

**INTERN HANDBOOK**

**2010 - 2011**



**Intern Handbook**  
**Susan G. Komen for the Cure**

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Dear Intern,

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 18 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 black ink, appearing to read "Tina Foster".

Tina Foster  
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.*

*- President Bill Clinton*

## **National Organization Fundamentals**

### **Introduction**

This Intern Handbook is designed to orient you with Susan G. Komen for the Cure, its policies and interns' 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 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

- 2007 Through 2007, Komen for the Cure, together with its Affiliate Network, corporate partners and generous donors, has invested 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.
- 2007 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 two international Races. This year, 1 million people are expected to participate in Komen for the Cure's signature awareness and fundraising event.
- 2007 Led by over 100,000 survivors and activists in a network of more than 100 U.S. and international Affiliates, Komen for the Cure is one of the most progressive grassroots organizations against breast cancer today.
- 2007 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.
- 2007 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.
- 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.
- 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
- 2007 Since its inception, Komen for the Cure has awarded more than 1,000 grants, nationally and around the world totaling more than \$180 million for breast cancer research projects. The Foundation remains the nation’s largest private provider of funds for breast cancer research and community outreach programs.
- 2007 Komen for the Cure’s Web site, [www.komen.org](http://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.
- 2007 The Organization celebrates 25 years of patient advocacy, building awareness and raising funds for breast cancer research and community outreach programs, and launches the new brand “Susan G. Komen for the Cure.”

## **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 over \$180 million 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.

## Public Policy Information

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

- ⌘ Microsoft
- ⌘ MMG Corporation
- ⌘ Mobile Giving
- ⌘ Mott's
- ⌘ NAPA AutoCare
- ⌘ New Balance Athletic Shoe, Inc.
- ⌘ 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 4<sup>th</sup> 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 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 2008 we funded over 7000 potentially life-saving mammograms and other diagnostic breast services to people in need).
- ✿ Providing mini-grants (\$25,000 funded in 2008) to 12 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 \$2.6 million in 2008). The 2009 Race is the 19<sup>th</sup> annual Portland Race, and will take place Sunday, September 20th 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 1500 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.

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 Foundation's standards and mission.

About **\$355,699** in grants were awarded for 2010-2011 from the Oregon/SW Washington Affiliate.

### **Community Grants:**

#### **Asher Community Health Center - \$13,213**

Fossil, OR

The Wheeler County Breast Health Education and Referral system began in May 2008 with a grant from the Susan G. Komen for the Cure, Oregon and SW Washington Affiliate. This program provides transportation to mammography services, educational outreach, and support groups. Once a month, a bus with 7-10 local women heads to the nearest mammography center over a hundred miles away. During the 2.5 hour ride, a physician assistant gives a presentation about women's health care including breast health. At the mammography center, the women have appointments for both mammography and diagnostic readings, which normally take place at separate appointments. This program has expanded to serve women from neighboring counties.

**Number of people to be reached: 370**

#### **Asian Health & Services Center - \$27,500**

Portland, OR 97202

The Asian Health and Service Center's Asian Actions Against Breast Cancer (3ABC) program serves Chinese, Korean, and Vietnamese women, age 40 and older living in Oregon, focusing primarily within 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 address these barriers with culturally specific media campaign, education and outreach to provide 250 Asian women with clinical breast exams or mammograms, and support them with case management services.

**Number of people to be reached: 250**

#### **Catholic Charities – El Programa Hispano - \$30,000**

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: 255**

#### **Columbia Memorial Hospital - \$25,000**

Astoria, OR

The North Coast Breast Health Resources Program reaches out to women in Clatsop County to provide education on early detection of breast cancer and to provide support and services to those on the cancer journey. Priority is given to low income women with no insurance and Latino women. The program sponsors conferences and trainings for health care providers to increase quality of care in this rural area. Referrals, counseling, and support services are provided locally. Survivorship education is provided to enhance the quality of life of those women who have completed treatment. Partnerships with community organizations support the outreach and services of the program.

**Number of people to be reached: 230 directly and 7,000 through media outreach**

**Community Health Center - \$30,000**

Medford, OR

The Community Health Center in partnership with La Clinica, will: (1) increase the number of mammography screening for rural, low-income, medically uninsured, high risk, medically disenfranchised, and Latina women; (2) increase the access to clinical services for prevention and early treatment of breast health issues for low-income, medically uninsured, rural, and Latina women; and, (3) facilitate greater coordination of the broader community's mammography priorities and resources.

