



POLICIES & COORDINATOR AGREEMENT

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1. INTRODUCTION

It is the responsibility of both coordinators and staff to uphold the quality and value of Students For Liberty's (SFL) work globally.

This document outlines the scope of responsibilities for SFL coordinators and serves as an agreement between SFL and its coordinators/volunteers.

The policies contained in this document are intended to clarify the roles, responsibilities, and decision-making areas of both staff and coordinators, with the goal of maintaining SFL's strong brand, ethos, credibility, and values in all of its work.

Adhering to the policies outlined in this document is essential for ensuring that SFL maintains a professional and effective impact globally. These policies are designed to ensure that all coordinators and staff are working towards the same goals and operating with a common set of values and standards. By following these policies, we can ensure that SFL's work is of the highest quality and that our reputation as an organization is upheld.

In addition to outlining expectations and responsibilities, this document also includes legal aspects that incoming coordinators must agree to before they can become active with SFL.

Additionally, following these policies is necessary for legal and compliance purposes. By adhering to these policies, we can avoid potential legal issues and ensure that we are operating within the bounds of the law.

Overall, adhering to these policies is crucial for the success and effectiveness of SFL and for maintaining the trust and respect of our stakeholders.

If you have any questions or are unsure about a particular course of action, please contact your regional staffer.

It is important to note that this document may be updated from time to time, and SFL will notify all coordinators of any updates to its policies.

2. STAFF

Overview

The purpose of SFL staff is to support coordinators' professional development and assist them in the fulfillment of their goals and responsibilities.

Ultimately, the role of staff is to empower coordinators as they set about advancing the mission of Students For Liberty:

To educate, develop, and empower the next generation of leaders of liberty.

The primary objective of staff is to serve SFL's mission by supporting, engaging, and empowering the coordinators in their network.

While valuing and promoting the autonomy of coordinators as they accomplish their work, there are several reasons why staff may need to involve themselves in coordinator management:

1. **Institutional Knowledge** - Many of our staff began as SFL coordinators themselves. They know the regions, the history, the challenges, and the partners, and have experience regarding what programs have worked in the past and which ones have not. They are there to ensure that our student activism is focused on projects that produce the most value for liberty while allowing for experimentation and continuous improvement.
2. **Legal Liability** - Staff has legal responsibilities to SFL and a duty to ensure compliance with local laws, agreements, and SFL policies.
3. **Fiscal Responsibility** - SFL regional staff are responsible for managing set budgets and are answerable for all expenditures. It is their responsibility to make sure funds are being used responsibly, and resourcefully.
4. **Coordinator Management** - Staff is responsible for the recruitment, assessment, and onboarding of incoming coordinators and have a duty to maintain high standards of conduct and professionalism. Occasionally, staff may choose to intervene when coordinators' behavior undermines our mission, ethos, or core values. In this capacity, staff function as a check and balance for program quality. Staff has the right to remove any coordinator from the program at any time.

Legal Accountability

Legal control and authority of SFL reside in SFL's Board of Directors. The Board of Directors delegates much of the decision-making authority and legal accountability to the Chief Executive Officer (CEO), and by extension SFL's staff, as the principal team that works with the CEO to fulfill pre-agreed goals and objectives.

While as much autonomy is granted as possible to every individual coordinator, staffer, and region within SFL, the organization depends upon a system of checks and balances to ensure compliance with all laws and minimization of liability to ensure the long-term success of the organization.

Regional staff are responsible for ensuring that laws, regulations, and policies are being adhered to. All coordinators bear sole responsibility for their own actions.

While it is incumbent upon every individual within SFL to abide by all laws and minimize liability to the organization, it is not the burden of coordinators to primarily deal with legal issues.

Rather, it is principally the responsibility of staff with oversight and accountability to SFL's Board of Directors.

Guidelines and Policies

SFL has over a decade of experience in effective student organizing. During that time, we have discovered best practices and developed policies and useful guidelines that ensure quality, reduce costs, and represent these best practices.

Staff have a duty to make sure that such guidelines are communicated to coordinators.

