

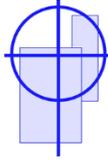
ST ANNE COMMUNITY OUTREACH

YOUTH VOLUNTEERING GUIDELINES (Revised 5/2021)

- 1) You must be at least 12 years old to volunteer at the Outreach Center without a parent or guardian present. A parent or guardian must sign this document to consent to your volunteering.
- 2) The hours of operation are Monday through Thursday 8:30am to 12noon. You must be dropped off and promptly picked up within the hours that we are open.
- 3) You will be assigned an adult mentor (VIRTUS trained). The mentor will give you instructions and will be the person you will go to ask questions or to get further work assignments.
- 4) All questions, concerns and issues should be discussed directly with one of the following staff members: Director (Katie Byers), Program Director (Karen Wilson) and Bookkeeper/Administrator (Kathy Gramling).
- 5) All clients should be treated with respect and every effort should be made to make them feel comfortable while they are at our facility.
- 6) Confidentiality is critical. No client information should be shared except as necessary to provide quality service. Please do not discuss individual's names or specific information outside of the Outreach Center.
- 7) Safety is a high priority. Please wear shoes and clothing that is comfortable and allows you to easily perform your job. Do not use equipment with which you are unfamiliar with or have not been trained to use. This includes attic lift, pallet jack and copier. Please ask for assistance in retrieving items stored on higher shelves.
- 8) Conduct yourself with good behavior while volunteering. Do not run in the building, climb on shelving or go into any part of the building that does not have an adult present. Never be by yourself inside or outside the building.
- 9) Keep purses and other valuables in a safe location, in a lockable cabinet or the closet in the Director's office.
- 10) Know where the "panic buttons" are in case of emergency. The buttons are in the interview room, reception area and food room. Have someone show you their location and explain their use on your first day.

1820 Box Road, Columbus, GA 31907

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11) Please do not pick up or hold babies or children.

12) If you are injured while you are in the Outreach facility or while completing any tasks related to the Outreach mission, you should report immediately to the Director or Assistant Director. The first aid kit is located in the laundry room.

13) No donated items may go home with mission workers. The exception will be if there is a surplus of a perishable item that will have to be thrown away if not given away.

14) Anyone not fully vaccinated against COVID-19 is expected to wear a mask. Please note, anyone volunteering on the premise may be exposed to Covid-19 and under Georgia law, there is no liability for an injury or death of any individual entering the premises if such injury or death resulted from the inherent risks of contracting Covid-19. You are assuming the risk by entering the premise.

15) Volunteers should sign in on the Youth Volunteer clipboard, located in the food room. The Director is glad to write letters of recommendation or complete any required paperwork to document hours.

I have read the above Youth Volunteer Guidelines and agree to conduct myself in a manner consistent with the Catholic Church beliefs.

Name of Student: _____ Birthdate: _____

Address: _____

School: _____

Signature of Student: _____ Date: _____

Name of Guardian: _____

Guardian Signature: _____ Date: _____

Guardian Contact Phone #: _____

Guardian Email: _____

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