



VOLUNTEER HANDBOOK

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Welcome!

We are thrilled that you have chosen to join our team of committed and caring volunteers who are passionate about the North Louisiana Affiliate of Susan G. Komen.

As we welcome you into the Komen North Louisiana family, please take some time to read your handbook so you can become better acquainted with our affiliate.

We ask that you carefully review the information in your handbook, because it will include some useful and sometimes surprising information that will help you as you get to know Susan G. Komen.

Your handbook is intended to be a learning tool to help you become more familiar with Komen North Louisiana, and also as a reference guide for responding to questions about Komen.

Thank you again for joining us in our fight against breast cancer!

Susan G. Komen National Overview

Susan G. Komen was founded on a promise made between two sisters – Susan G. Komen and Nancy Brinker. Suzy was diagnosed with breast cancer in 1978, at a time when breast cancer was rarely discussed in public and little was known about the disease. Before she died at the age of 36, Suzy asked her sister to do everything possible to bring an end to breast cancer forever.

In 1982, Nancy's promise became Susan G. Komen for the Cure; and launched the global breast cancer movement. Today, Susan G. Komen is the largest grassroots network of breast cancer survivors and activists fighting to save lives, empower people, ensure quality care for all, and energize science to find the cures. Thanks to events like Komen Race for the Cure, we have invested nearly \$2.2 billion to fulfill our promise, becoming the largest source of non-profit funds to the fight against breast cancer in the world. Susan G. Komen is headquartered in Dallas, Texas.

Inspired?

You are part of the most progressive grassroots movement network fighting to end breast cancer forever! How is this possible?

One woman

One promise

...and a whole lot of volunteers!!!

Our Promise Our Mission

To save lives and end breast cancer forever by empowering people, ensuring quality care for all and energizing science to find the cures.

Our Vision

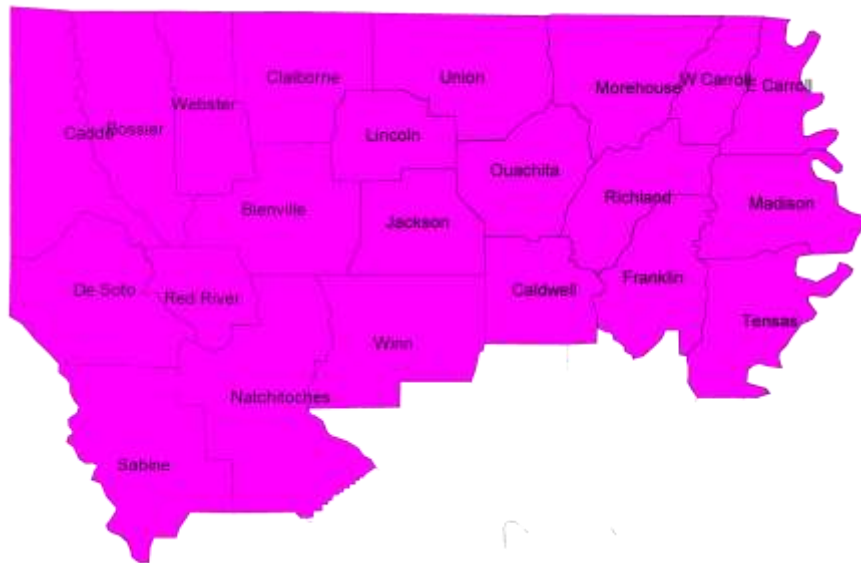
A world without breast cancer.

Our Core Value: “I.S. H.O.P.E.”

- I** – Inclusion to embrace the uniqueness of every individual
- S** – Stewardship to be accountable for our performance, individually, and collectively.
- H** – Honesty to foster a community of trust and integrity
- O** – Openness to seek out new ideas and new ways of thinking
- P** – Passion to demonstrate personal commitment to our Promise
- E** – Empowerment to entrust others and hold yourself accountable

Our Territory

Anyone living in any of these 22 parishes is eligible to apply for or to receive grant funding from the Komen North Louisiana Affiliate.