It is the responsibility of coordinators to ensure they are familiar with the content and responsibilities outlined in the following policy documents.

- [Email Policy](#)
- [Social Media Policy](#)
- [Speakers' Policies & Agreement](#)
- [Reimbursement Policy](#)
- [Whistleblower Policy](#)

These policy documents are accessible by clicking the links (if viewing this document digitally, online) or by accessing the Training & Engagement shared folder on Google Drive and searching for the 'Policies' folder. These policies can also be viewed in the Appendix of this document.

All coordinators who sign the agreement are presumed to have read and understood the contents of these policies.

All policies can also be found in the Resources section of the Leadership Portal. Coordinators gain access to the Portal once they complete the training, sign the coordinator agreement, and are set up with an SFL email address by their local programs staff.

Approving Expenses / Fiscal Accountability

Coordinators may request reimbursement for certain expenses incurred during the fulfillment of their duties. Ideally, volunteer coordinators should not be out-of-pocket financially while advancing the mission and vision of SFL. There are certain restrictions and requirements, however.

Since we budget on an annual basis, it is not possible to spend money we have not budgeted for. As a coordinator, you must get your expenses approved prior to spending any money if you want to be reimbursed. Similarly, staffer expenses have to be approved by their supervisor.

Do not escalate your problem to the staffer's supervisor if your planned expenses do not get approved. If you believe you have been treated unfairly, see the section below "Non-Discrimination, Harassment, and Incident Reporting".

Even though our financials are handled by the legal entity, Students For Liberty, Inc., each international region is budgeted for separately. SFL also aims to sustain its operations with locally raised funds on an ongoing basis.

All reimbursement requests must be submitted within 3 months (90 days) of the expense or before the end of SFL's fiscal year (April 30), whichever is sooner.

More information about how to request reimbursements can be found in the 'Funding and Reimbursement' section on the Resources page of the Leadership Portal.

Organization-Wide Planning

The Board of Directors and the CEO work together with the whole organization to establish a strategic vision for the organization as well as maintain and enhance the quality of SFL's brand.

Organization-wide goals are set by the staff on an annual basis. Staff gathers all information on our activities and finances, and uses this information to set overall goals for each fiscal year (SFL's fiscal year lasts from the beginning of May until end of April).

These organizational goals translate into regional goals which are set in collaboration with coordinators: especially the regional and national coordinators who guide the local strategic planning process.

Communication with Everyone

Our staff provides continuity of historical knowledge, experience, and personal connections. They help to ensure SFL's culture flourishes and that all coordinators have a fulfilling, even life-changing experience during their time in SFL.

Staff interact with other regions and learn about best practices of student activism around the world. In that capacity, staffers will approach coordinators on all levels to talk about our operations. They have total discretion in speaking to everyone in the organization.

Removing coordinators

Staff have the responsibility to ensure the quality and experience of our programs meets a certain level, and possess the authority to remove coordinators for several reasons including inactivity, breach of policies, or for incidents of harassment or bullying, to name a few examples.

It is unfair to maintain people in our programs who do not fulfill the duties or agreements they set themselves. At SFL we are much more interested in the quality of our programs than the quantity of participants and would much rather have 100 fully active and engaged coordinators than 1000 passive participants.

Regional Programs Staff is responsible for protecting and maintaining the quality of our network performance and may exercise their discretion to remove coordinators who are not aligned with our values, breach policies, or are excessively inactive.

Removing a coordinator is the last course of action we wish to take, and is neither to be approached lightly by staff nor coordinators.

However, the staff's role is to uphold the integrity of the organization. To achieve this, staffers, especially regional ones, can also remove coordinators who are not active, do not communicate, or who have harmed the organization through their behavior (for instance by violating the 501(C)3 status, undermining our brand, wasting resources, not communicating, etc.). Staffers have to justify their decisions to coordinators who seek information about the decision, although in some instances, staff will need to take into account the sensitive nature of the situation and protect that person's privacy.

