



KVC Volunteer Policies and Procedures

Preserve the integrity and the confidentiality of sensitive information pertaining to its clients.

Maintain the highest standards of conduct including appropriate dress and punctuality while representing KVC.

Notify the volunteer coordinator as soon as possible in the case of illness or emergency that will prevent you from volunteering at a KVC event.

Arrive 15 minutes prior to your volunteer assignment.

Harassment of/by KVC employees or volunteers will not be tolerated. This includes all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment.

Utilize positive forms of discipline when volunteering as a child care volunteer. Disciplinary acts which cause pain, such as hitting, beating, shaking, cursing, threatening, binding, closeting, prolonged isolation, denial of meals and derogatory remarks about the child or his or her family are not acceptable.

The use of tobacco products, drugs or alcohol prior or during KVC events is not allowed.

KVC is not responsible for damage to or loss of personal property of volunteers at KVC events.

Abide by the Kansas Code of Conduct and agree to be a mandated reporter of abuse and/or neglect of a child.

By signing the below, I agree to abide by the rules set forth by KVC to ensure the safety of its employees, volunteers, and clients. I understand that if I violate any of KVC's Volunteer Policies I may be dismissed from the KVC Volunteer Program.

Print Name

Signature Date