

VOLUNTEER GUIDELINES

Thank you all for your continued support of our guests and our mission. Volunteers are the backbone of our organization, and we are so appreciative of you all. Please print and sign and return it to the volunteer coordinator.

- Please do not buy and/or give items to specific guests because it doesn't lend to an equitable environment. If a guest lets you know that they need something, please give that information to our staff so that we can work to address those needs.
- Do not give money or personal property directly to guests. If you want to pay for something that all guests would have access to you may provide money to an ANEW staff person for them to acquire it.
- No physical contact with the guests.
- If you are in a room with a guest(s), please make sure that the door stays open at all times.
- Do not transport guests at anytime. Only select ANEW staff are allowed to transport guests.
- Do not bring things in prior to getting approval from the volunteer coordinator. Since we get our food provided by an outside catering company, we don't have a need for canned goods or food items brought in.
- If you're interested in helping provide goods that our organization needs, please check out the list here: <https://www.anewplacevt.org/donatinggoods.html>
- You should not be onsite when you're not volunteering unless you're coming for training or other approved reason by the volunteer coordinator.
- Do not give your number and/or other personal information to our guests.
- Please do not be in contact with current guests when you're not volunteering, this includes via social media, phone, text or email.
- Language which is discriminatory, demeaning, sexually suggestive or insulting must never be used. This includes profanity.
- If you are spoken to by a staff member regarding your behavior, please take corrective action.
- If a volunteer isn't able to follow these expectations after conversations with staff, they may be asked to not volunteer anymore.

Printed Name_____

Signature_____