Regional staffers correspond with regional directors about the removal of a coordinator. Regional staffers correspond with the chairperson about removing an executive board member (if an executive board exists in the region). Staff is responsible for providing evidence that a removal is necessary. In case of a conflict between the chairperson and the staffer, the supervisor of the regional staffer functions as a third-party deciding upon the removal of a coordinator.

SFL retains the right to use images, or write success stories about former coordinators.

3. COORDINATORS / VOLUNTEERS

In SFL we refer to our actively enrolled volunteers as 'Coordinators'.

Leadership structures differ somewhat among regions. Whatever leadership structure there is in your region and the position you have within that, there are certain expectations that apply generally. Each region has a coordinator leadership team (historically these were Executive Boards and more recently most regions are transitioning to Advanced Leadership Teams) who guide the actions of the other leaders in that region and provide necessary region-wide direction and oversight. Universally, these leadership teams are responsible for formulating a strategy within their region and sub-regions; guiding, mentoring and removing other coordinators; proposing new programs and campaigns; and representing the organization to partners and the public. All of these teams have Regional Directors who are responsible for recruiting, selection, and mentorship and oversight of their sub-region. There are usually also leaders assigned to specific capabilities such as communications, events, fundraising, marketing/social media, or academic programs. These capability leaders are chosen because they have a unique set of skills that they can use to further the mission of the region and mentor other students on those topics.

We have always experimented with new structures and positions within our student leadership. Generally, if a coordinator wants to craft their own role, they are encouraged to try it as long as it contributes to our mission and vision. Staff members must be included in this conversation to make sure that we do not create overlapping or unproductive positions.

To best guide the coordinators in the region, this leadership team is responsible for making sure that every coordinator has clearly defined goals outlined in their Roles, Responsibilities and Expectations (RRE) document. It is this team's responsibility to make sure all coordinators complete these documents and continuously engage in a conversation about how to best leverage each leader's passion and skills to fit within the mission of the organization and within the roles of the other leaders on their team. This process may differ among regions but it is ultimately their responsibility to ensure it gets done.

The coordinator handbook applies equally to all SFL leaders, regardless of role.

4. SHARED RESPONSIBILITIES

Upholding 501(c)3 Status

Our 501(c)3 status is of the greatest importance to SFL. If we were to lose this status, our donors could not receive tax deductions on their donations. This would make fundraising impossible. Therefore, due to the importance of this status, both coordinators and staffers have to make sure that we do not violate the requirements of the status. We cannot and will not engage in partisan or lobbying activities. Our students and staff talk about ideas and can talk about policies. However, SFL as an organization will never endorse or lobby for or against a political party, candidate, or a specific piece of legislation. To provide an example; we can argue against the war on drugs, but we cannot lobby on behalf of a specific law in a country. You can be politically active but you cannot use your position in SFL for your political activities. You have to separate your engagement within SFL from your political activism. Please do not present a position on any given issue as that of SFL.

We highly recommend inserting a “Views expressed my own” line (or similar) into personal social media profiles.

Uphold SFL’s Brand

We are a tolerant, big-tent pro-liberty organization. SFL provides an open forum to discuss ideas which invites input from all areas of libertarian ideas. To achieve our vision of a free society, we have to embrace the better ideas, and we also have to be better people! You are representing SFL and representing pro-liberty ideas.

If we want to succeed in convincing other people that a peaceful and prosperous society is a libertarian society, we have to behave respectfully to everyone, even if they do not reciprocate. Being the friendlier, more reasonable, kinder person has much more impact in convincing others than to win arguments while being impolite, rude, and dismissive of other people’s opinions.

Be cognizant of the professional image we endeavor to reflect. Refrain from posting photos online or in public forums that are taken after 8pm, or taken during the informal times of our program.

As a Coordinator with SFL, you become an ambassador, not only for our organization but for the ideas of liberty as a whole. We should all aim to be the best version of ourselves while respecting SFL’s brand and culture.

Fundraising

If you want to have more freedom about your own expenditures, there is one thing coordinators can do: raise money! Again, the more independent and value-producing a region is, the less staff has to guide it and can therefore concentrate more on support. If you want to raise money, please contact your staffers and the Director of Development to come up with a strategy.

