

## *City Gospel Mission Guidelines for Volunteers*

There are standard rules that must be followed in order to protect you as a volunteer, and to protect our guests and program participants. Keep in mind that some of these rules may change as you grow deeper in relationship with adults you may be working with. Always check with your supervisor first to make sure it is in the best interest of the participant and yourself.

1. **Do not give out personal information** (other than your name) to participants and guests.
2. **Avoid excessive emotional or any romantic attachment with any of the guests or participants.** No one should have one-on-one meetings with members of the opposite sex.
3. **Never give out money** or other items. Money is distributed only with staff approval.
4. **Lock your car, keep valuables out of sight.** It is best to leave any valuables at home. City Gospel Mission is not responsible for damage or loss incurred while you are volunteering.
5. **Don't promise to help guests and participants outside of the ministry.** This includes a job, money, clothing, etc. Please remember that the staff is experienced at helping people. You may not really be helping them, although you think you are.
6. **Do not give any guest or participant a ride in your vehicle.**
7. **Dress modestly and casually,** while serving at the City Gospel Mission. Women should avoid tank tops and short-shorts or short skirts.
8. **Report any inappropriate behavior** or anything that causes you to feel uncomfortable to a staff person on duty.
9. **Always listen to those in charge.** Our staff has been trained and instructed to different situations, and to keep everyone safe.
10. **Be yourself.** Don't feel you should talk or act in a certain way to "fit in."
11. Practice **active listening and empathy.** Do not make decisions for the residents.
12. **Profanity is never acceptable** with working with staff, clients, or other volunteers.
13. **Do not give medical advice.**