



# Volunteer Policies

Thank you for sharing your time and skills with Bridge To Home and the clients we serve. Please sign this form to acknowledge your understanding of our volunteer policies.

- In accordance with Bridge To Home’s mission, please be respectful to all participants, visitors, and staff of Bridge To Home at all times.
- Wear a name badge whenever you are present on a shift.
- We rely on your help to staff our services at a level that will ensure quality for our clients. If you must miss your shift, please call the Volunteer Coordinator at 661.313.9002 or the Shelter Manager at 661.388.0080.
- To maintain a professional and respectful environment, please abide by the Bridge To Home dress code.
- All drivers must have a copy of their driver’s license and insurance on file with the Volunteer Coordinator.
- All health professionals must have a copy of their license and insurance on file with the Volunteer Coordinator.
- Sign in and sign out on the Volunteer Log each time you volunteer. Your time is tracked and considered an organizational asset in our accounting system, so we want to be sure it is included.
- Good hygiene is particularly important at our shelter site as water is extremely limited. Please use gloves when handling food and provided hand sanitizer often during your shift.
- If supplies are needed, please let the Shelter Manager or Lead Resident Advisor on duty.
- Our clients deserve to have privacy and confidentiality regarding their situation, status, health, and service needs. All information obtained from clients is to be kept strictly confidential.
- You may **NOT** post photos or information about any client, guest, or staff member on **ANY** social media site.
- Bridge To Home receives some federal funding. Clients are **not** required to participate in any faith-based activity, and Bridge To Home cannot serve as a location for evangelical work. Religious practice is completely voluntary and personal.
- Bridge To Home is a drug-free workplace. No use of drugs or alcohol is permitted.
- If you move or change your phone number, please let the Volunteer Coordinator know so we can update your contact information in our database.
- If you are no longer able to volunteer, please let the Volunteer Coordinator know via e-mail or in writing.
- Do not give a personal gift, loan a personal item to any client. Do not give or loan money to a participant for any reason, or accept money from a participant for any reason.
- Please maintain proper boundaries with our participants. Do not give your phone number, email, or home address to participants, invite them to your home, give them a ride in your personal vehicle, or accept a ride from them.
- Do not engage in any form of sexual contact with a participant, including conversations, touching, or sexual relations, at any time.
- To maintain the highest level of safety, do not put yourself in a situation that makes you feel fearful or uncomfortable. Volunteers should conduct themselves in a way that promotes safety of themselves, staff, and participants. If you ever feel uncomfortable, notify a staff member immediately.

Our volunteers are the heart of our programs. We thank you for your generosity in supporting those in need with your time and talents!

**Acknowledgement and Agreement:** *I have read the volunteer policies, and will abide by these policies in my role as a volunteer with Bridge To Home.*

Printed Name	Signature	Today's Date
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