



Personal Items Policy

Responsibility for Personal Items

Volunteers are ultimately responsible for the safety of their personal items brought to or left at the station. Volunteers may store personal items within their assigned mail cubby with the understanding that there is no guarantee to their security. **Volunteers are dissuaded from leaving personal belongings at the station for any extended length of time as there is no secure place to store personal items in the office or studio.**

Loaning of Personal Items

Volunteers may with the written permission of senior staff, at their own risk, loan approved personal items to the station (eg: Paintings, Art, DJ Equipment) for a specified period of time. Personal items loaned to the station valued at over \$50 must be logged for inventory purposes. The written permission of senior staff is to be filed with the corresponding inventory log.

Donation of Personal Items

Members and Volunteers, with permission of senior staff, may donate personal items to the station. Once donated, it becomes the property of the Radio Malaspina Society.

Retrieval of Personal Items

With two weeks' notice to staff, former Volunteers who have left personal items at the station may request a date and time during office hours for staff-supervised retrieval of their personal items. Items loaned to the station will be returned after the specific period of the loan ends.

Abandonment of Personal Belongings

Personal items left at the station by former volunteers for a period longer than six months (182 days) will be considered abandoned. Abandoned belongings will either be disposed of, or considered donated.

Created

This policy was created 2024-04-08.

Executive Director Posting Date*: 2024-04-08.

Executive Director Signature:

-Jesse Woodward, Executive Director

Board Ratification Date: Not yet ratified.

Last Modified: Not yet modified.

Interim Policy