**Number of people to be reached: 3,300****Harney District Hospital - \$22,488**

Burns, OR

One in five women living in Harney County is between the ages of 50-64 years old. Research indicates one in 36 women within this age category will be diagnosed with breast cancer. Educating our citizens on the importance of early breast cancer screening and providing them with support and access to breast health services is critical in order to reduce deaths from breast cancer. The goals are to increase education efforts, provide breast cancer survivor support, and create awareness of the Komen mission.

**Number of people to be reached: 1,427****NARA NW - \$25,000**

Portland, OR

Since 1996, the NARA Women's Wellness Program has provided breast and cervical cancer screenings to American Indian/Alaska Native women aged 18-64 with a priority to reach the underserved, uninsured, underinsured, and those who are rarely or never screened. The Program seeks to: 1) ensure native women can be screened through culturally sensitive pathways; 2) promote early detection and prevention through culturally tailored education; and 3) detect pre-cancerous or cancerous lesions at their earliest stage. Funds will support a Community Outreach Liaison to assess the local needs, present Native American Breast Cancer 101, and provide support for women in their health care decision making. The project will serve the State of Oregon, targeting Indian Reservations and the metropolitan areas of Portland, Oregon and Vancouver, Washington.

**Number of people to be reached: 975****Rinehart Clinic - \$25,000**

Wheeler, OR

The Rinehart Clinic Breast Health Project aims to improve the early detection rates of breast cancer in Tillamook County. This will be accomplished through outreach at local food banks and community presentations. The program will continue intensive follow up to ensure that women who participate in outreach events are getting screened. The Clinic staff will develop a patient navigation project to assist women who require follow up or treatment. Working in partnership with Tillamook County General Hospital, staff will coordinate a focus group of patients to determine barriers to accessible treatment.

**Number of people to be reached: 550****Sacred Heart Medical Center Foundation: \$25,000**

Springfield, OR

The Sacred Heart Medical Center Foundation is partnering with Oregon Imaging Centers to jointly fund a Patient Navigator position based at Oregon Imaging Center's facilities which provides screening, diagnostic, and interventional mammography services. The Patient Navigator helps track women from an initial suspicious finding to biopsy and if necessary, referral for treatment. The Patient Navigator is the primary point of contact for the patient in the imaging environment. This will ensure the patient is efficiently connected to clinical resources and emotional and financial support services necessary to improve clinical outcomes.

**Number of people to be reached: 2,300**

**Sea-Mar Community Health Center: \$29,998**

Vancouver, WA

Sea Mar Community Health Center is continuing its “Well Women – Breast Cancer Screening Initiative” to increase the rate of breast cancer screenings among Hispanic/Latina and low income women at two Sea Mar medical clinics located in Clark County, Washington. The Initiative will employ a Customer Service Specialist to assist female patients in scheduling an annual Breast Cancer screening. This program promotes the importance of early breast cancer examinations targeting Hispanic/Latina and low income female patients over the age of 30. The Initiative includes the development of navigation tools necessary to assist women seeking auxiliary services.

**Number of people to be reached: 3,000**

**Valley Family Health Care, Inc. - \$30,000**

Payette, ID

This program provides resources for breast cancer education and mammography services to rural, low income and/or Hispanic women in Malheur County in eastern Oregon. The project works with local employers and partners (HJ Heinz Company, the Oregon Child Development Coalition, and Holy Rosary Medical Center) to provide mammography resources to encourage breast cancer screening. Project participants will tour mammography facility and observe a mammogram being taken. Following the tour, staff will schedule project participants to receive a mammogram.

**Number of people to be reached: 300**

**Virginia Garcia Memorial Health Center - \$25,000**

Cornelius, OR

Virginia Garcia Memorial Health Center (VGMHC) provides services to the medically underserved, minimizing barriers to health care access. Funding for this project provides case management, support, and education on breast cancer. Culturally and linguistically appropriate programs will increase the awareness of the importance of breast self exams, mammogram screening, and early detection as a way to increase early detection.

**Number of people to be reached: 1,225**

**Women with Disabilities Health Equity Coalition- \$22,500**

Portland, OR

The Women with Disabilities Health Equity Coalition is continuing its Community Health Worker (CHW) program to promote breast health among women with disabilities. Approximately 12 women with disabilities in the Portland metropolitan area educate their peers on breast health. The project aims to reach 150 women, and screen at least 40 women with disabilities who were never/rarely screened for breast cancer. CHWs are uniquely suited to address the health disparities in breast health screenings, as they are able to identify with and share the life experience of the women they serve.

