



*Catholic Charities is committed to manifesting Christ's spirit
by collaborating with diverse communities,
providing services to the poor and vulnerable,
promoting human dignity and advocating for social justice.*

VOLUNTEER BOUNDARIES

Boundaries are those limits we set to keep a separation between our paraprofessional lives, our professional lives and our personal lives. Here are some expectations of conduct that will assist you in maintaining a healthy boundary line between you and the client:

- **Always remember** that your relationship is with CCLA, Inc., not the client. This simply means keeping in mind that you should not become attached to clients. If you do, you will lose the ability to remain objective. Be friendly, but don't become friends with the clients.
- **It is best to inform** clients that their secrets are not to be shared with you. Getting you involved in "secrets" is a way to pull you into their problems and that is not why you are Interning.
- **It is in your best interest to not** disclose personal information. Questions from clients about your marital status, family, or occupation are not appropriate. Do not give out your home phone or address EVER.
- **Refrain from** offering to help clients with giving them a ride or with errands around town. Our clients need to be responsible for themselves and part of that is being forced into finding alternatives to asking someone for a lift (for instance, taking the bus especially if tokens are available).
- Some of our clients may be actively involved in support groups and 12-step programs. If you are also involved in such groups, especially as a Volunteer, please respect anonymity. Do not divulge that you are acquainted and please do not divulge what goes on in your support groups unless you believe there is a VERY pertinent reason.
- Avoid giving clients advice.
- Be free of drugs and alcohol
- Only engage in social interactions that will enhance a client's progress, commitment to, or participation in our programs. No self-initiated socialization should take place independent of CCLA, Inc. activities. □
Refrain from any physical contact with clients

I understand that this Volunteer Boundaries constitutes the minimum standard of conduct at CCLA, Inc., and that if I violate any portion of this, it may jeopardize my ability to serve as a Volunteer at CCLA, Inc.

Print Name

Volunteer Signature

Date

Parent/Guardian Signature if Volunteer under 18 years of age

Date