

Volunteer Policy

1. All volunteers will complete a Volunteer Application which will be kept on file in the front office.
2. All volunteers will sign a Volunteer Agreement and a Confidentiality Statement and provide positive identification.
3. All volunteers will attend an orientation session for training in the area(s) in which they wish to serve.
4. Volunteers must sign in and out on the Volunteer Log in order to keep accurate records of the number of volunteer hours served.
5. Last names, addresses, or phone numbers of staff or volunteers are never to be disclosed to clients.
6. No information about clients will be disclosed.
7. Volunteers may not transport clients in personal vehicles.
8. Volunteers shall not report for duty under the influence of alcohol and/or illegal drugs. No alcoholic beverages or illegal drugs are allowed on the CHP premises.
9. Volunteers are covered by the Community Helping Place, Inc. liability insurance while volunteering for CHP.
10. CHP maintains non-discriminatory practices in all areas of operation.
11. In recognition of the value of services provided by volunteers, CHP will sponsor an annual appreciation event to honor volunteer staff.