

Cumberland Community Cares (CCC)

Volunteer Memo

- Volunteers are required to be 16 years of age and older to volunteer CCC.
- CCC will only consider misdemeanor offences. Case number must be provided along with name and phone number of the case worker. You must disclose the nature of the offense
- An initial orientation is required. This in no way guarantees an assignment at CCC. A volunteer will be scheduled ONLY after this orientation.
- Court mandate hours can only be fulfilled by board approval.
- When reporting to or leaving from the volunteer assignment, please use the Volunteer entrance.
- You must schedule your shift. Walk-ins will not be accepted.
- Volunteers must always put on a nametag when volunteering. Adhesive nametags are available for your use in your assignment area.
- If you are unable to volunteer on your scheduled day, please leave a message with team leader. You must provide 24 hours' notice of cancellation. If you miss more than three shifts without notifying team leader you will no longer be able to participate in the program
- It is your responsibility to inform us when you have completed your court mandated hours.
- Court ordered time cannot be substituted for donations. You can however do both.
- Dress appropriately for the job. Appropriate attire includes tennis shoes, shorts and t-shirts
- Be aware there are no lockers to store valuables.
- Keeping a record of hours is a volunteer responsibility. Monthly volunteer time sheets are available out the time of orientation. Filling out the volunteer time sheet is your responsibility. Please fill in your days and hours each time you volunteer. At the end of your required hours, please turn in your timesheet to team leader. If you fail to sign in or turn in your paperwork on completion of your hours you will not receive credit for volunteer time.
- Cell phone usage should be limited. We do not encourage the use of electronic devices in the work place
- Volunteers cannot take away food products from the premises unless authorized by staff. Food in the building is not for volunteer consumption.
- Volunteers must not report to work under the influence of alcohol or any other mind altering drug/substance.
- Report any accidents or injuries to team leader.
- No forms of harassment will be tolerated.
- Volunteers are our ambassadors, we expect integrity, enthusiasm and a willingness to perform tasks assigned
- CCC reserves the right to terminate any volunteer contract should a volunteer refuse to comply with instructions or fail to comply with rules and regulations

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Please read the following and sign prior to volunteer position starting. Volunteers under 18 years of age are required to have parent or guardian signature.

Statement of Liability

CCC is not responsible for personal injuries or property damage suffered or caused by a volunteer in connection with volunteer activities. Each volunteer is expected to maintain their own insurance covering these and other risks.

Confidentiality Statement

It is understood that as a volunteer, you will protect the privacy of those served by maintain strict confidentiality when discussing recipients and their health conditions. Under no circumstances should a volunteer divulge recipient information to anyone outside the organization.

Consent and Release

I authorize CCC, affiliates, or those acting with permission to use, reproduce, and distribute my name, voice, likeness, photograph, and/or any other representation in connection with printed materials or media distributed, displayed transmitted or exhibited.

Receipt of agreement

I acknowledge the receipt of the agreement and understand that it is my responsibility to read and comply with the policies contained therein.

I AGREE I have read the above policies. I understand them and agree to abide by them as a volunteer of CCC.

Print Name

Signature

Date