**Number of people to be reached: 150**

**The YWCA of Salem - \$25,000**

Salem, OR

YWCA Salem Women’s Health Program provides women with breast health and breast cancer screening education, and encourages them to participate in breast cancer screening. The program serves Marion and Polk Counties, and works with the Oregon Breast & Cervical Cancer Program, as well as community partners, to refer low-income, uninsured women to free clinical breast exams, pap tests, and mammograms. Transportation assistance and exam follow-ups are also provided to insure that women who have been referred for exams are getting to their appointments.

**Number of people to be reached: 3,100**

## **Komen Rural Transportation Grants 2010-2011**

**Total Funding: \$95,000**

**Women to be served: 250**

### **American Cancer Society (Statewide) - \$85,000**

Portland, OR

Logistical access to breast health services is a critical need for women throughout Oregon. The American Cancer Society (ACS) in partnership with the local Komen Affiliate will help address this need for 157 low-income, uninsured, and Medicaid-eligible women through the Road to Recovery program. ACS will provide eligible women with transportation, lodging, and food assistance to travel to breast cancer treatment, screening, and diagnostic mammography appointments throughout the State of Oregon and Clark (WA), Cowlitz (WA), Skamania (WA) counties.

**Number of people to be reached: 157**

### **The Rinehart Clinic - \$5,000**

Wheeler, OR

Rural communities often have many obstacles to care and treatment, and Tillamook County is not unique to this problem. Women in the county are able to obtain mammography services at only one location, Tillamook County General Hospital. While the hospital is located centrally in the county, the distance from north or south county locations may exceed over 40 miles one way. The hospital does offer chemotherapy, but anyone that requires radiation therapy must leave the county to receive this treatment. The Transportation grant removes one of numerous obstacles to care and treatment that women in this county encounter.

**Number of people to be reached: 66**

### **St. Charles Foundation – (Sara Fisher Breast Cancer Project) - \$5,000**

Bend, OR

The vast and rural region east of the Cascade Mountains in Oregon presents unique challenges for breast cancer patients. Unlike other parts of the state, there is only one city with complete breast cancer treatment services. This requires over 50% of breast cancer patients to travel 15 to 200 miles *one-way* for treatment. Adding to this burden, over 16%\* of the region's population is low-income. For these reasons, Sara's Assistance Program at St. Charles Medical Center—Bend provides qualified breast cancer patients with gas cards, hotel vouchers and grocery coupons to help relieve their financial burden.

**Number of people to be reached: 27**

## **Statewide Screening Program Grants:**

### **Oregon Breast and Cervical Cancer Screening - \$615,000**

**Women to be served: 3,300**

Contact: 1-877-255-7070

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 a woman is diagnosed with breast cancer, then she is admitted to the Medicaid program for treatment services. Our Affiliate provides the local matching dollars for this critically needed screening program.

### **Washington Breast and Cervical Health Program - \$65,000**

**Women to be served: 300**

Contact: 1-800-992-1817

This program services three counties in the state of Washington through their state screening program. It serves Clark, Cowlitz, and Skamania counties with breast cancer screening programs.

## Local Affiliate and Race Sponsors

Waggener Edstrom  
Safeway  
Chevron  
KGW News Channel 8  
Clear Channel Radio  
The Oregonian  
DEX  
Adventist Medical Center  
Legacy Health System  
OHSU  
Providence Health System  
Tuality Healthcare  
Fred Meyer  
Joe's  
Kaiser Permanente  
Target  
KPMG  
Kraft  
SENVOY  
Stash Tea  
Breeder's Choice Pet Foods  
Geffen Mesher & Company, P.C.  
Mollet Printing  
PrintGraphics  
The Old Spaghetti Factory  
Washington Square  
Zidell Companies  
McCormick's & Schmick's  
Comcast  
Portland New Balance Stores  
Honeybucket  
Talking Rain  
Macy's  
Health Net of Oregon  
Standard TV & Appliance

Portland Beavers  
Re/Max Equity Group  
OregonLive.com  
Metro West Ambulance  
City Center Parking  
US Bank  
Davis Wright Tremaine LLP  
Mulvanny G2 Architecture  
Southwest Washington Medical Center  
BridgePort Brewing Co.  
Dynalectric  
Williams Love O'Leary & Powers PC  
Pacific Breast Center  
CH2m Hill