Disclose your own fundraising efforts. Fundraising is one of the highest-leveraging activities for SFL. More funds translate into more freedom. However, SFL staff have to know about donors. Student coordinator turnover is high and we have to make sure we maintain long lasting relationships with donors. We have standardized ways to collect donor information. SFL's staff will not take your donor away. If you have established the relationship, you remain their contact. However, once a coordinator finishes their time with SFL, staff reaches out to the donor to continue the relationship. Staff can help you with pitches, writing reports, proposals, and maintaining donor relationships. Another reason why we need to know about donors is to budget effectively. The organization can get in trouble if we have expenses and income that we cannot account for.

If you as a student leader want to start a local charity in SFL's name, write first to your regional staffer and the Chief Executive Officer (CEO). There are many legal issues involved and you have to talk to SFL first before starting the process.

Saving Funds

It costs money to make money. It does not cost anything to save money. Every dollar saved is a dollar less we have to raise. Therefore, please always consider how to do things cheaper. Get stuff printed for free at your university, use the bus or train to go to an event, use regional businesses to raise money for your regional conference, stay with a friend if you can to save costs on accommodation, etc. We have to be frugal to use our funds in the most effective ways to support coordinators around the world. If you see any waste or have ideas about how we can run things cheaper, please let us know.

We are a lean organization that is here to enhance freedom in the world. To achieve this, we have to maximize our impact and minimize our expenses. We only finance coordinator activities that pertain to our mission. We are not going to find the nth student leader attending a regional conference if his or her help is not required. If leaders produce value for SFL, we will support them as much as we can. But if they are only part of SFL because of the perks and not because of our mission and vision, they are in the wrong organization. We cannot tolerate staffers or coordinators who consume our resources without producing value. These resources are needed in the hands of value-producing coordinators.

Transitioning

Knowledge easily gets lost when a staffer moves on or when coordinators leave us. Please make sure that you look for a successor in time and that you give the person the training and information to succeed. We encourage coordinators to write a transition document for your successor. Your regional director and staffer can help you with this task.

Protecting Our Data

Do not share our student lists, conference attendees list, or any other extensive student data with outside organizations. Of course, you can connect people but we have to protect the privacy of our students and our worldwide network. **See the non-disclosure agreement below.**

It is important to get consent from those who sign up at our events for SFL to contact them. Our SFL branded sign up sheets have the necessary fields and clauses to do this. Make sure that every time you are collecting contact information, you are doing so properly.

Communication and E-mail Policy

48 hour rule: Answer your emails within at least 48 hours. If you cannot fulfill your duties due to exams or other issues, let your team know.

Please be aware that all communication through Google accounts @studentsforliberty.org (or the regional equivalent, i.e. @eslibertad.org) is owned by Students For Liberty. Therefore, please do not use SFL's communication platforms for your personal, political, or any other non-SFL related correspondence. Be cognizant about the fact that your calendar and documents are visible to other people in the network.

Feedback

Our staffers and coordinators are often friends. This creates difficulty in providing critical feedback to coordinators or staff. Please keep in mind that we are all here to improve the state of liberty in the world. If you think that a critical piece of feedback is necessary, please go ahead and provide feedback. Give it to staffers, to coordinators, and ask for it yourself. We can only become better as an organization if we each improve individually. Seek help from friends or more experienced coordinators and staffers to figure out how to provide

feedback in a way that improves relationships rather than undermining them. Don't forget to provide positive feedback often too!

Respectful Communication

Coordinators and Staff are representatives of SFL at all times. As part of SFL's leadership, you represent SFL online and in person whether you're acting on SFL business or not. If you post an offensive rant about another organization or individual, it will reflect poorly on you and also on SFL. Please do not force us to have an uncomfortable conversation about something that you posted or said in the heat of the moment. We could have written hundreds of pages about things one should not do. However, we select staff and coordinators because we believe that they are capable individuals who will bring about freedom in the world. Enjoy yourself, have fun, learn something, but do this within the confines of appropriate behavior by respecting SFL, coordinators, staff, and everyone else.

