



# MEMBER HANDBOOK

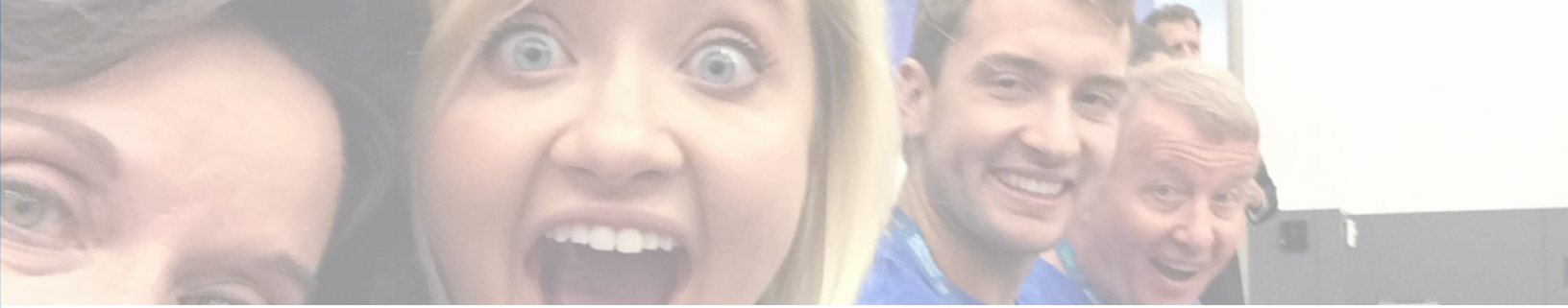
2017-2018

Team  
Alleghenies  
TRANSPLANT



# Service. Fellowship. Competition. Fun.





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# Mission Statement

The mission of Team Alleghenies Transplant, working in collaboration with the Center for Organ Recovery & Education (CORE), is to increase awareness of organ, tissue and cornea donation, and to raise designation rates in Pennsylvania and West Virginia.

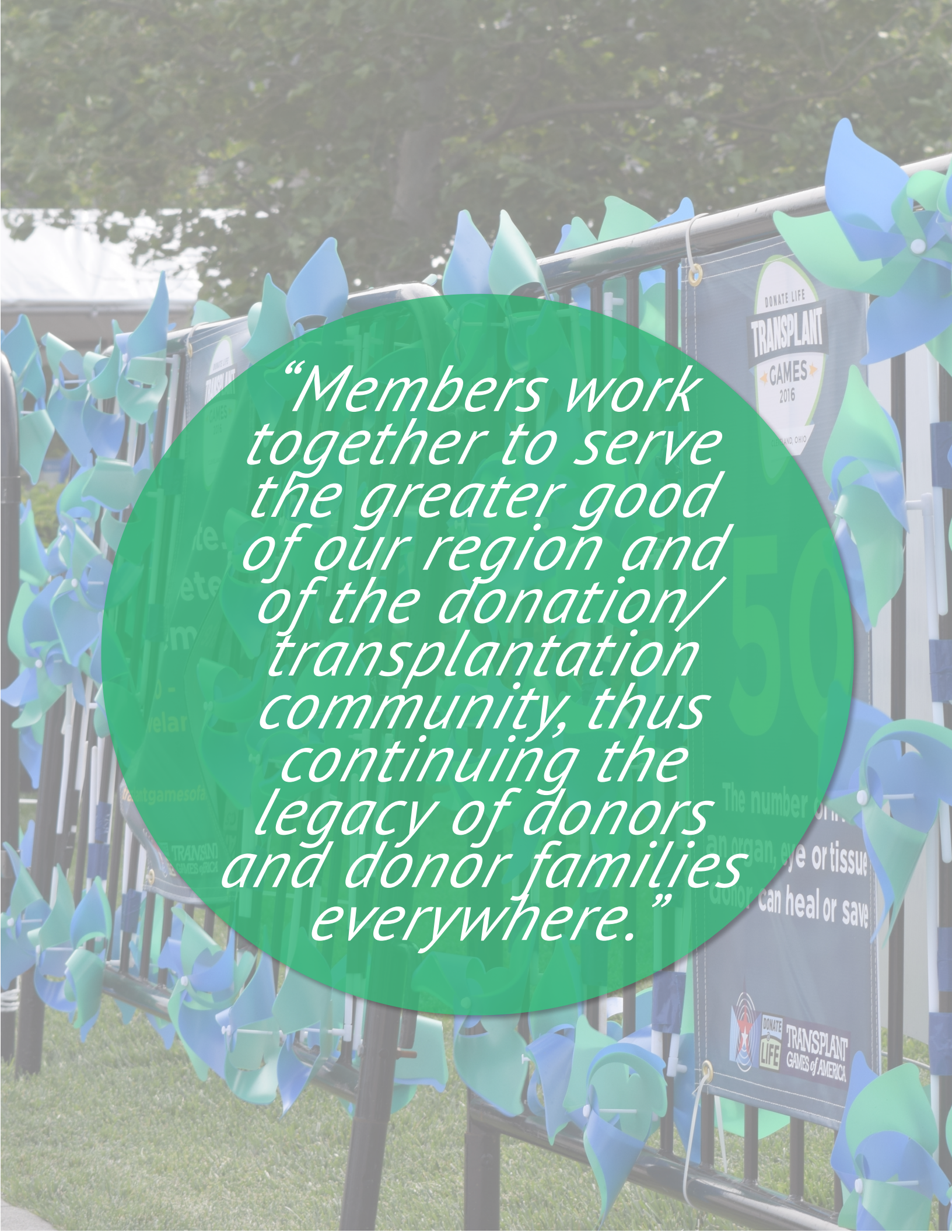
We do this by educating our communities about donation and its benefits at community, civic, and school events, as well as in media campaigns throughout western Pennsylvania and West Virginia.

