

CARNEGIE EAST HOUSE VOLUNTEER GUIDELINES

- All volunteers must fill out a Volunteer Application. All volunteers under 18 years old must also complete a Parent Consent Form.
- All volunteers must sign in and out each time they volunteer at Carnegie East House. The sign in/out sheets will be found in the Management Office.
- Volunteers will be assigned to one or more staff members of Carnegie East House. Volunteers must report to staff member(s) weekly. The volunteer is expected to:
 1. Update staff on their volunteering assignment(s)
 2. Report any special concerns or issues.
- Volunteers may request a change of assignment.
- All volunteers must respect the policies and procedures of the department/staff worker to which they have been assigned.
- Volunteers are asked to call the Management Office and leave a message if they are sick or otherwise unable to volunteer at their scheduled time.
- Volunteers may not accept any monetary or gift compensation from residents.
- Before a volunteer visits an individual apartment, he/she must report to the Management Office which apartment is being visited and document what time the visit begins and what time the visit is expected to end.
- Carnegie East House reserves the right to revoke any volunteer assignment in accordance with the Policies and Procedures of the organization.