How Susan G. Komen Works... Both Nationally and Locally

Community members donate time and money to Komen to help end breast cancer

Susan G. Komen provides grants to direct service providers as well as breast cancer research



With grant money, direct service providers offer community programs to promote early detection and survivor support

The North Louisiana Affiliate of Susan G. Komen

History:

Here in Shreveport, the first Race for the Cure was held in 1994 and in 1999 the Northwest La. Affiliate was created. In 1993, Monroe held its first Race and in 1998, the Northeast La. Affiliate was created. After operating independently for over 20 years, both affiliates saw the need to combine resources and manpower to make a larger impact in North Louisiana. Today, our Affiliate holds a Race for the Cure in Shreveport and Monroe, and has added many new events that happen each year not only in Shreveport, but in all twenty-two parishes served.

Fundraising:

Additionally, the Komen North Louisiana Affiliate raises significant money through third-party events, affiliate sponsored events, and personal contributions. Seventy-five percent of net proceeds generated by the Komen North Affiliate stay in North Louisiana and the twenty-two parish service area. These funds are distributed through grants made to organizations that deliver treatment, services and education throughout the Affiliate's service area. The remaining 25% goes to the National Susan G. Komen Grants Program for energizing science to find the cures.

Service Area:

Komen North Louisiana's service area includes Caddo, Bossier, Bienville, Claiborne, Desoto, Natchitoches, Red River, Sabine, Webster, Caldwell, East Carroll, Franklin, Jackson, Madison, Morehouse, Lincoln, Ouachita, Richland, Tensas, Union, West Carroll, and Winn Parishes in Louisiana.

Grants:

Komen North Louisiana is working to better the lives of people facing breast cancer throughout our twenty-two parish service area. Thanks to the support of our community partners and friends since the mid-1990, Komen North Louisiana has returned nearly \$5.1 million to fund breast health programs and services in our twenty-two parish area. Additionally, more than \$1.5 million has been directed to research to find the cure for breast cancer.

In 2015, the North Louisiana Affiliate granted more than \$261 thousand to local organizations. Our 2015-2016 local grantees include: Morehouse General Hospital: Breast Health Voucher Program, LSUHSC-Shreveport-Feist Weiller Cancer Center: Partners in Wellness Free Breast Screening Project, Richardson Medical Center: Rayville Breast Cancer Screening Project, Martin Luther King Health Center: Unique Screening Events-Mammograms & Manicures-Fall and Ladies Night Out-Spring, St. Luke's Episcopal Mobile Medical Ministry: Increasing Breast Health

Awareness and Breast Screening in under-served communities, Christus Schumpert Breast Cancer Support Group, Christus Schumpert Cancer Treatment Center Gas Transportation Cards, Feist-Weiller Cancer Center Gas Transportation Cards, and the C. Wright Pink Ribbon Project Temporary Financial Assistance.

Komen North Louisiana Board of Directors 2015-2016

- ✓ ***Brandon Crume, **President** brandon.crume@gmail.com
- ✓ ***Angee Nolan, **Treasurer** angela.nolan@chase.com
- ✓ ***Catherine Jones, **Secretary** jjohnjazz18@yahoo.com
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1-888-273-1238 toll free
1.877.gokomen helpline

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Shreveport, LA 71104

www.komennorthlouisiana.org

318.220.7050 phone
318.220.7060 fax
1.877.gokomen helpline



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Follow us on Twitter!

Komen North Louisiana Volunteer FAQs

As a Komen North Louisiana representative you will encounter many people from a variety of backgrounds with varying degrees of exposure to breast cancer. Since you are affiliated with Susan G. Komen, you will be asked many different questions and may be perceived as a breast cancer expert by some of the people you meet. We want you to feel as prepared and comfortable as possible in fielding any questions that may arise. It is our hope that you will be able to answer questions politely, thoroughly, and to the best of your knowledge.

****Please remember that if you are unsure of the answer to a question, please refer the person to a Komen North Louisiana staff member for the answer, or if a staff member is not available, take their name, number and question and tell them we will get back to them*****

What is Komen's stance on mammography?

While there is no question that mammograms save lives for women over 50 and women 40–49, there is enough uncertainty about the age at which mammography should begin and the frequency of screening that **we would not want to see a change in policy for screening mammography at this time**. Komen's current screening guidelines can be found at www.komen.org and would not be changed without serious consideration.

What is Komen's view on breast self-exams?

Women should be familiar with their own bodies and report any changes in their breasts to their health care provider right away. It is also important for all women to know their family medical history, understand their personal risk for breast cancer, and make healthy lifestyle choices that may reduce their risk of breast cancer.