5. NON-DISCRIMINATION, HARASSMENT AND INCIDENT REPORTING

SFL will not engage in or tolerate unlawful discrimination (including any form of unlawful harassment or retaliation) on account of a person's sex, pregnancy, age, race, color, religion, creed, national origin, ancestry, citizenship, immigrant status, military status, veteran's status, disability, handicap, atypical heredity cellular or blood trait, genetic information, sexual orientation, gender identity or expression, marital status, familial status, domestic partner or civil union status or membership in any other protected group.

SFL will neither engage in nor tolerate sexual or any other form of unlawful harassment.

If a coordinator feels that they have been treated unfairly by a staff member or another coordinator, a formal anonymous complaint can be logged using our 'Tell Us' reporting system by accessing the link: <https://tellus.studentsforliberty.org/#/> or clicking the button on the bottom of the Leadership Portal. In all cases, coordinators are encouraged to keep local staff informed of any incidents or concerns. Everyone at SFL has a responsibility to ensure a safe and encouraging environment for all.

Do not take this process lightly! Before you file a written complaint, please talk to the staffer first. Have you considered other options before filing a complaint? Do you know the perspective of him or her on a given event? Are you acting upon assumption and hearsay? Please follow these steps.

We take every complaint extremely seriously. If we feel that your complaint is unjustified, we will let you know. When filing a complaint:

1. Please state the name of the staffer or coordinator you want to complain about.
2. Please state the date of the incident.
3. Please state your complaint. Provide details about the situation, the behavior of the staffer, and the outcome.
4. What remedy do you seek?
5. Is there something else you would like to say about the incident and the staffer or coordinator?

6. APPENDIX: ADDITIONAL SFL POLICIES

Before signing the Coordinator Agreement in the concluding section of this document, it is essential that you first read and understand the following additional policies. If you have any questions about any of the content, please reach out directly to your local program's staff for clarification.

- [Email Policy](#)
- [Social Media Policy](#)
- [Speakers' Policies & Agreement](#)
- [Reimbursement Policy](#)
- [Whistleblower Policy](#)

EMAIL POLICY

1. Check your @studentsforliberty.org email account at least once a day, and preferably use real-time email notifications. You should respond to all SFL emails quickly, but always within 48 hours. This reflects on your professionalism and is valued by the SFL.
2. Always use your @studentsforliberty.org email account for all SFL-related activities. When you send emails to outside organizations, this email account adds a prestige that your regular email account does not have.
3. All communications within your SFL account must be related to SFL activity. You should not use this account for personal activities.
4. Do not use your SFL email account for anything related to lobbying, political activism, or anything that threatens the 501(c)(3) status of Students For Liberty in the United States.
5. If someone contacts you and you would like to become separately involved without your SFL affiliation, forward the email to your personal email account and communicate about it through your personal email.
6. Be professional. Do not use your SFL email account for anything that is inappropriate or violates stated policies in the volunteer handbook you signed. Use common sense and avoid anything that negatively reflects on you or SFL.
7. Do not set up automatic email forwarding from your @studentsforliberty.org email to your personal email. We ask this so that there is no confusion between your personal and SFL-related emails.
8. We encourage you to customize your account. You can add a profile picture, but make sure it is professional as this will be your first impression when emailing speakers, funders and allies. Your signature may include the following: SFL logo, your SFL email, your SFL region, and your personal number, but can not include political or inappropriate messages.
9. All messages are the property of Students For Liberty and can be accessed freely by members of the SFL team and its other entities.
10. The SFL email address, Google suite documents, and folders remain the property of SFL and will be rescinded upon leaving the organization.

SOCIAL MEDIA POLICY

In no way does SFL wish to dictate what people post on their social media profiles or how they behave on the internet in any way that would limit an individual's personal expression.

However, once you become an SFL coordinator, your actions and statements, whether made in person, by letter, online, or anywhere else, are reflective of SFL and will be interpreted by the rest of the world as an action that can be attributed to SFL.

The thing about being on the SFL team is that when it comes to your reputation, you are never really off the clock. You can't simply take off your SFL hat and start behaving badly; it still reflects poorly on the organization.

