

# Volunteer & Idealist Recruitment, Communications and Records Standard

Controls for applicant intake, existing volunteers, outreach authority, certificates, privacy and international participation.

**Status notice.** Global Food Round is currently an informational prototype and verification-stage project. Public payments and donations are not accepted through the prototype. Formal new volunteer/candidate intake is paused pending the privacy/controller controls stated below. This document does not state that Global Food Round is a registered nonprofit, charity, employer-exempt volunteer program, fiscal sponsor, insured volunteer program, or authorized fundraiser unless expressly identified as such.

## 1. Scope and Idealist status

- The currently supplied Idealist listing identifies Global Food Round as a Community Group, describes the opportunity as remote, flexible, recurring research/outreach, and states: no fundraising, no handling donations, no purchases or agreements. Those restrictions remain mandatory project controls.
- A Community Group listing must never be presented by the project or a volunteer as proof that Global Food Round is a registered nonprofit, charity, tax-exempt entity, licensed fundraiser, employer-exempt volunteer scheme, fiscal sponsor, or insured volunteer organization.
- Platform labels such as 'Volunteer can be anywhere in the world', 'International Volunteers', availability categories, or age categories are discovery/listing metadata only. They do not establish that a particular person may legally volunteer, that the relationship is non-employment, or that insurance/benefits apply in that person's jurisdiction.

## 2. Formal intake pause and existing volunteers

- No new formal volunteer/candidate application should be solicited or accepted through Idealist ATS, the website, Slack, general email, or another substitute route during the formal-intake pause unless and until the legally responsible controller is identified and the required collection-time privacy notice is provided.
- Existing volunteers who were already in contact before the pause may be given only low-risk, remote, public-source research or specifically authorized initial-contact tasks, provided no unnecessary new personal data is requested and all authority, safety, privacy, labor-status and local-law restrictions in this standard are followed.
- Continuing an existing volunteer relationship does not cure or predetermine worker classification, insurance, tax, immigration, safeguarding, privacy, or other local-law issues. If a task or location creates material uncertainty, the task stays paused pending qualified review.

## 3. Worker-classification safeguards

- Calling a person a 'volunteer', obtaining an acknowledgment, issuing a certificate, or using Idealist does not determine legal status. Applicable law and the factual relationship control.
- Prototype research tasks should remain genuinely voluntary and flexible: no guaranteed or mandatory hours, no quotas, no exclusivity, no mandatory availability, no penalty for declining a task, and no promise of future paid work, immigration benefit, academic credit, professional qualification, or other consideration in exchange for service unless separately reviewed and expressly documented.
- A volunteer may stop participation or decline a task. Project communications should not use disciplinary, employment, performance-management or compulsory-shift language unless legally appropriate for the actual relationship.
- No volunteer may incur project expenses, purchase goods, pay fees, subscribe to services, travel, or create financial liability expecting reimbursement unless a responsible authorized person has approved the exact expense in writing in advance.

## 4. Authority, apparent agency and external outreach

- Volunteers have no authority to negotiate terms, make commitments, sign or accept agreements, place orders, promise purchases or funding, request bank/payment instructions, represent that a candidate is approved or Verified, or create an agency, partnership, sponsorship, endorsement, exclusivity or other affiliation.

- Avoid asking volunteers to approach an organization about a 'possible partnership' unless the responsible project operator has expressly authorized the exact communication. For research-stage outreach use neutral wording such as 'potential future operational relationship subject to independent review and written approval'.
- Every volunteer external-contact message should identify the contact as research/initial contact only and state that the volunteer cannot negotiate, make commitments, place orders, accept funds or conclude agreements for Global Food Round.
- If the recipient begins discussing prices, contracts, funding, payment instructions, sanctions-sensitive arrangements, exclusivity, data-sharing, beneficiary data or legal commitments, the volunteer must stop substantive negotiation and refer the matter to the responsible project contact.

## **5. Research-data and contact-data limits**

- Use official/public business contact channels wherever reasonably available. Do not ask volunteers to scrape, purchase, trade, or compile private personal contact data when an official organizational channel is available.
- Volunteer reports should contain the minimum personal information necessary. Do not collect private beneficiary data, identity documents, passwords, authentication secrets, full payment-card/bank data, medical information, or unrelated sensitive information.
- Email addresses, names, Idealist application answers, Slack identifiers and volunteer reports that identify a person are personal information and must be treated as project records with access, retention, security and deletion controls. They must not be published merely because they were sent to the project.
- A volunteer must not upload third-party confidential documents, copyrighted screenshots, personal data or non-public records into public project pages without separate rights/privacy review.

## **6. Slack and communications**

- Slack is optional community/research communication, not a substitute formal application channel during the intake pause. Do not require a person to join Slack merely to preserve an existing volunteer relationship unless a lawful, disclosed operational basis is established.
- Before adding a volunteer to a shared workspace, give a clear warning that profile/display information and messages may be visible to other workspace participants and that Slack is a third-party service. Do not use public/shared channels for sensitive applicant, beneficiary, payment or complaint information.
- Instructions, factual corrections, scope limits and material decisions relevant to verification should be preserved in a durable project record; Slack alone should not be treated as the sole evidentiary archive.