## Local Komen for the Cure Events 2010 – 2011

- ⌘ Partner Appreciation Event – Portland, January 28, 2010
- ⌘ Tubbs Romp to Stomp Snowshoe Event – February 27, 2010
- ⌘ Breast Cancer Issues Conference® - Portland, March 13, 2010
- ⌘ Lunch for the Cure – Portland, May 18, 2010
- ⌘ Rally for a Cure® - Summer, multiple locations
- ⌘ Horses and People – Portland, Summer
- ⌘ Pink in the Park – Eugene, Summer
- ⌘ Swing for the Cure – Skamania, summer
- ⌘ Portland Beavers Strike Out Breast Cancer – August 2
- ⌘ Play for the Cure®, Salem – August 20 – 22, 2010
- ⌘ Health Expo - Portland, September 17 & 18, 2010
- ⌘ Portland Race for the Cure® – September 19, 2010
- ⌘ Sail for the Cure®, Portland – September 26, 2010
- ⌘ Breast Cancer Awareness Month - October
- ⌘ Row for the Cure®, East Riverfront, Portland – October 3, 2010
- ⌘ Eugene Race for the Cure, Eugene – October 10, 2010
- ⌘ Portland Marathon Fundraiser – October 10, 2010
- ⌘ Girlfriend's Half Marathon – Portland, October 17, 2010
- ⌘ King Cycle – Portland, Ongoing
- ⌘ Terra Nova – Portland, Ongoing

Check [www.komenoregon.org](http://www.komenoregon.org) for updates.

## **Affiliate Board of Directors – 2009-2010**

**Kelly Coates** – Kelly serves as the Chair of the Education 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.

**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 Affiliate and the Race for the Cure, and was a volunteer prior to that. Shirley currently serves as Treasurer for the Race Committee and is a member of the Finance Committee.

**Marie Dahlstrom** – Marie is an Assistant Professor at OHSU working in the Center for Health Disparities, working closely with community based organizations to develop health disparities research focusing on cancer and health promotion both at a national and international level. Marie became involved with Komen through a grant to the SMG Foundation.

**Lisa Domenico** – Lisa is a survivor who joined the Foundation several years ago. She has served as a Grant Committee Member, Chair of the Community Profile Task Force, Vice President and Board President. Lisa developed a program called Moving Forward that promotes physical activity during cancer treatment. Currently Lisa works as the Associate Director of Regional Cancer Control Strategies at OHSU Knight Cancer Center.

**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 and Communications 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 Affiliate Board President. 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.

**Jan Franke** - Jan currently serves as Chair of the Advocacy Committee and has been involved with the Affiliate for six years. She is a survivor and a retired High School teacher from Woodburn. Jan works for Representative Betty Komp.

**Leda Garside** – Leda is the Program Manager for Salud! Services, a migrant health program providing health services to migrant seasonal vineyard workers and their families. Leda has received the Washington County Public Health Award, was appointed

to the Health Services Commission, and is involved with various other health related programs through Tuality Healthcare. She became a Board Member in 2005.

**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.

**Nathalie Johnson, MD** - Dr. Johnson is a new board member and 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.

**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 on the PR and Marketing Committee. Marta is the Director of Marketing Services at Entercom.

**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 a member of the Medical Advisory Committee.

**Julie Olson** – Julie brought her marketing expertise to the Board of Directors in early 2006. She is currently a Marketing Consultant, and serves as the Chair for the Awards and Recognition Committee for the Affiliate. She has participated in the Race for the Cure for many years in memory of one of her best friends.

**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.

**Peggy C. Ross** - Peggy currently works as the Director of Affirmative Action for the Governor's office bringing a wealth of knowledge surrounding cultural awareness and building effective relationships between businesses and communities. As a recent breast cancer survivor she hopes to contribute to Komen's vision of, "a world without breast cancer". She is currently a member of the Advocacy 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.