If an SFL member makes an inappropriate post on Facebook without mentioning SFL, it still matters because people will associate that post with what SFL does.

This has happened in the past and has threatened SFL's reputation and standing in the movement. It is therefore important that SFL leaders be responsible online.

As a Coordinator with SFL, I, the undersigned, agree to the following:

1. All posts on social media platforms should align with the values and mission of the organization.
2. Posts should be respectful and professional, avoiding language that could be considered offensive or inappropriate.
3. Confidential or proprietary information should not be shared on social media platforms.
4. Posts should not include any personal information about clients or customers.
5. Posts should not include any personal information about coworkers, unless they have given explicit permission.
6. Posts should not disclose any confidential or sensitive information about the organization.
7. Posts should not reveal any information about ongoing projects or initiatives that have not been publicly announced.
8. Posts should not include any inappropriate or inflammatory content.
9. Posts should not engage in any illegal activity.
10. Posts should not include any spam or promotional content, unless it is directly related to the organization and has been approved by the appropriate authorities.

Please THINK before you post and RISE above!

Think is it: **T**True? **H**Helpful? **I**Inspiring? **N**Necessary? **K**Kind?

Does your post demonstrate **R**espect, **I**ntelligence, **S**trategy, and **E**mpathy?

RESPECTFUL: No one changes their mind due to name-calling, and being respectful improves optics in public forums. Being disrespectful can cause your conversation partner to double down or disengage. That's no way to change minds.

INTELLIGENT: Use sources and ask for sources. Use language that others will understand.

STRATEGIC: Sometimes the best strategy involves knowing when and when not to argue a point. If someone has become very emotional about the topic or is getting very personal with you, that's a good sign you should stop engaging.

EMPATHETIC: Have patience. Not everyone has the same knowledge or personal experiences. It takes longer for some people to get where you're coming from. No one is born with an ideology. Use empathy to relate to your conversation partner and communicate your ideas more effectively.

SPEAKER POLICY

This policy applies to all situations where Students For Liberty (SFL) invites someone to speak at an event or on campus, including but not limited to:

- SFL Conferences
- Webinars
- Big SFL Promotion of Campus Events
- Listing on SFL's Speakers Network

Speaker Restrictions:

SFL reserves the right to prohibit the following individuals from speaking at its events:

- Conspiracy theorists
- Racists
- Sexists
- Homophobes
- Any individual who may tarnish the reputation or image of SFL

Procedure:

If you are considering inviting a speaker to an SFL event, you should discuss the speaker choice with your respective events manager. If you are unsure about a speaker and their reputation, you should seek out more information from SFL staff or other volunteers. Use the Speaker Agreement Template on the next page when confirming your speaker.

Fees:

SFL does not provide financial remuneration, including honoraria, travel stipends, or housing stipends, to speakers for any conference or event. Speaking at an SFL event should be treated as a voluntary activity in which the individual provides their time for the promotion of the cause of liberty and the development of the next generation of liberty leaders.

SPEAKER AGREEMENT

(TEMPLATE)

I, [Speaker Name], agree to speak at [Location] during the [Event Name] on [Date] from [Time], hosted by Students For Liberty, Inc. ("SFL").

I give permission to SFL, without the payment of any additional fee or remuneration to me or anyone else, to do the following:

- Save and/or post the PowerPoint and/or any handouts (the "Educational Materials") used in my presentation within SFL's closed network.
- Use my name, bio, picture, film, and description of this speaking engagement in promotional materials.
- Use a description, schedule, assignment list, reading list, and Educational Materials to publicly promote the speaking event or educational activity, and further promote SFL's educational purposes.

I represent to SFL that I am the sole copyright holder of the Educational Materials and have the right and power to grant SFL the above-mentioned right to use the Educational Materials without infringement on any third party rights.

I further agree that my presentation will be for an educational, scientific, literary, or other charitable purpose and that no part of my presentation will endorse or oppose any person for political office, specific legislation, or constitute a lobbying activity.

