

# **SOS Center, Inc.**

## **Volunteer Agreement**

### **The Volunteer Agrees to:**

1. Sign in and out of the Volunteer log book every time I volunteer. This is important for safety and funding purposes.
2. Show courtesy, kindness and patience with all students/participants.
3. Perform duties to the best of my ability, follow all rules and accept supervision with a willingness to learn, and ask about things not understood.
4. Act as a member of the team at all times to accomplish the mission of the agency.
5. Be punctual and call the Center if I will be late or absent so my assignment can be covered and there will be no undue concern for my safety.
6. Show acceptance and respect for one another. Volunteer and staff relationships should be harmonious, pleasant and business-like. This also provides a model for students in their relationships.
7. Avoid becoming entangled in a student's family relationships. The key is to be sympathetic and helpful without taking on the roles of family members.
8. **Avoid communication with any minor student or minor volunteer on facebook or any other social media. Do not exchange phone numbers or any other personal information with minor students or minor volunteers.**
9. Respect students/participants religious beliefs. Be certain I do not force my own religious practices on others.
10. Leave my work area neat, clean and orderly and notify my supervisor or the Executive Director of any supply deficiencies or needed building repairs.
11. Take any problems, concerns or suggestions to my supervisor or the Executive Director.
12. Adhere to a drug-free workplace policy. Volunteers must not use or be under the influence of controlled substances while volunteering.
13. Use office equipment (computers, phones, etc.) and supplies for SOS Center business only, unless given specific permission.
14. Notify my supervisor or the Executive Director when I am no longer able to volunteer, or if my volunteer work will be interrupted for an extended period of time.

### **Confidentiality Agreement:**

As a condition of volunteer placement, I agree not to divulge to unauthorized persons any confidential information obtained from observation, conversation, correspondence, personal records or any other source. This includes information about both the staff and people served by the agency. I will not publish, orally disclose or otherwise make public any confidential information, except as I am legally required.

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Signature of Volunteer

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Date