



VolunteerMid-South
HANDS ON NETWORK

Good Practice Guidelines for Flex Projects

For a successful project, it is important that you follow these guidelines for your own safety as well as for those around you. They are very easy to stick to, so please take the time to learn them.

- All volunteers should sign the VM check-in sheet and waiver.
- VM does not require a time commitment from our regular volunteers, but if a volunteer signs up for a project, they are expected to attend or remove themselves from the project in a timely manner (i.e. not the day of the project). **After a volunteer has missed 3 projects without excuse, their status will become inactive until attending another orientation.**
- If an accident happens, be sure the PC knows so he/she can fill out an accident report form or take other agency-appropriate action.
- If the project is outdoors, wear layers, closed toed shoes and long pants. Take repellent and proper sun protection if necessary.
- Please wear appropriate clothing to projects. Some projects require a dress code or certain restrictions, so pay close attention to your specific project description and directions.
- Never pry into a client's background or demean the client's family or any ethnic, religious or counter-culture group in any way.
- Be sure to follow all agency rules regarding infection control, apparel, etc.
- Never give gifts or money to clients. (This does NOT include agency-approved prizes.)
- Volunteers should never be alone with children. If a young child needs to go to the bathroom, they should be accompanied by a parent.
- If alcohol is being consumed at a project, VM volunteers are NEVER allowed to partake, regardless of age.
- Exhibit behavior that is respectful and assumes equality towards members of the same and opposite sex, all ethnic/racial and religious groups and never make any comments that can be construed as racist, sexist, or bigoted.
- Volunteers must avoid promoting any commercial products, religious doctrines, or beliefs, political candidates or parties.
- Please contact the Flex Program Director with any comments, concerns or suggestions.

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