What does Komen recommend in terms of breast health?

- Become familiar with the normal look and feel of your breasts
- Clinical breast exams at least every three years beginning at age 20 and annually after age 40
- Annual mammography screening for women beginning at age 40

What types of breast health resources are available to me?

There are many resources available to you including support groups and information about breast cancer. To learn more call the Komen North Louisiana Affiliate at (318) 2207050 or visit www.komennorthlouisiana.org

What are the signs of breast cancer?

The signs for breast cancer are not the same for everyone. In fact, some women have no signs that they can see. If you experience any of these symptoms, you should see a doctor right away:

- A lump or hard knot
- Swelling, warmth, redness or darkening
- Dimpling or puckering of the skin
- Pulling in of your nipple or other parts of the breast
- Nipple discharge that starts suddenly
- New pain in one spot

Where do I register for the Race?

You can register before Race day online (www.komennorthlouisiana.org) or by mail (2015 Fairfield Ave. Suite 2C Shreveport, La 71104). You can also register on Race day, but please be aware that the Race day registration fee will be higher.

Where does the Race take place, and how long is it?

Shreveport-The 22st Annual NWLA Race for the Cure will take place on Saturday, September 24th, 2016 at Shreve City in Shreveport. It is a 5K, which is equivalent to 3.1 miles.

Monroe-The 23rd Annual NELA Race for the Cure will take place on Saturday, September 17th, 2016 at Forsythe Park in Monroe, La. It is also a 5k, which is equivalent to 3.1 miles.

For race specific questions, please email race@komennorthlouisiana.org

Do I have to collect pledge money to participate in the Race?

You are not obligated to collect pledge money to participate in the Race, but we do encourage every participant to raise as much money as possible in order to increase our contributions to the fight against breast cancer. Every little bit helps!

Does Komen give money to Planned Parenthood?

Komen North Louisiana has never awarded grant money to Planned Parenthood.

All community grants are restricted to provide vital breast health education, screening and treatment services for underserved women. The services by Komen Affiliates include breast health education programs, screening mammograms, clinical breast examinations, diagnostic mammograms and ultrasounds and program promotion. In some rural areas, Planned

Parenthood may be the only source of free or low-cost women's mammogram screening services.

Komen North Louisiana Volunteer Program

Vision Statement:

Volunteers will promote and preserve life by educating people on breast health and connecting them to community resources.

Purpose:

Komen volunteers are our ambassadors to the world who carry the powerful message of Komen and its work into their communities. Through careful development, a volunteer has the potential to be a tremendous representative of Komen North Louisiana. Volunteers enable the organization to strengthen existing programs, add new programs, procure funds and resources, add specialized skills and talents, and increase public awareness of services. **Volunteers are the cornerstone of our organization.**

Goals:

- To advance the mission of the Affiliate through the active, regular, and productive involvement of volunteers.
- To build active, ongoing and meaningful relationships between the Komen staff and volunteers.
- To ensure that volunteers will be placed according to their strengths, interests and skills to best attain organizational goals.
- To honor all volunteer contributions by written, verbal, and publicly formalized recognition and appreciation.
- To develop an interested and knowledgeable group of volunteers who will serve as our future committee and Board leaders.

Responsibilities of Volunteers – Standards of Conduct:

We know, believe, and work toward our mission every single day. We expect each and every volunteer to be dedicated and loyal to the mission of our organization.

To provide general guidelines to our volunteers, we have developed standards of conduct. As a volunteer, you are expected to use common sense and good judgment and to follow all Komen policies, procedures and rules when acting on behalf of the organization. These include:

