



Volunteer Policy and Procedures

Effective: July 1, 2015

Objective: To ensure the safety of all of our volunteers through compliance with Clothes For Kids volunteer guidelines.

- Attendance
 - Select one or more weekly shifts, maximum of two shifts per week.
 - Please arrive no more than 10 minutes prior to the start of your selected shift.
 - Shift start and end times will vary by season, you will be notified of any changes.
 - Log in volunteers hours (on- and off-site) in the Volunteer Hours binder.
 - Scheduled absences should be logged on the Volunteer calendar.
 - Notify Program Manager or Program Assistant via e-mail or phone (425-741-6500) of any unscheduled absences prior to start of missed shift.
- Building Use/Volunteer Safety
 - A staff person, lead, or designated volunteer must be present prior to volunteers entering the building and during all shifts.
 - Volunteering on-site during non-shift hours is not allowed.
 - Please drop off donations during regular volunteer shifts or prearrange a time with a staff member.
- Solicitations
 - The volunteer roster is not to be shared with individuals or organizations outside Clothes For Kids.
 - Solicitations and notices may be posted on the Volunteer bulletin board with the approval of a staff member.
 - Mailing solicitations to volunteers and staff is not allowed.

Clothes For Kids recognizes the huge value our volunteers provides and greatly appreciates our volunteers adhering to all policies and procedures.

Volunteer Signature: _____

Date: _____