



*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 GUIDELINES

1. Dress appropriately for the Volunteer position you have been assigned to.
2. Always check in with your supervisor. Be on time and ready to serve the clients of CCLA, Inc.
3. When you arrive, sign in as a volunteer on your Volunteer Time Sheet. Your supervisor will inform you where the Time Sheets are kept at the location. Please sign in every time you come to CCLA, Inc. to volunteer.
4. Maintain your original work schedule and the work hours assigned. If you are sick or unable to come to work, contact your site supervisor.
5. Inform your site supervisor if you move or if your phone number changes so we can update our records.
6. If it is not your assigned volunteer day, you **DO NOT** have permission to re-enter the work area to visit **DO NOT BRING CHILDREN** with you on your volunteer day. If you have childcare issues, please arrange another Volunteer day with the Volunteer Coordinator.
7. Visitations from friends while you are volunteering **WILL NOT** be allowed in the work area. Please make arrangements to meet them outside of the CCLA, Inc., building.
8. Respect the privacy and confidentiality of CCLA clients and staff.
9. Taking pictures or videotaping requires prior permission.
10. **NEVER** bring personal items, goods, services or merchandise to the CCLA, Inc. to be sold. This type of activity could jeopardize our non-profit status.
11. If you are unhappy with your assignment, every effort will be made to accommodate you. Please let the Volunteer Coordinator know of the difficulty you are having. Be specific and give your impression of why you are experiencing the difficulty. If the difficulty is an interpersonal issue, the Volunteer Coordinator will first speak, individually with each of the parties involved in order to understand and resolve the problem. If the difficulty persists, the Volunteer Coordinator will schedule a meeting between you and the other person(s). At that time, you will have the opportunity to state your grievances in a safe, and controlled atmosphere.

I understand that this Volunteer Guidelines constitutes the minimum standard of conduct at CCLA, Inc., and that if I violate any portion of these policies, 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