



Sarah's Circle

Volunteer Guidelines

Welcome to Sarah's Circle! As a volunteer, you are an important member of our team and are a valued partner with us, and essential in our efforts to end homelessness for women. Please review the guidelines listed below to get a better understanding of our expectations, as well as what you can expect from Sarah's Circle.

As a Volunteer:

- I will read the confidentiality Policy & Volunteer Handbook, which will help me perform my role to the best of my ability, constantly seeking to uphold the mission of Sarah's Circle.
- I will work my scheduled hours as agreed, and follow the protocols associated with each volunteer position.
- I understand I will be working with a population of homeless women and women in transient housing, and there may be risk factors. These include possible exposures to communicable diseases such as TB, and the sometimes emotional reactions of clients.
- I understand that Sarah's Circle respects the privacy of all women served, as well as the use of proprietary information, specifically:
 - Women's names, stories or any photos are not shared without written consent.
 - Sarah's Circle policies and data are not shared.
- I will accept differences in race, creed, age, sexual orientation, or social background.
- I will ask questions if I have any concerns & ask for assistance when needed.

Sarah's Circle will:

- Provide a description of general policies & volunteer responsibilities.
- Respect the skills, dignity and individual needs of the volunteer and do our best to adjust to these individual requirements.
- Be receptive to any comments from the volunteer regarding ways in which we might mutually better accomplish our respective tasks.
- Serve as a reference for future volunteer and job opportunities.

I (print name) _____ hereby acknowledge that I understand and accept the risk involved in dealing with this population and I willingly agree to serve as a volunteer at Sarah's Circle. I hereby release Sarah's Circle and all employees, directors, volunteers, interns and the women served by Sarah's Circle from all claims, causes of action, damages, or liability due to illness or injury to person and/or property that I may incur as a volunteer.

Signature of Volunteer

Date

Supervisory Staff

Date