## Team Philosophy

Organ, tissue and cornea donation is a selfless act of love and compassion from one person for the benefit of another – in many instances a stranger. In this spirit of altruism and generosity, each member of Team Alleghenies Transplant is encouraged to adopt the team philosophy.

Team Alleghenies Transplant comprises volunteers who wholeheartedly believe in the 'Pay it Forward' philosophy. We are a diverse group made up of living donors, donor families, recipients, waiting list candidates, family caregivers and healthcare professionals.





*“Members work together to serve the greater good of our region and of the donation/transplantation community, thus continuing the legacy of donors and donor families everywhere.”*





# One Team. One Mission.

Team Alleghenies Transplant is more than an organization. We are a movement.

And we are focused on much more than medals and games. Foremost, we are dedicated to increasing organ, tissue and cornea donation.

As recipients and recipient families enjoying a second chance at life; as donor families finding comfort in honoring our departed loved ones; as waiting list candidates existing on the hope of a healthy tomorrow; and as living donors, grateful for the opportunity we've had to heal another, donation has changed our lives for the better. Now it's our passion, our work and our responsibility to pass along our experiences in the hopes that others will benefit.

Team Alleghenies Transplant works closely with the Center for Organ Recovery & Education (CORE), the federally designated not-for-profit organ procurement organization that serves western Pennsylvania and West Virginia. CORE is as committed to saving lives as they are to honoring the gifts of donation with integrity and compassion. We are strengthened by their support.

While we are a diverse team — teenagers, seniors, brawny, brainy, outgoing, introverted, new to the cause, veteran advocates — we are tightly bonded because of a shared goal to increase donation, and in doing so, improve the lives of our neighbors throughout the Allegheny mountains and rivers of western Pennsylvania and West Virginia.

# Supporting the Mission



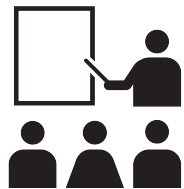
## PUBLIC EDUCATION

Speak at your former high school, trade school, college or current house of worship about the importance of becoming an organ, tissue and cornea donor.



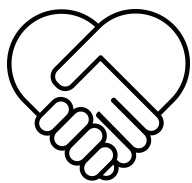
## COMMUNITY ENGAGEMENT

Host a donor drive table at a neighborhood event; participate in a parade in your hometown. Recruit new team members.



## PROFESSIONAL PANEL

Plan a patient-professional symposium to help improve patient care.



## ENCOURAGEMENT

Mentor others through a donation or transplant journey; provide support to caregivers.





# Member Expectations

Every Team Alleghenies Transplant member is an advocate for organ, tissue and cornea donation, as well as an ambassador who represents this region's transplant community and organ procurement organization (OPO), CORE.

Responsibilities of members include but are not limited to:

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1

Actively supporting the mission, goals and objectives of Team Alleghenies Transplant, including raising public awareness about organ, tissue and cornea donation.

2

Acting as an advocate for Team Alleghenies Transplant and the transplant community at large.

3

Building and sustaining local donation and transplantation-related efforts through fundraising and volunteering.



4

Providing volunteer support for the organization and local support organizations, CORE, and the six transplant centers in the team's region.

5

Attending and/or participating in various community walks and activities that promote donation and further the team mission.

6

Completing and submitting necessary paperwork in a timely manner. Every team member must complete a membership form twice yearly.

7

Referring anyone who requests information about organ, tissue and cornea donation to the CORE website at [core.org](http://core.org).

8

Referring any potential members or sponsors to Team Manager Colleen Yost at [contact@teamalleghenies.org](mailto:contact@teamalleghenies.org).