- Communicate directly, effectively and in a timely manner.
- Be dependable and committed to your volunteer role.
- Give advance notice when running late or if unable to attend a meeting or complete a project.
- Dress appropriately for the work being performed and consistent with Komen's mission and message. We recommend business casual attire such as khakis or black pants. We ask that no jeans, shorts or flip-flops be worn. Ask a Komen staff member if you are unsure what to wear. Don't forget to think pink! 😊
- Comply with federal and state laws when acting on behalf of Komen North Louisiana.
- We do not condone drug use, fraud, embezzlement or any other illegal activities.
- Maintain confidentiality with constituents', volunteers', and employees' personal information. Confidential proprietary information that belongs to Susan G. Komen must be protected. Refrain from divulging information that could be harmful to Susan G. Komen.
- Conflict of interest should be avoided by refraining from any associations or activities that might conflict with Komen's interests. Individuals shall not solicit or accept significant gifts from contractors or vendors. Do not take advantage of your association with Komen for personal gain.
- Volunteers may not dispense any medical advice; however, personal experiences may be shared. Please direct medical questions to Komen North Louisiana staff members.
- Please refrain from talking on your cell phone and texting unless there is an emergency.
- Show respect, fairness and honesty to others. We treat people the way we would like to be treated.
- Refrain from behavior that is offensive, undesirable or contrary to Komen's best interests.
- Report any illegal, unethical or suspicious conduct by fellow volunteers, employees, constituents or vendors to Komen staff.
- Don't forget to SMILE!! 😊 A smile and a positive attitude will put people at ease and makes for a friendly and open atmosphere.

Working with Staff:

Volunteers are expected to follow the instructions set by the staff member supervising. Volunteers should feel comfortable contacting staff for additional instructions if needed.

Confidentiality:

Confidentiality is a very important piece of being a Komen North Louisiana volunteer. Any information concerning personal health problems, survivorship issues, donations or contact information must be kept private and confidential without the express consent of the individual. Some women (and men) are very open to discussing their personal experiences with breast cancer, but others may not want to be recognized as breast cancer survivors or make their experiences public.

Commitment:

Komen North Louisiana recognizes that life can take some unexpected turns and that conflicts can come up. If this should happen, we ask only that you communicate with the Komen staff as soon as a conflict arises so a replacement can be found.

Equal Opportunity Statement:

Komen North Louisiana maintains a policy of nondiscrimination with volunteers and potential volunteers. No aspect of volunteer service with us will be influenced in any manner by race, color, religion, sex, age, national origin, or disability.

Resignation:

If a volunteer decides that volunteering for Komen North Louisiana no longer fits into his or her schedule, it is appreciated that the volunteer would schedule an exit interview with a staff member. The purpose of an exit interview is to explore if there might be a more interesting placement within the agency for the volunteer and to ask questions about the volunteer's experience so that we can assess our volunteer program.

Drugs, Narcotics, and Alcohol:

It is the policy of Komen North Louisiana to maintain a workplace that is free from the effects of drug and alcohol abuse. Employees and volunteers are prohibited from the illegal use, sale, dispensing, distribution, possession, or manufacture of illegal drugs, controlled substances, narcotics, or alcoholic beverages on the Komen North Louisiana premises or any volunteer opportunity sites.

Breast Cancer Facts

Breast cancer knows few boundaries. It is one of the most frequently diagnosed cancers today. Everyone is potentially at risk, despite age, race, or family history. Although rare, even men can develop this deadly cancer. Breast cancer is complex and unpredictable. To date, there is no cure.

In 2015, it is estimated that among U.S. women there was:

- An estimated 232,340 new cases of invasive breast cancers (includes new cases of primary breast cancer among survivors, but not recurrence of original breast cancer among survivors).
- An estimated 64,640 new cases of in situ breast cancer (includes ductal carcinoma in situ (DCIS) and lobular carcinoma in situ (LCIS), of those, about 85% will be DCIS). DCIS is a non-invasive breast cancer.
- An estimated 39,620 breast cancer deaths.

Breast cancer is a type of cancer where cells in the breast tissue divide and grow without normal control. Like other cancers, breast cancer can spread throughout the body. Only a small fraction of breast cancer cases can be linked to genetics.

Who gets breast cancer?

Anyone can get breast cancer – women and men. But, the exact causes of breast cancer are not fully understood. Scientists have identified a number of risk factors that increase a person's chance of getting breast cancer.

- Females are at the greatest risk for getting breast cancer.
- Women age 40 and older are at the greatest risk for being diagnosed.
- 85% of women diagnosed with breast cancer do NOT have relatives with breast cancer.
- White women are more likely to get breast cancer than women of any other racial or ethnic group.
- African American women are more likely to die from breast cancer than white women.
- Women are less at risk of developing breast cancer if they eat healthy foods and exercise regularly.

