



Coffee, Crafting, and Community Volunteer Guidelines

Mission: We envision a place of purpose where we have planned activities to enrich the brain in an environment that promotes positive social connections, pathways to friendships, and a place to belong.

I. Code of Conduct

1. **Honesty and Ethics:** Volunteers must act honestly and ethically in all volunteer duties, ensuring integrity and transparency in their actions.
2. **Respect and Courtesy:** Treat all staff, volunteers, and community members with respect, courtesy, and dignity.
3. **Non-Discrimination:** Refrain from any form of discrimination based on race, religion, gender, ethnicity, national origin, age, disability, or any other protected characteristic.
4. **Confidentiality:** Maintain confidentiality regarding sensitive information about the organization, its' clients, and volunteers.
5. **Conflict of Interest:** Disclose any potential conflicts of interest to the organization and avoid actions that could compromise the organization's interests.
6. **Professionalism:** Maintain a professional demeanor and conduct at all times, representing the organization positively.

II. Volunteer Responsibilities

1. **Adherence to Guidelines:** Follow all guidelines and policies set forth by the organization, including those related to volunteer duties, safety, and conduct.
2. **Commitment:** Be reliable and fulfill commitments to the organization, including attending scheduled events or shifts as agreed upon.
3. **Effective Communication:** Communicate clearly and promptly with staff and other volunteers, providing timely updates and feedback.
4. **Active Participation:** Participate actively in assigned tasks and contribute to the organization's mission and goals.
5. **Seeking Clarification:** Ask for clarification or guidance when needed, ensuring a clear understanding of tasks and expectations.
6. **Respect for Resources:** Use the organization's resources responsibly and with care, including equipment, materials, and facilities.

III. Volunteer Expectations

1. **Orientation and Training:** Receive adequate orientation and training to perform assigned tasks effectively and safely.
2. **Clear Expectations:** Be provided with clear job descriptions and expectations for their volunteer roles.
3. **Support and Supervision:** Receive adequate support and supervision from staff, including guidance and feedback.
4. **Opportunities for Growth:** Have opportunities to develop skills and gain experience through volunteering.
5. **Recognition and Appreciation:** They will not be paid for their service but will receive recognition and appreciation for their contributions to the organization.
6. **Safe Environment:** Work in a safe and supportive environment, free from harassment or discrimination.

I have read and agree to comply with all Coffee, Crafting, and Community Volunteer Guidelines. I understand failure to comply will prevent me from volunteering in the future.

Volunteer Name

Date