**Volunteer Policy**

1. **All volunteers will complete a Volunteer Application which will be kept on file in the front office.**
2. **All volunteers will acknowledge they have read and understood the Volunteer Agreement and Client Confidentiality Statement provided on CHP website.**
3. **All volunteers will attend an orientation session (when offered) 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.**