

What Am I Agreeing To?

As a student volunteering through TCC, I understand and commit to the following:

1. I will comply with agency policies, standards, and regulations and serve in a professional manner with respect for others, especially with regard to confidentiality.
2. I will be on time or call the agency if I cannot attend due to illness or emergency.
3. I will contact Pat Allison (822-1372) or Cynthia Horen (822-2443) if I have any concerns, difficulties, and/or feedback about this agency or placement.
4. My club advisor, civic engagement coordinator, and agency representatives may confer about my placement, hours, and service.
5. Any volunteer tutoring requires free training at the college; if I wish to tutor, I agree to participate in such training. I understand that otherwise, I will not be permitted to work in any tutoring activity.
6. I will comply with all TCC policies (found in student handbook) and obey the laws of the Commonwealth of Virginia.

The agency representative agrees:

1. To provide orientation, training, and on-going support and direction to the student.
2. To discuss with the student in advance any need for change of placement or hours of service.
3. That while serving as a volunteer, the student will not be asked to transport any person, be alone with any minors, or be in any private home without an agency representative; nor may the student engage in or be subjected to any political, religious, or fund raising activity.

For the Student...

Rights and Responsibilities Of Volunteers

The Service Site Expects From You:

- ✓ An honest assessment of your abilities, interests, and skills.
- ✓ Dependability in fulfilling your hours at the site.
- ✓ Respect for the policies and expectation of the site, especially in regard to confidentiality and participation in required training sessions.
- ✓ Professional behavior in carrying out the tasks assigned to you, including observance of established dress code.
- ✓ Behavior suited to an ambassador of goodwill for the project and an effective advocate for the organization.
- ✓ 24 hours advance notice if you expect to be absent.
- ✓ 48 hours advance notice if you must end your service at the site.

You Can Expect From Your Site Supervisor:

- ✓ Meaningful tasks related to your skills, interests, and available time.
- ✓ A position description accurately communicating what is expected of you.
- ✓ An orientation to the site and training for the position.
- ✓ As much information as possible about the organization--policies, people, programs, and activities.
- ✓ Sound guidance, direction and input from your supervisor.
- ✓ Respect from fellow workers as a (non-paid) staff member.
- ✓ Opportunity to make suggestions, receive feedback, and develop a sense of being an integral part of the program.
- ✓ An evaluation of your efforts at the end of the term of service.
- ✓ Appreciation for your efforts as a volunteer.