



VOLUNTEER REGULATIONS

For your safety as well as the safety of our clients/staff and to ensure effective operation of our programs, B ATP asks volunteers to observe the following regulations and procedures.

1. **B ATP is a drug-free workplace.** Please do not report to work under the influence of drugs or alcohol. Do not bring these substances onto any premise where you work for or serve as an agent of B ATP.
2. Report for your scheduled shift on time. If you can't, please notify your Volunteer Supervisor at least 48 hours prior to your scheduled shift unless you have an emergency.
3. Your Volunteer Supervisor must make any changes to assigned shifts. **DO NOT** ask other staff members or volunteers to change your shift. **UNDER NO CIRCUMSTANCES** should you report to work at unassigned times.
4. **SIGN IN/OUT** at your volunteer worksite's designated area. If a volunteer bulletin board or binder is available, please review it upon arrival to check for any notices or other important information. Check with the staff member on duty for your assignment. If you work off-site, your Volunteer Supervisor will explain the method used to track your time.
5. **DRESS CODE:** All volunteers are expected to dress appropriately. This means that conservative, comfortable clothing is to be worn. This eliminates tank tops, short shorts, see-through clothing, flip flops and baseball caps.
6. **DO NOT** give out the addresses or telephone numbers of the staff and/or other volunteers without their permission.
7. **NEVER** give out information about clients to anyone without staff approval.
8. **DO NOT** talk about B ATP clients outside of the office and/or service environments.
9. **DO NOT** attempt to have a relationship with a client outside of the office. **DO NOT** invite clients home with you; dating is completely unacceptable in the helping profession.
10. **DO NOT** attempt to develop an unprofessional or intimate relationship with any B ATP staff member.
11. **NEVER** transport a client in your car without staff approval.
12. The location of the shelter is **CONFIDENTIAL!** For the sake of our clients, always use discretion when discussing your volunteer work. Again, do not disclose the address and/or location of the shelter.

Volunteers who do not adhere to the aforementioned regulations will become ineligible to volunteer with our agency. Please feel free to discuss any questions or concerns with your Volunteer Supervisor or our Volunteer Services Manager.