



PARTICIPANT CONDUCT GUIDELINES AND LIMITATIONS

GUIDELINES:

Ask for help when in doubt: Your site supervisor understands the issues at your site and you are encouraged to approach him/her with problems or questions as they arise. He/she can assist in your determining the best way to respond to difficult or uncomfortable situations.

Be punctual and responsible: Although you are volunteering your time, you are participating in the organization as a reliable, trustworthy and contributing member of the team. Both the administrators and the persons whom you serve rely on your punctuality and commitment to completing your service hours/project throughout your partnership.

Call if you anticipate lateness or absence: Call the site supervisor, or the designated contact person, if you are unable to come in or if you anticipate being late. Be mindful of your commitment, people are counting on you.

Respect the privacy of all clients: If you are privy to confidential information with regard to the persons with whom you are providing service (i.e. organizational files, diagnostics, personal stories, etc.), it is vital that you treat it as privileged information. Ask for directions from your site supervisor as to the appropriate method of referring to “clients,” or the people you work with at the service sites, in providing presentations or written materials.

Show respect for the organization to which you are providing service: Placement within community programs is an opportunity and a privilege. Keep in mind, not only are you serving the community, but the community is serving you by investing valuable resources in your learning.

Be appropriate:

- Treat supervisor(s) and others with courtesy and kindness.
- Dress neatly, comfortably, and appropriately.
- Set a positive standard for other students to follow.

Be flexible: The level of intensity of activity at a service site is not always predictable. Your flexibility to changing situations can assist the partnership in working smoothly and producing positive outcomes for everyone involved. Notify your supervisor if you require special accommodation in order to participate in an activity.

LIMITATIONS: DO NOT:

- Report to your service site under the influence of drugs or alcohol.
- Give or loan a client money or other personal belongings.
- Make promises or commitments that you cannot keep to a client.
- Give a client or agency representative a ride in your personal vehicle.
- Tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a client or community organization representative.
- Tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of his/her age, race, gender, sexual orientation, ability, socio-economic status, or ethnicity.
- Engage in any type of business with clients during the term of your service.

If you have any questions or concerns during your time of service, contact the community organization or the Center for Community Engagement at (909) 869-4269.