Signature: _____

Print Name: _____

Date: _____

REIMBURSEMENTS POLICY

Overview:

This policy outlines the procedures for requesting reimbursement for expenses incurred while engaged in Students For Liberty (SFL) specific activities or attending SFL-related events. Reimbursements are subject to prior authorization and any limits established by the president or vice president.

Reimbursements will be made at the convenience of the SFL leader, but must be requested within three months of the expense being incurred. In some cases, there may be a call for all receipts to be submitted, in which case those instructions must be followed.

All reimbursements must be submitted before the end of the fiscal year in which the expense was incurred.

Procedure:

1. It is the responsibility of the individual seeking reimbursement to ensure that all financial transactions are legitimate, legal, and in compliance with local laws and regulations.
2. All reimbursements must be accompanied by a receipt. Reimbursement requests for expenses exceeding \$20 USD will not be approved without a receipt.
3. This policy provides specific guidelines for acceptable and unacceptable reimbursements, but may not address every possible type of reimbursement.
4. If you are uncertain about the reimbursability of an expense, please consult with the appropriate SFL staff member before incurring the expense.
5. For example, all North American Coordinators should confirm their expenditures with the North American SFL Programs team staff.

AREA	ACCEPTABLE USE	UNACCEPTABLE USE
TRAVEL	The lowest price available for airfare or bus as necessary. Reimbursement for gas based on the number of miles traveled and the cost of gas for that travel.	Taking more expensive means when more reasonable options are available (based on time constraints). Any upgrades in packages (e.g. 1 st Class)
MEALS	Taking students at a nearby campus out to lunch at a cheap	Taking your friends out for dinner.

	restaurant (e.g. a pizza shop).	Any meal that comes out to more than \$15/person.
DRINKS	Taking students who are legal age to a bar for a meeting and paying for 2 rounds of a happy hour draft beer.	Buying drinks for someone underage with SFL funds Paying more than \$7/drink Buying more than 2 drinks/person Paying for liquor or strong alcohol.
PRINTING	Extreme situations where you have no time to print something out somewhere for free. For events, promotional materials, flyers, stickers, etc.	Printing expenditure needs to be approved by staff before printing. Most everything – find a place on campus/library to print for free.
REWARDS	\$20 gift cards Taking them for a dinner or drinks in line with policies described above	Gift cards more than \$20 Cash
COFFEE & SNACKS	Coffee needed for early meeting with a student group or event. Cheap snacks to help energize.	Coffee for friends. Coffee for personal study Session. Snacks for personal use.
OTHER	Anything you get approval from your regional programs staff beforehand.	Anything you don't get approval for beforehand Anything unrelated to SFL

WHISTLEBLOWER POLICY

Students For Liberty requires directors, officers, staff, and coordinators/volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As coordinators and representatives of SFL, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers, staff, and volunteers to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer, staff member, or volunteer, who in good faith reports an ethics violation, shall suffer harassment, retaliation or adverse employment consequences. A staff member or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of their relationship with SFL. This Whistleblower Policy is intended to encourage and enable staff, volunteers and others to raise serious concerns within SFL prior to seeking resolution outside SFL.

Reporting Violations

SFL has an open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's Immediate Team Leader is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with any senior staff member whom you are comfortable approaching.

Supervisors and managers are required to report suspected ethics violations to SFL's Compliance Officer (Sloane Frost), who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when not satisfied with or uncomfortable with SFL's open door policy, individuals should contact SFL's Compliance Officer directly.

Compliance Officer

SFL's Compliance Officer is the chair of the Audit Committee. SFL's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the Chief Executive Officer and/or the Audit Committee.

Accounting and Auditing Matters

The Audit Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Audit Committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations found to be knowingly false or made only with malicious intent may result in disciplinary action up to and including termination.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. Personnel policy requires a degree of confidentiality when handling discipline cases; staff notification of actions taken is not always required and will occur as dictated by law, SFL's policy and the discretion of the CEO.

7. COORDINATOR AGREEMENT

I hereby acknowledge that I have read the "Coordinator Policies" and that I understand and agree to the following terms and conditions as a Students For Liberty coordinator.

I will officially become an SFL coordinator after I have completed all steps of the online onboarding training, and signed a copy of the coordinator agreement.