# Member Benefits

- + Support for organ, tissue and cornea donation
- + An opportunity to honor organ, tissue and cornea donors, and their families
- + A chance to advocate for recipient and living donor needs
- + An opportunity for networking and peer support
- + Participation in the Bi-Annual Donate Life Transplant Games of America







# Team Eligibility

## PRIMARY TEAM MEMBERS

- Recipients of a life-saving kidney, pancreas, liver, heart, lung, intestine or allogeneic bone marrow/stem cell transplants
- Recipients of life-enhancing cornea and tissue transplants or bone grafts
- Living kidney and liver donors

## SUPPORT TEAM MEMBERS

- Donor families
- Transplant professionals
- Caregivers
- Family members, friends of the general public
- Any individuals who wish to support the team



*Team members age 17 or younger must be accompanied by an adult.*

# Team Structure

## ROLES & RESPONSIBILITIES

It is important that Team Alleghenies Transplant members understand their roles and responsibilities. The key positions required to manage the organization are described below.

### TEAM MANAGER

Team Manager responsibilities include coordinating and supervising athletes, living donors and donor families during all activities connected to the Donate Life Transplant Games of America.

### DONOR FAMILY LIAISON

The Donor Family Liaison (DFL) serves as the link between Team Alleghenies Transplant and donor families. They also assist the BOD and are frequently involved in team efforts such as fundraising, team meetings and more.

### BOARD OF DIRECTORS

The team Board of Directors (BOD) consists of a president, vice president, secretary, finance chair and two CORE representatives. With the exception of the CORE reps who are appointed, each BOD member is elected by a majority vote every two years. Responsibilities include appointing committee chairs and, with the team manager, assuring that the organization is meeting and exceeding outreach and volunteer goals.

### COMMITTEES

The BOD has discretion over the committees. Volunteer committees may include:

- Planning
- Community outreach
- Membership
- Annual meeting
- Advertising/webpage
- Finance
- Uniforms



# Team Finances

Budgeted income includes proceeds from fundraisers, corporate sponsorships, grants, merchandise sales and special events.

Budgeted expenditures are categorized as the organizations expenses, which may include:

- \$ Gatherings
- \$ Financial assistance grants
- \$ Marketing, advertising and printing
- \$ Fundraising activities
- \$ Team Manager travel expenses
- \$ Donor Family Liaison travel expenses
- \$ Other items or services, funds permitting

Members ***may not*** sell merchandise, solicit financial contributions, or solicit for any other cause through organization communications, during or on the premises of meetings or other related activities, without the permission of the BOD.





# Team Communication

In order to be a team member and have a positive team experience, it is important that you remain in the loop. One or more of the following communication methods may be utilized by your BOD, Committee Chairs or Team Manager(s):

- Web site ([teamalleghenies.org](http://teamalleghenies.org))
- Emails
- Team newsletter
- Conference calls
- Social networking sites; Facebook and Twitter
- Team meetings

Names and contact information of members **may not** be released and/or used for purposes of transmitting unsolicited correspondence, including commercial advertising and promotion under any circumstances without prior consent.

Members **may not** send unsolicited bulk messages, chain mail, petitions for signatures, etc. via emails and other communication systems to fellow members.

# Public Speaking/ Media Relations

If you are contacted by the media (print, TV, radio, online) for information or an interview, please inform the CORE media relations team at 412-963-3550 before answering any questions or setting up any interviews.

Some things to keep in mind when speaking on behalf of Team Alleghenies Transplant:



## HIGHLIGHT SUCCESSES

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Team Alleghenies Transplant wants to call attention to the desperate need for more organ donors in this country while showcasing the success of transplantation. So stress the positives!



## KNOW THE NUMBERS

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Nearly 117,000 people are currently awaiting life-saving transplants in this country; 8,500 of them in PA, 500 in WV. Nationwide, 21 people die each day while waiting for a life-saving transplant.



## CALL TO ACTION

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Encourage everyone to register as a donor at [registerme.org](http://registerme.org). Also, ask those listening, watching or reading to discuss donation with their loved ones.







# Team Partners

## CORE

The Center for Organ Recovery & Education (CORE) is one of 58 federally designated not-for-profit organ procurement organizations (OPOs) in the USA. CORE works closely with donor families and designated healthcare professionals to deliver the gift of hope by coordinating the surgical recovery of organs, tissues and corneas for transplantation. CORE's vision is that every potential donor will make a *pledge for life*.

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## DLA

Donate Life America (DLA) is a not-for-profit organization leading its national partners and Donate Life State Teams, including Donate Life PA and Donate Life WV, to develop a culture where donation is embraced as a fundamental human responsibility. DLA manages and promotes Donate Life®, the national brand for the cause of donation and manages the National Donate Life Registry at [www.RegisterMe.org](http://www.RegisterMe.org). DLA was founded in 1992 and has registered nearly 135 million organ, eye and tissue donors in the United States.

