

Adult Education & Administrative Volunteers



Policies and Procedures:

1. Volunteers will sign in every time they are volunteering with Wilkinson Center.
2. Volunteers will wear a name badge any time they are volunteering.
3. Volunteers will refrain from wearing tight clothing or items with offensive language or images.
4. Using, possessing, or being under the influence of alcohol or illegal drugs will not be permitted.
5. Volunteers shall not use profanity in Wilkinson Center.
6. Volunteers shall treat clients of all races, religions, and cultures with respect, consideration, and integrity.
7. Volunteers shall never be alone with a child. Texas State law requires that all citizens report any suspected abuse or neglect of a child to the Texas Department of Family and Protective Services and law enforcement agencies.
8. Volunteers shall refrain from intimate displays of affection in the presence of clients, visitors, or staff.
9. Gifts, specifically monetary gifts, to clients are prohibited and will result in immediate termination of position.
10. Wilkinson Center considers information about its services, clients, employees, directors, volunteers, and donors to be confidential information. Unauthorized release or personal use of confidential information is prohibited.
11. Allegations of harassment are taken seriously by Wilkinson Center and will be investigated. Wilkinson Center will fully cooperate with any related investigation.

For the protection and well being of all clients, volunteers, staff, and visitors, I understand that any violation of these policies may be grounds for removal as a volunteer.

Volunteer Signature

Date

Photo Release Form – please check one:

____ **YES**, I give permission for my images, captured during regular and special activities through video, photo and digital camera, to be used solely for the purposes of promoting and interpreting Wilkinson Center. Wilkinson Center has my permission to use these images from time to time in newsletters, reports, brochures, correspondence and/or Wilkinson Center website and social media sites, and I waive any rights of compensation or ownership thereto.

____ **NO**, I do not give permission for my image to be captured or used by Wilkinson Center for any promotional purpose.

Volunteer Printed Name

Volunteer Signature

Date

Emergency Contact Information – designate at least 1 person to contact in case of emergency:

Name: _____ Relationship to you: _____

Phone number(s): _____