

General Volunteer Agreement

- I agree to honor my word – I will be at the Center on time for my shift, or I will contact another counselor and arrange to trade shifts.
- I will let the Director know as soon as possible if I make a change in schedule.
- I will sign the Statements of Faith and Belief.
- I will help maintain the high quality, professional; atmosphere of the Center.
- I agree to uphold the policies and procedures of the PRC
- I agree to abide by the dress code:
 - Client Advocates and Office Staff: Business casual (no blue jeans, shorts, sweats or printed T-shirts)
 - Hope Room Volunteers and other misc. helpers: nice shorts, shirts
 - Childcare workers; casual
 - FOR ALL: NO low cut tops, skintight shirts/dresses or short skirts

- I understand and agree to honor the ***strict confidentiality*** standards of the PRC. I know that as a volunteer I could see clients in the office, their files, or donor information. I understand that ***all*** client and donor information is held in ***strict confidence***. ***I also understand that I can be asked to resign my volunteer position if it is even suspected that I have broken confidentiality.***
- I give permission to PRC to conduct a background check and verify all information given.

Signed _____

Date; _____