



Supporting
Stafford County:
> Food Pantry
> Utilities Help
> Rx Assistance

SERVING CHILDREN AND FAMILIES SINCE 1979

Volunteer Guidelines

SERVE is greatly appreciative of the time and talent so generously provided by our volunteers. We could not manage without your assistance as we strive to meet the emergency needs of struggling families in our community.

Our volunteers come from families, businesses, schools, civic groups, religious groups, and as individuals. We have opportunities for adults, teenagers, and those as young as 10 years old can start giving back to their community.

Below you will find some simple guidelines which we ask you to read and sign at the bottom.

1) All volunteers under the age of 14 must be part of a **group**, which is scheduled to volunteer at a pre-arranged time and for a pre-arranged project.

2) All volunteers under the age of 18 must have a *Parent/Guardian Consent Form* on file before volunteering.

3) All volunteers must have an updated *Volunteer Application* on file before volunteering.

4) All volunteers must *Sign-In* upon arrival and *Sign-Out* upon departure.

5) DRESS POLICY

* For your own safety, closed-toe shoes are **required**. Please do not wear sandals or flip-flops, or high heel shoes. Please do not wear tank tops or sleeveless shirts. Out of respect to others, please, refrain from exposed undergarments, exposed cleavage or midriff. Please do not wear mini-skirts or bicycle bottoms of any length. Shorts must be no more than three inches above knee length.

6) DRUGS/ALCOHOL/SMOKING

* SERVE prohibits the use, sale, dispensing, possession, or manufacture of alcoholic beverages or illegal drugs on SERVE property. SERVE property is a **Smoke Free Zone**. Please do not smoke in the building or on the property.

7) WORKING CONDITIONS

* It is important that you **stay alert!** There are stocked shelves, floor pallets, heavy boxes, traffic hazards and crowded working conditions. Always watch where you are walking. Do not attempt to lift or move anything that is too heavy for you. When in the parking lot, stay alert to traffic. Should you discover an unsafe situation (broken jars, sharp objects, etc.) report it to a member of the SERVE staff.

8) HYGIENE

* All staff members and volunteers must wash their hands before beginning their tasks and after using the bathroom.

9) SCHEDULE

* If you are scheduled to volunteer and find that you will not be able to come in, please call SERVE and let us know. We may be able to call someone else or may need to adjust our workload.

10) HARASSMENT

* If you experience any form of harassment, immediately report it to a member of the SERVE staff.

11) INJURIES

* Report any and all injuries, no matter how insignificant they may seem to be, to a member of the SERVE staff and fill out an Accident Report Form.