

Good Samaritan Center Volunteer Information

Please Print Neatly

Full Name: _____

Full Address: _____ City/State/Zip _____

Phone Number: _____

Birthday: _____

Emergency Name & Phone number: _____

Emergency Consent: I give GSC permission to call medical personnel if I am ill or hurt and unable to give my verbal consent.

Confidentiality Pledge: I will not reveal the names of those coming to GSC for help or any personal information about them that I might learn about them.

Consent for Background Check: (Because children are in the building every day for a variety of reasons, GSC board of directors' policies requires a background check on every employee and volunteer.)

_____ I give my consent for GSC to conduct a background check on me.

(Initial)

Publicity Release: I consent to the use of my name and photo in publicity produced by GSC, such as newsletters, brochures, news releases, website, and social media sites.

Print Full Name

Date

Sign Full Name

By signing here, you are agreeing to all of the terms listed above.

For event volunteers only:

Date Volunteering:

Total Hours volunteered today:

App taken by: _____ Date: _____

____ Civil Rights Info Read & Signed

____ Guidelines Reviewed

____ No Bending, Lifting or Standing Restrictions

____ Clothing/shoe requirement Reviewed

____ Volunteer Hrs/Sign-in Request Reviewed

Good Samaritan Center/Broadway Bargains
Volunteer & Community Service Guidelines

Scheduling your hours: You MUST schedule at least 1 week in advance with the volunteer coordinator. We plan assignments and work projects in advance. **WE CANNOT GUARANTEE THAT WORK OPPORTUNITIES WILL BE AVAILABLE FOR WALKINS.** If you do not arrange in advance to be here, you may be asked to leave if work is not available.

Parking: You must park in the lot across the street near where the GSC truck is parked. The nicely paved parking lot next to the brick building belongs to the School District, not GSC. The street is reserved for clients.

Reporting for Duty: Sign in with the receptionist when you enter the building. If you are a community service worker, a staff member MUST sign you in and out. If you are a volunteer, you will find the sign out book in the middle office marked "Volunteer Sign In" and sign out there.

Absences and Failure to Report: If you cannot keep your scheduled time, please call the volunteer coordinator or leave a message with the receptionist. Please give as much notice as possible. **Community Service workers- If you fail to report two times in a row or are continually late, you will no longer be able to schedule hours and will have to call on the day of service and ask if any jobs are available. NO EXCEPTIONS.**

Code of Conduct:

Keep confidential anything seen, heard, or learned while working for GSC

Be respectful & courteous at all times. Offensive language, swearing, gossip, slander, or speaking negatively about anyone will not be tolerated.

Be flexible and cooperative: Stay on task and complete the duties assigned. You may be asked to work on a variety of jobs throughout your shift. Please remember we cannot guess how many clients we may serve in a day, so you may be asked to move around according to the needs of the center.

Cell Phones may be kept in your pocket on silent if you are a community service worker. If they are out while you are serving you will be asked to put it away the first time. If it happens again, you may be asked to leave. Please remember you are here as a service to your community and you cannot do that effectively if you're preoccupied by social media or text messages.

Safety: No disruptive or destructive behavior is allowed. Wear proper footwear keeping in mind you may be working inside or outside on any given day. Tools and equipment must be used properly and in accordance with the manufacturers intended use. Proper use of all safety devices including but not limited to seat belts, caution signs, and personal protection equipment is a must at all times. **Report injuries immediately to the nearest staff member.**

Dress Code: Casual. Wear neat, clean, washable clothing that fits properly. Clothing may not be suggestive or offensive in any way. **Open toed shoes (flip flops or sandals) are not allowed.**

Breaks and Meals: You may have ONE, 5 minute break for each shift. **A shift consists of either 9am-noon, or 1-4.** If you are here more than 5 hours, you will have ONE, thirty minute lunchbreak. **It is up to you if you want to leave for lunch or bring a lunch from home, however, if you choose to leave, you MUST sign out before you go and sign back in when you come back.**

By signing, I agree that I have read, understand and will follow the guidelines above.

Signature

Date