## Staff

Name/Title	Functions
<p><b>Chris McDonald</b> Executive Director</p> <p>Work: 503.553.3671 E-mail: cmcdonald@komenoregon.org</p>	<ul style="list-style-type: none"> <li>▪ Support for Board of Directors</li> <li>▪ Oversight of all committees</li> <li>▪ Oversight and implementation of fundraising and public relations</li> <li>▪ Oversight of financial and human resources</li> </ul> <p>Main contact with Komen National, supervision of all matters regarding the Affiliate</p>
<p><b>Kyle Camberg</b> Corporate Relations Manager</p> <p>Work: 503.553.3672 E-mail: kcamberg@komenoregon.org</p>	<ul style="list-style-type: none"> <li>▪ Management of all race-related activities</li> <li>▪ Oversight of sponsorship activities</li> </ul>
<p><b>Cristina Moore</b> Development Manager</p> <p>Work: 503.553.3675 E-mail: cmoore@komenoregon.org</p>	<ul style="list-style-type: none"> <li>• Annual Giving</li> <li>• Stewardship oversight</li> <li>• Fundraising events, including Lunch for the Cure</li> </ul>
<p><b>Gail Brownmiller</b> Community Program Director</p> <p>Work: 503.553.3674 E-mail: gbrownmiller@komenoregon.org</p>	<ul style="list-style-type: none"> <li>▪ Management of grants and screening</li> <li>▪ Liaison to the Education Committee</li> <li>▪ Oversight of the Issues After Breast Cancer Conference</li> <li>▪ Management of Community Profile</li> </ul>
<p><b>Susan Schwartz</b> Director of Development</p> <p>Work: 503-546-7431 E-mail: sswartz@komenoregon.org</p>	<ul style="list-style-type: none"> <li>▪ Management of all fundraising activities of the Affiliate</li> <li>▪ Liaison to Development and Communications Committee</li> </ul>
<p><b>Amy Dunn</b> Events Coordinator</p> <p>Work: 503-546-7447 E-mail: adunn@komenoregon.org</p>	<ul style="list-style-type: none"> <li>▪ Event coordination including Race and events relating to Race</li> <li>▪ Liaison to the Race Committee</li> </ul>
<p><b>Adam Green</b> Development Assistant</p> <p>E-mail: agreen@komenoregon.org</p>	<ul style="list-style-type: none"> <li>• Stewardship assistance</li> <li>• Sponsorship support</li> <li>• Database support</li> </ul>

Name/Title	Functions
<p><b><i>Toni Mountain</i></b> Survivor Programs Manager</p> <p>Work: 503.553.3677 E-mail: tmountain@komenoregon.org</p>	<ul style="list-style-type: none"> <li>▪ Management of all Survivor Activities</li> <li>▪ Liaison to the Education Committee</li> <li>▪ Oversight of the Issues After Breast Cancer</li> <li>▪ Oversight of the Health Expo</li> </ul>
<p><b><i>Ally Renshaw</i></b> Database &amp; Technology Manager</p> <p>Work: 503.553.3670 E-mail: arensaw@komenoregon.org</p>	<ul style="list-style-type: none"> <li>▪ Database Management</li> <li>▪ Technology Management</li> <li>▪ Gift Processing Management</li> <li>▪ Office support backup</li> </ul>
<p><b><i>Lori Kresse</i></b> Volunteer Program Manager</p> <p>Work: 503.553.3676 E-mail: Lkresse@komenoregon.org</p>	<ul style="list-style-type: none"> <li>▪ Management of Affiliate Volunteer Program includes staffing all events, Race activities, office help and intern program</li> </ul>
<p><b><i>Sara McKean</i></b> Controller</p> <p>Work: 503.553.3673 E-mail: smckean@komenoregon.org</p>	<ul style="list-style-type: none"> <li>▪ Staff Liaison to Board Treasurer and Finance Committee</li> <li>▪ Management of Financial/Payroll/HR Administrative duties of Affiliate</li> </ul>
<p><b><i>Cherie Ike</i></b> Mission and Communications Coordinator</p> <p>Work: 503.553.3670 E-mail: cike@komenoregon.org</p>	<ul style="list-style-type: none"> <li>▪ Mission Administrative support</li> <li>▪ Receptionist</li> <li>▪ Office support</li> </ul>
<p><b><i>Devon Downeysmith</i></b> Communications Coordinator/Executive Assistant</p> <p>Work: 503.553.3678 E-mail: downeysmith@komenoregon.org</p>	<ul style="list-style-type: none"> <li>▪ Communications support including website content and E-blasts</li> <li>▪ Executive Assistant to Chris McDonald</li> <li>▪ Gift processing support</li> </ul>

## **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 182,460 new cases of invasive breast cancer are expected to occur among women in the U.S. in 2008. An estimated 40,480 women will die. In addition to invasive breast cancer, 67,770 new cases of in situ breast cancer are expected to occur among women in 2008.
- An estimated 1,990 men will be diagnosed with breast cancer, and an estimated 450 will die in 2008.
- 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 47 women are diagnosed with breast cancer and 10 will die from the disease. It is estimated that in Washington each week 79 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 95 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](http://www.komenoregon.org).