## **7. Certificates, references and volunteer hours**

- A volunteer contribution certificate may acknowledge a factual research contribution actually received. It must not state or imply professional certification, accredited training, employment, statutory volunteer status, tax status, insurance coverage, legal authorization, successful verification of the researched organization, or endorsement by Idealist or a third party.
- Do not certify a number of volunteer hours unless those hours are supported by a reliable contemporaneous record and the wording accurately distinguishes reported hours from independently verified hours where relevant.
- A certificate should not be conditioned on a fee, donation, purchase or other payment. It should not promise future employment or immigration/academic recognition. Any reference or recommendation should be separately factual and authorized.

## **8. Minors, safety and field activity**

- No new minor volunteer intake is authorized during the current formal-intake pause. Any participation by a person below the applicable age of majority requires prior written safeguarding/legal review for the person's location and task and any required parent/legal-guardian permission.
- Prototype volunteers must not be assigned unsupervised in-person field visits, cash handling, warehouse access, beneficiary interviews, delivery operations, travel, or other physical-risk activity unless separately approved with appropriate safety, insurance, supervision and local-law controls.

## **9. Conflicts, neutrality and verification**

- A volunteer must disclose personal, family, professional or financial ties to a researched candidate. A conflicted person may provide factual leads but cannot independently verify or approve the candidate.
- Volunteer research is a lead, not verification. Volunteer wording must not say or imply that a supplier or distribution organization is approved, trusted, partnered, safe, sanctions-cleared or verified merely because it was researched or contacted.

## **10. Records, complaints and offboarding**

- Maintain a minimal roster of active existing volunteers, task scope, date assigned, date/report received, authority limits communicated, conflict disclosure status, and whether any certificate was issued. Do not create unnecessary personnel-style files.
- Provide a way to report privacy, safeguarding, coercion, harassment, discrimination, false representations, misuse of volunteer identity, or pressure to perform prohibited activity. A person implicated in a complaint should not be the sole reviewer of it where practicable.
- When a volunteer stops, remove unnecessary system/workspace access promptly, preserve only records justified by legal/compliance needs, and delete or de-identify personal information when continued retention is no longer justified.

## **11. Required pre-reopening Idealist check**

- Before the Idealist listing or ATS is used for new formal intake, verify the current Idealist profile category and listing content are accurate, current and consistent with the project's legal status; confirm administrator authority; provide the required project privacy notice at or before collection; minimize application questions; define retention/deletion; review cross-border processing and service-provider roles; and retain evidence of the listing/ATS settings actually used.
- If the project cannot satisfy the applicable volunteer, employment, privacy, safeguarding or platform requirements for a location or activity, do not accept or assign that person for that task merely because Idealist technically permits an international application.

Document control: Version 1.0 - 8 September 2026. Contact: amirworlddevelop@gmail.com

This is a prototype compliance document, not a representation of universal legal compliance and not a substitute for jurisdiction-specific advice on an actual volunteer relationship, applicant, task, country, data-processing activity, insurance position, or operational route.

## Operational Addendum - Idealist Platform Hold and Evidence Requirements

- As of 8 September 2026, the Idealist volunteer listing has been hidden in the platform. The retained earlier snapshot from the same date shows the previously published listing with 'I Want to Help', required application fields and 'Submit Your Form'. The historical snapshot is preserved as evidence and is not rewritten.
- The external-listing portion of the formal-intake pause is therefore operationally implemented as of 8 September 2026, based on retained dated evidence of the hidden status. This does not reopen intake and does not resolve the separate controller, privacy, eligibility, worker-classification, safeguarding, insurance or local-law gates.
- No substitute application route is authorized during the pause. Email, Slack, the website or another external route must not be used to solicit or accept new formal applications. If Idealist settings are later changed, a dated platform record must be retained and the intake gate must be re-evaluated before any reopening.
- Retain evidence of the change: screenshot or platform record showing listing status and/or applicant-tracking setting, date and time, account/workspace used, and the authorized administrator who made the change. Preserve the prior published snapshot as historical evidence; do not silently rewrite the historical record.
- A submission received after the pause through any still-technically-available, inadvertently re-enabled or substitute platform form is not acceptance into the volunteer program. It must not be evaluated for recruitment or selection while the pause remains in effect. Access, use, retention, disclosure or deletion should be limited to what is reasonably necessary for privacy, security, legal, records or response purposes under applicable rules.
- Existing volunteer activity remains limited to low-risk, voluntary, remote, public-source research or specifically authorized initial contact. Every external-contact message should state at minimum: 'Research / initial contact only. I am not authorized to negotiate, make commitments, place orders, request or accept payment, or conclude agreements for Global Food Round.'
- Historical volunteer emails and certificates are evidence records. Do not edit or replace them to make them look compliant retroactively. Preserve originals; record any later clarification separately. Certificates already issued remain subject to historical wording review.
- Before reopening Idealist intake, confirm and document: legally responsible controller identity and contact details; collection-time privacy notice; minimized application questions; access/retention/deletion rules; service-provider and cross-border data roles; volunteer/worker classification and safeguarding for actual jurisdictions/tasks; insurance where relevant; administrator authority; and factual accuracy of the listing.
- Reopening requires a separate documented decision and dated evidence that the chosen Idealist settings match the approved intake design. A website disclaimer is not a substitute for the platform control itself.