I also acknowledge that SFL's leadership development program involves a minimum commitment, and that I am expected to complete online and in-person training, attend meetings, engage in activities, and progress through SFL's leadership development program.

I understand and undertake the responsibilities and expectations of an SFL Coordinator.

I acknowledge that SFL's Leadership Development Programs last for a period not exceeding 5 years. At which time I will be invited to join SFL's Alumni Program.

Confidential Information Policy

All individuals in SFL's programs are required to agree to the following confidentiality policy:

I, the undersigned, understand that in the course of performing my duties on behalf of Students For Liberty (hereinafter referred to as "SFL"), I may be entrusted with or contribute to the creation of confidential and proprietary information related to the operations of SFL. This includes, but is not limited to:

- Trade secrets such as SFL's relationships with other organizations
- Business, manufacturing, marketing, legal, and accounting methods, policies, plans, procedures, strategies, and techniques
- Information about SFL's earnings, budget, development, and business methods
- Research and development projects, plans, and results
- Technical information about SFL's internal operations
- The names, addresses, and phone numbers of SFL's employees, vendors, and suppliers
- Student coordinator and donor lists, including current, former, and prospective coordinators and donors
- Pricing, credit, and other financial information

- Confidential information provided by or about student coordinators or donors
- Any other data or information related to the operations and business of SFL that is not generally known or readily accessible to the public

During my position with SFL I understand and agree that:

I must protect this confidential and/or proprietary information and use and/or disclose such information only as necessary to further SFL's vision and mission; and I may not use or disclose such confidential and/or proprietary information for personal gain or for any purpose which does not further and/or which is inconsistent with the business interests of SFL.

In particular, and by way of example only, during my position I understand and agree that:

- i. I should designate/mark as "confidential" any documents, records etc. which contain confidential and/or proprietary information in accordance with instructions given to me by one of my superiors.
- ii. I should secure (in order to limit access to) confidential and/or proprietary information in accordance with instructions given to me by my superiors.
- iii. I should disclose confidential and/or proprietary information internally only to those who have a "need to know" in the course of performing their jobs for SFL.
- iv. I should not discuss confidential and/or proprietary information in public areas where my discussion may be overheard.
- v. I should disclose confidential and/or proprietary information to non-employees and non-coordinators only with the approval of and in accordance with guidelines given to me by SFL's president or vice president. In some cases, the non-employee/non-coordinator may be required to execute a non-disclosure agreement.

In addition, I understand that upon my separation from SFL, regardless of the reason and whether initiated by SFL or me:

- i. I must return to SFL, retaining no copies, any and all files, records, correspondence, documents, electronic files, hardware, retaining no copies, which relate to or reflect SFL's business operations, coordinators and donors, prospective coordinators and donors, employees, suppliers, vendors, etc., regardless of where such items were kept or prepared.
- ii. I may not use and/or disclose SFL's confidential and/or proprietary information at any time, at any place, for any reason.

Conflict of Interest

As a Students For Liberty coordinator, I, the undersigned, recognize the importance of prioritizing the best interests of both the mission and success of SFL as an organization. Therefore, I agree to not take actions that are contrary to the best interests of SFL or in conflict with its functioning or success.

While I understand that SFL encourages coordinators to work with other organizations dedicated to liberty and supports coordinator interests in helping other organizations, I also recognize that any work done for another organization must not conflict with or hinder the success of SFL.

If I am placed in a position that conflicts with the best interests of SFL, I will prioritize SFL's interests even if it means removing myself from the conflicting position.

Use of Image Waiver

I, the undersigned, acknowledge and agree that Students For Liberty (SFL) may use my images, captured on film, video, electronic media, or any other format, for publicity, marketing, and any other purpose deemed appropriate by SFL. I understand that there will be no compensation provided by SFL for the use of my image(s). I understand that my images may continue to be used even after leaving the organization.

By signing this document, I declare that I have read, understand, and agree to be legally bound by all parts of this Coordinator Policy Agreement.

Name (Print): _____

Signature: _____

Date: / /