



Northfield Shares
Volunteer Portal Service Policy
Galaxy Digital Software

AGENCY/ORGANIZATION SERVICE

- Northfield Shares serves nonprofit 501(c) tax exempt, public and private organizations.
- Agencies/organizations that are not eligible for 501(c) status but provide a health-related service such as hospitals, home health care, prevention and wellness and nursing facilities that accept Medicare and Medicaid are eligible.
- Forming agencies/organizations, self-help groups, grass roots, collaborative and neighborhood organizations that have not obtained a 501(c) status but have an identified contact point are eligible. These organizations are defined as groups whose memberships are inclusive and whose primary mission is to improve the living conditions of all residents of their defined geographic area.
- Agencies/organizations offering a service to the community at large (not restricting it to their own members) are eligible. Churches, congregations and religious assemblies providing a community service available to the general population are examples.
- Northfield Shares excludes agencies or opportunities involving partisan political activities, sectarian or religious activities or to increase the membership of an organization. If an organization maintains a program that provides a service to the community, and if that program is open to the public, then Northfield Shares will serve the organization.
- Northfield Shares will provide information but will not post opportunities to for-profit organizations, except when a for-profit organization's volunteer program provides direct services to clients that would otherwise not be furnished.
- Northfield Shares reserves the right of excluding and/or removing any agency/organization/group from the volunteer opportunity database/website if the above criteria are not met.
- Within Northfield Shares directly sponsored or led programs Northfield Shares will manage event post and volunteer opportunities.

REFERRAL SERVICE

- Northfield Shares provides a portal service to connect potential volunteers and organizations. **No screening of potential volunteers occurs by Northfield Shares for the posting agency.**
- It is the responsibility of the posting organization to screen, interview and place potential volunteers.
- It is the potential volunteer's responsibility to follow up with an organization should questions arise about the opportunity

GEOGRAPHIC SERVICE

- Northfield Shares' primary service area includes the Rice, Dakota and Goodhue Counties.