupational illness caused by something on the job
- Property damage caused by performance error
- Any accident, injury or illness of anybody on the organization's premises
- Any potentially dangerous situations (including slip-and-fall situations) on the organization's premises.

Parking

Komen for the Cure values our volunteers and their efforts on behalf of our mission. When volunteers work at the Komen office we are able to offer Tri-met/MAX tickets or parking validation in the parking garage directly above our office. Volunteers that work on a regular basis will be offered Tri-met/MAX tickets for the days that they work. In addition to contributing their time, volunteers may also pay for their own parking and/or transportation as another way to contribute to Komen for the Cure and assist us in keeping our costs down. Parking costs as well as mileage can be written off as a charitable deduction if a volunteer itemizes their taxes.

Contact Information

We welcome your feedback about your volunteer experience or ways to improve upon the programs and services we provide. Please feel free to contact your supervisor or the Volunteer Program Manager with any questions or suggestions you may have. Thank you for your contributions to our mission!

Susan G. Komen for the Cure
Oregon & SW Washington Affiliate
1500 SW 1st Ave. Suite 270 (on the corner of 1st and Clay)
Portland, OR 97201

Main Phone: 503.552.9160

Lori Kresse, CVA
Volunteer Program Manager
Lkresse@komenoregon.org
503.553.3676

Our complete volunteer policies are available upon request.



**VOLUNTEER ORIENTATION AND HANDBOOK ACKNOWLEDGEMENT
FORM**

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number(s) (____) _____

I have read and understand the Volunteer Handbook, designed as an orientation to Susan G. Komen for the Cure.

I agree to abide by the procedures and protocols outlined in this handbook.

I recognize that nothing in this document is intended to create a contract or other legal rights in favor of me.

Signed _____ Date _____

Please return to:

Susan G. Komen for the Cure
Oregon & SW Washington Affiliate
1500 SW 1st Ave. Suite 270
Portland, OR 97201

or FAX to: 503.552.9161