



VOLUNTEER PROGRAM

General Volunteer Guidebook

Epilepsy Foundation of Michigan

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Established in 1948, the Epilepsy Foundation of Michigan is the only statewide nonprofit organization focusing on epilepsy. The Foundation provides information, resources, and support to help individuals understand and manage epilepsy.

Our mission: Improve the lives of people affected by epilepsy through education, advocacy, research, and connection.

Our vision: So no one faces epilepsy alone.

Welcome to the General Volunteer Program

Thank you for supporting the Epilepsy Foundation of Michigan! General Volunteers provide essential hands-on support that helps the Foundation educate, raise awareness, and engage Michigan's epilepsy community. Please take a few moments to review it carefully. Once you've finished, sign the Volunteer Agreement and return it to Maanya. We appreciate your commitment and are excited to have you as part of our volunteer community.

1. Program Purpose - The General Volunteer Program provides:

- Flexible, hands-on opportunities
- In-person and virtual roles
- Community-based engagement
- Accessible ways to contribute

Volunteers help extend the impact of the Foundation across Michigan.

2. Volunteer Opportunities - Opportunities include (but are not limited to):

Event Support

- Registration tables
- Setup and cleanup
- Participant engagement
- Logistic assistance

Awareness Initiatives

- Distributing educational materials
- Supporting campaigns
- Assisting with outreach

In-Office Assistance

- Administrative support
- Material preparation
- Data entry

Community Outreach

- Health & Wellness fairs
- Community events
- Exhibiting opportunities

Virtual Opportunities (2026 Expansion)

- Newsletter support
- Phone outreach
- Community research
- Social media sharing
- Digital content support

3. Volunteer Expectations- All volunteers agree to:

- Uphold the Foundations mission and values
 - Conduct themselves respectfully and professionally
 - Follow staff instructions
 - Arrive ahead of time
 - Communicate effectively
 - Maintain confidentiality
 - Complete required onboarding
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4. Training & Onboarding- 2026 enhancements include:

- Interactive onboarding webinars
- Role-specific training
- Overview of the Foundations programs
- Seizure First Aid education
- Direct engagement with Foundation staff

Volunteers must complete the required training prior to participation.

5. Code of Conduct- Volunteers must:

- Be inclusive and respectful
- Avoid discrimination or harassment
- Refrain from giving medical advice
- Represent the Foundation positively
- Volunteers must refrain from using tobacco products (including e-cigarettes), alcohol, and illegal drugs while representing the Epilepsy Foundation of Michigan.

Violations may result in dismissal from volunteer activities.

6. Time Commitment- General Volunteers:

- Sign up per opportunity
 - No minimum required hours
 - Must honor commitments once registered
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7. Communication- Volunteers will:

- Receive event emails
 - Have access to staff support
 - Be informed of opportunities regularly
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8. Recognition- EFM values every volunteer contribution.

Recognition may include:

- Volunteer spotlights
- Thank-you communications
- Appreciation events
- Service documentation letters

Thank you for taking the time to review our Volunteer Guide and for considering becoming a volunteer with the Epilepsy Foundation of Michigan. Your willingness to share your time, talents, and compassion helps create a stronger, more connected community for individuals and families affected by epilepsy.

If you have reviewed this guide and agree to our volunteer expectations and standards, please complete the Volunteer Agreement on the following page and return it to Maanya, our Volunteer Coordinator, via email.

We encourage you to keep this guide for future reference. It includes helpful information about volunteering with the Foundation, important policies and expectations, and contact information should you have questions or need support along the way.

By choosing to volunteer, you become part of a community that is working to educate, advocate, and provide hope for the more than 120,000 Michiganders living with epilepsy. Whether you're lending a hand at an event, sharing your skills behind the scenes, or simply offering a welcoming smile, your impact matters.

Thank you for choosing to serve alongside us. Together, we are building a future where no one faces epilepsy alone.

Your friends at the Epilepsy Foundation of Michigan



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Volunteer Acknowledgment

By signing below, I acknowledge that:

- I have read and understand the General Volunteer Guide.
- I agree to uphold the Epilepsy Foundation of Michigan's mission and values.
- I understand expectations and conduct requirements.
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Name: _____

Signature: _____

Date: _____

Once completed, please send to Maanya Tarnal via email at mtarnal@epilepsymichigan.org

Staff Signature: _____

Date: _____