



Safe Alternatives to Violent Environments
VOLUNTEER AGREEMENT

Date: _____

Name: _____

Volunteer Agrees To:

1. **Fulfill duties reliably as assigned by staff. (Earn hours honestly)**
2. Sign into volunteer book each time to keep an accurate record of hours worked and get a staff member's initials.
3. Arrive promptly for any volunteer assignment.
4. Use space and equipment only for work assigned and only at authorized times. Computers cannot be used for personal use.
5. Not remove items or property belonging to SAVE without permission.
6. Call SAVE 24 hours in advance when unable to come for scheduled volunteer work.
7. Maintain the dignity and integrity of the agency with the public.
8. Honor and respect confidential information.
9. Accept the guidance and decisions of the assigned volunteer supervisor.
10. Have needed paperwork signed by the volunteer supervisor in a timely manner. (Inform SAVE in advance, not last minute.)
11. Request all letters of reference 2 weeks in advance.
12. Not take any photo/ video of clients.
13. Dress appropriately for position (No half-shirts, mini skirts, short shorts, or see through shirts, no inappropriate tee shirt or writing or pictures)

(Anyone dressed inappropriately will not be allowed to volunteer that day.)

SAVE agrees to:

1. Provide an environment in which the volunteer is treated as a valued asset.
2. Keep an on-going record of the volunteer's hours.
3. Provide written verification for volunteer hours completed.
4. Provide a staff member to orient and supervise volunteer.
5. Provide staff support from the assigned volunteer supervisor.

Complete this section for community service hours:

Reason for seeking community hours:

Number of hours needed:

Deadline to complete hours:

NOTE: I realize that **I MUST CALL WHEN I CANNOT VOLUNTEER ON MY SCHEDULED DAY.** Failure to fulfill my tasks adequately or violating my agreement with SAVE will result in my being terminated from volunteering at Safe Alternatives to Violent Environments.

I have read and understand the information contained in the Volunteer Agreement.

Volunteer Signature: _____

Date: _____

Volunteer Coordinator: _____

Date: _____