Other known or probable risk factors include:

- Having dense breasts
- Having a personal history of breast or ovarian cancer
- Starting menopause after age 55
- Never having children
- Having your first child after age 35
- Being overweight after menopause or gaining weight as an adult
- Having one or more drink of alcohol per day
- Using combined estrogen and progestin hormone replacement therapy

- Having your first period before age 12

Early detection and treatment

Early detection is the key to surviving breast cancer. When breast cancer is diagnosed at its earliest stages, the five-year survival rate is more than 95 percent.

- Mammograms are the best and most widely available breast cancer screening tool. They can detect up to 85% of all breast cancers.
- At age 40, all women should begin getting annual mammograms
- Women should begin breast self exams by age 20, and have a clinical breast exam at least every three years.

Breast Cancer Terms to Know

Benign (tumor) – non-cancerous tumor

Biology therapy – treatment that is used to target cancer cells with certain features

Chemotherapy – systematic treatment that seeks to shrink the metastases and reduce breast cancer symptoms

Clinical breast exam – performed by a health care professional who carefully checks your breasts and underarm areas for lumps or changes

Ductal carcinoma – breast cancer that occurs in the milk ducts of the breast

Hormone therapy – treatment that seeks to shrink tumors throughout the body

Inflammatory breast cancer – rare and more aggressive form of breast cancer, named because its main symptoms are redness and swelling of the breast

Invasive cancer – when ductal carcinoma spreads into surrounding breast tissue

Malignant (tumor) – cancerous tumor made up of abnormal cells

Mammogram – x-ray pictures of the breast. Mammograms can find breast cancer before the lump can be felt.

Metastatic breast cancer – a state of breast cancer in which cancer cells break away from the tumor in the breast, travel to distant areas of the body and keep growing.

Radiation therapy – treatment that is given to relieve pain or other symptoms caused by metastatic disease; it can also be given to reduce the size of the tumor in order to reduce symptoms.

For more information about breast cancer, please visit the Komen North Louisiana website at www.komennorthlouisiana.org or the Komen National website at www.komen.org

Susan G. Komen Award and Research Grant Program

The Susan G. Komen Award and Research Grant Program support innovative breast cancer research and a variety of admirable awards. Oftentimes, Susan G. Komen is the only source of funding for cutting-edge breast cancer research, some of which has led to landmark discoveries in the quest to find a cure for breast cancer. Credited with bringing a new level of integrity to the grant application and review process, Susan G. Komen adheres to a peer-review process that is recognized by the National Cancer Institute. In the case of basic, clinical and translational research grants, applications are reviewed through a blind, or anonymous, peer-review process. The current program includes:

- Training grants to doctoral dissertation students and postdoctoral fellows to recruit and retain young scientists in the field of breast cancer research.
- Basic, clinical and translational grants that encompass a broad number of focus areas, including detection, diagnosis, prognosis, risk, prevention, treatment, tumor cell biology and complementary and alternative therapies.
- Imaging technology research to improve breast cancer screening and diagnosis.
- Epidemiological research to address the disparities that exist in breast cancer incidence and mortality rates among specific populations.

In addition to funding research grants, Susan G. Komen supports a meritorious award program that includes the Brinker International Awards for Breast Cancer Research, the Komen Scholarship Program, Interdisciplinary Fellowships and the Professor of Survivorship Awards.

Susan G. Komen and Public Policy

As a 501(c)(3) organization, Susan G. Komen does not participate in lobbying activities. However, it does seek to educate members of Congress and other elected officials concerning the needs of women and families regarding breast cancer. Komen's goal is to ensure that the voice of the constituents is represented to those charged with setting and changing public policy. Susan G. Komen believes that scientific progress in the areas of research, education, screening and treatment must be complemented by sound public policy. In this regard, Komen seeks the implementation of a number of policy priorities, such as Champions for the Cure, a project inspired by thousands of Komen volunteers across the country who works in local communities and with their state health departments to educate Congress, the President and other policymakers about breast cancer.

To enhance our successful public policy efforts, the Susan G. Komen Advocacy Alliance was established. The Komen Advocacy Alliance is a non-profit, non-partisan organization that will allow us to build upon the bold public policy successes of Susan G. Komen, and take our policy efforts to the next level. As a 501(c)(4) organization, the Alliance has more latitude to advocate for live saving breast cancer public policy change.

For any additional questions, please contact your volunteer coordinators:
Northwest La, Megan Smith at 3182207050
Northeast La, Becky Tripp at 3189668130