



# CHATT Foundation

Center for Homeless Advancement for Today and Tomorrow

## IMPORTANT VOLUNTEER INFORMATION

As a volunteer, you are part of the Chatt Foundation team and are considered a valued and vital partner in the process of helping to serve the homeless and needy in our area. Here are some things to keep in mind as you serve our guests.

### Attendance

Your time as a volunteer is important to the department to which you are assigned. We depend on you and appreciate your promptness and reliability. If you are unable to work on your assigned day or are going to be delayed, please notify the Volunteer Coordinator at 423-756-4222 ext. 3612 before your scheduled start time. For those serving 8 hours, a one hour lunch is scheduled from 1:00 – 2:00 with a 15 minute break in the morning and a 15 minute break in the afternoon.

### Recording Hours

We maintain records of hours donated by each member of the volunteer staff. Please sign in and out daily in the Volunteer log at the Welcome Desk. This aids us as the hours are tabulated annually and a figure reflecting the estimated monetary value of those hours appears in many reports and grant applications.

### Parking

Parking is available in front of and along the side streets of our buildings. Occasionally, the staff and volunteers will be asked to park in a specified area during special events. Buses may park behind our Family Housing and Learning Center at the corner of 11<sup>th</sup> and Baldwin. Please leave all valuables locked and out of sight in your vehicles. We cannot store personal items.

### Dress Code

Volunteers are requested to arrive dressed appropriately for the work that they will be performing. This includes long pants, a modest shirt and closed toe shoes. While working in the kitchen or dining room, long hair must be pulled back. This dress code has been developed for the safety of volunteers and is designed to respect our clients as well as comply with health codes.

### Conduct

Following some simple guidelines aids in the safety of all volunteers, staff and guests. Failure to do so could lead to your dismissal as a volunteer.

- Theft or inappropriate removal of possessions or Chatt Foundation property or that of any volunteer, staff, or guest
- Volunteering under the influence of alcohol or illegal drugs and/or illegal or unauthorized possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the volunteer environment
- Creating a disturbance on our premises, at sponsored activities or in areas which could jeopardize the safety of others
- Lack of cooperation or other disrespectful or inappropriate behavior
- Violation of Chatt Foundation, federal, state, or local safety and health rules
- Use of foul or sexually explicit language
- Pursuing, dating or engaging in intimate relationships with guests while actively volunteering at Chatt Foundation
- Under no circumstances are volunteers to give guests anything. Some examples are money, cigarettes, or donations. Please direct all guests to their Case Managers so they can best assist them
- No transportation of a guest is acceptable without the consent of the CEO or DOO

## VOLUNTEER ACKNOWLEDGEMENT AND RELEASE

I, \_\_\_\_\_, understand all activities and information observed, overheard, or resulting from my involvement with the Chatt Foundation is confidential. I will not discuss this information with people outside the Chatt Foundation.

I understand that the nature of activities that I perform in my capacity as a volunteer may involve physical activity, contact with unidentified and/or unfamiliar persons, or other potential risk of bodily injury or damage to property. Knowing this and in consideration of being allowed to volunteer, I hereby assume full and complete responsibility for any personal injury and/or property damage that I cause and release the Chatt Foundation from all liability for any personal injury I sustain. I agree not to file suit against the Chatt Foundation or any of its employees from any and all loss, liability, or claims I may have arising out of my service as a volunteer. I hereby further agree, on behalf of myself, my family, heirs and dependents, to release and hold harmless the Chatt Foundation from any liability for any loss, injury, or damage suffered by me during or in connection with such work.

Signature \_\_\_\_\_ Date \_\_\_\_\_