



As a Volunteer it is Your RIGHT:

- To be assigned a meaningful task
- To be oriented, trained and supervised during the duration of your activity
- To ask questions about your task and seek feedback about your performance
- To be treated with respect and kindness at all times by every member of the organization
- To offer input and feedback to the organization about the job or task you are performing in an effort to improve your situation and the needs of Volunteers in the future
- To be trusted with confidential information which may be necessary to fulfill your task
- To expect that your time will be used efficiently and effectively

As a Volunteer it is your RESPONSIBILITY:

- To follow the rules, policies and procedures of the organization
- To sign any paperwork necessary **before** Volunteer work begins (Confidentiality Agreement, policies and procedures, etc.)
- To meet time commitments and show up ready to Volunteer. Also, be considerate and give adequate notice if you will be unable to fulfill your responsibilities
- To perform your tasks to the best of your ability
- To not take on more responsibility than you can handle and don't agree to commitments that you can't keep
- To provide constructive input and offer suggestions on ways to improve the work flow of your assignment if appropriate

- To respect the confidential nature of issues shared with you in order to complete your job