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## TGA

The Transplant Games of America (TGA) are a multi-sport festival event for individuals who have undergone life-saving transplant surgeries. Competition events are open to living donors, organ transplant recipients and bone marrow, corneal and tissue transplant recipients. More than an athletic event, the Donate Life Transplant Games highlight the critical importance of organ, eye, and tissue donation, while celebrating the lives of organ donors and recipients.

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# Branding/ Advertising

## OFFICIAL LOGO POLICY



The official Team Alleghenies Transplant, CORE, Donate Life and Transplant Games of America Logos **may not** be altered in any way.



The logos should **never** be less than 1 inch wide.



The logos should **always** be legible and easy to read.



Members **may not** distribute literature or printed materials, sell merchandise, or solicit financial contributions without the permission of the BOD.







Center for Organ Recovery & Education

*A Pledge for Life*



# Code of Conduct

## THE FOLLOWING BEHAVIORS ARE STRICTLY PROHIBITED:

-  Theft, attempted theft, possession of stolen property, conspiracy to steal or misappropriation of another's property.
-  Abusive or disrespectful actions, gestures and language (includes verbal, written, email or telephone) directed at any member or participant, including team managers, athletes, coaches, officials, volunteers, staff and spectators.
-  Any form of discriminatory behavior involving abuse or disparagement of a person's race, religion, sex, creed, sexual orientation, age, national origin or disability.
-  Verbal, physical or sexual harassment.
-  Actual or threatened violence toward any individual or group.
-  Conduct that endangers the life, safety, health or well-being of oneself or others.
-  Violation of state, federal and local laws.

## DISAGREEMENTS & CONFLICTS

Dissension amongst members, if unresolved, can undermine the unity and overall effectiveness of any organization. Every attempt should be made to resolve disagreements and other issues directly with the individuals with whom you have conflict.

If, for any reason, you are unable to resolve the issue, bring the matter to the attention of Colleen Yost, the Team Alleghenies Transplant Team Manager.

Please know that both parties will be given the opportunity to present their perspectives so that the team manager can assess the situation and help determine the best resolution. In the event that the conflict is with the team manager, members must contact the Team Alleghenies Transplant Board of Directors.

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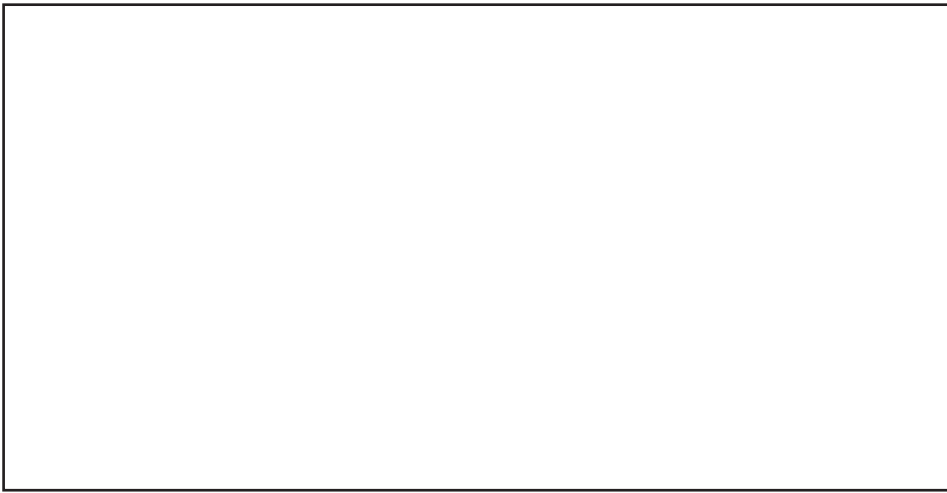
## VIOLATIONS





Disregard for these policies will result in an infraction against both your fellow members and against those supporting the organization. Therefore, individuals that do not abide by the policies outlined in this handbook will be subject to disciplinary action which may include but is not limited to:

- *Verbal warning*
- *Written warning*
- *Suspension from the organization*

If you are witness to another member violating the Code of Conduct and Ethics, you are encouraged to complete and submit a Code of Conduct Complaint form to the Team Alleghenies Transplant Board of Directors. Although anonymous complaints are accepted, they are discouraged. We believe members who are complained about have a right to know who has made the complaint and the details of the allegation(s) made against him or her.





 204 Sigma Dr, Pittsburgh, PA 15238  
 800-DONORS-7, option 4  
 [contact@teamalleghenies.org](mailto:contact@teamalleghenies.org)  
 [teamalleghenies.org](http://teamalleghenies.org)