## **How To Answer Potential Questions as a Komen Intern and Volunteer**

As an intern 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 2009 Race takes place on Sunday, September 20 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.

### Do I have to raise money to participate in the Race?

You are not obligated to collect money to participate in the Race, but we do encourage everyone to raise as much as possible in order to increase our contributions to the fight against breast cancer in Oregon & SW Washington. Every little bit helps, and if each participant collected \$100 in pledges, we could raise more than \$4 million!

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

Over 45,000 people participated in the 2008 Komen Portland Race for the Cure® raising over \$2.6 million.

### 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. The federal government recommends that women 40 years of age and older get screened for breast cancer with mammography every one to two years.

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](http://www.komenoregon.org).

# The Volunteer Program

## Purpose

Komen interns and volunteers are our ambassadors to the world who carry the powerful message of our organization and its work into their communities. Through careful development, an intern has the ability to be a tremendous representative of Komen. We offer the opportunity to train the intern in an area of non profit work. It also improves partnerships with institutions of education.

Interns and 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. These programs expand our visibility and reach in the community and retain our commitment to serve a diverse community while maintaining diverse work opportunities.

## Goals

- ✧ To advance the mission of the Affiliate through the active, regular, and productive involvement of interns.
- ✧ To build active, ongoing and meaningful relationships between Komen staff and our volunteer community.
- ✧ To ensure that interns will be placed into meaningful positions that enable the intern to gain knowledge and work experience.
- ✧ To honor all intern contributions by written, verbal and publicly formalized recognition and appreciation.

## 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 organization
- ✧ To receive appropriate training and explanation of the project or task in detail.
- ✧ 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 intern
- ✧ To receive adequate initial and continuing training to empower the individual to achieve excellence in job performance
- ✧ To have a meaningful and rewarding intern experience including observing professionals in a non profit environment
- ✧ To have an evaluation of job performance at the end of the internship with an emphasis on skills development and enrichment
- ✧ To be recognized for all contributions
- ✧ To receive a reference for school supervisors or future employers as appropriate

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 interns or volunteers unless that document specifically so provides and is signed by the Executive Director of Susan G. Komen for the Cure.

## **Responsibility of Interns- Standards of Conduct**

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

To provide general guidelines for our interns, we have developed standards of conduct. As an intern, 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
- Interns 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
- Interns 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. Interns 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 Intern**

Joining our intern team should be a fulfilling and rewarding experience. Interns, like volunteers and staff members, must follow certain guidelines that are outlined below:

- Reading this Intern Handbook and/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 interns.
- All interns must have an application on file. Changes in address and/or telephone numbers should be communicated to the intern's supervisor or the Volunteer Program Manager.
- Be realistic about your skills, time and abilities when accepting an intern position. We count on the work you produce.
- 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, volunteer or intern 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.

All volunteers, interns and staff are responsible for following this policy and reporting any misconduct. Interns who believe that they have been harassed or witnessed harassment in any manner should immediately report the conduct to their supervisor. If the intern 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 interns who make complaints in good faith or participate in good faith in any investigation or resolution of the complaint. Interns

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

### **Service and Dismissal Policy**

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

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

### **Non-discrimination Policy**

All potential interns will be considered for intern 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 an intern's personal property on the organization's premises or at events sponsored by the Affiliate if we reasonably believe that any intern 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**

An intern may be counseled if, in the organization's judgment, the intern 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 intern may be given the opportunity to correct the performance or conduct, Komen for the Cure may terminate the intern relationship for a first offense, if Komen for the Cure considers this action appropriate.

### **Safety**

Each intern 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, intern 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 interns and their efforts on behalf of our mission. When interns work at the Komen office we are able to offer Tri-met/MAX tickets for the days that they work. In addition to contributing their time, interns may also pay for their own 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 an intern itemizes their taxes.

**Contact Information**

We welcome your feedback about your intern 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  
1400 SW 5<sup>th</sup> Ave. Suite 530  
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.



**INTERN ORIENTATION AND HANDBOOK ACKNOWLEDGEMENT FORM**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number(s) (\_\_\_\_) \_\_\_\_\_

I have read and understand the Intern 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  
1400 SW 5<sup>th</sup> Avenue Suite 530  
Portland, OR 97201

or FAX to: 503.552.9161