

Dear Prospective Good Hope Volunteer,

Thank you for your interest in serving with Good Hope, Inc., attached you will find Good Hope, Inc.'s organizational policies, please set time aside to read over these policies carefully and sign.

In order to serve with Good Hope, Inc. the following must be completed:

- Complete [Good Hope Volunteer Application](#)
- Provide at least two letters of recommendation (Please attach in Good Hope Volunteer Application)
- Complete [CORI request form](#)
- Provide a copy of a valid government ID
- Read and Sign Good Hope, Inc. Policies (Below)
- Attend the GoodHope Serve Volunteer Orientation Class

# Good Hope



# Volunteer Policies

**Please check each box and sign at the end of this form to indicate that you have read, understand and agree to the following practices and policies.**

### General Policies

- Before participating in any activity related to Good Hope, Inc., I recognize that I must complete the entire Volunteer onboarding process consisting of: Submitting the Good Hope Volunteer Application, providing at least two references, filling out the CORI form to conduct a background check, read and sign Good Hope, Inc. policies, attend GoodHope Serve Orientation class.
- I understand that I will be asked to provide updated information to Good Hope Inc to maintain an active volunteer status, which includes an updated criminal background check.
- I understand that any prior or subsequent criminal activity may automatically disqualify or limit my involvement in Good Hope, Inc.

### Classroom Policies

- Any activities I schedule for a class must be approved by the program director to ensure that the time and location of the class provides a safe environment for adult participants and children under my care. I will avoid asking to schedule events in remote or private rooms or areas, or during times of the day where there are few people in the building.
- I recognize that no child should ever be left alone without adequate supervision for any length of time, no matter their age or the circumstances. This includes traveling to and from the restroom. All children using the restroom must be escorted by an **adult**. Teenagers are not permitted to take children to the restroom alone.
- I should never enter the restroom alone with a child. In the case where a child has been in the restroom for an extended period of time I should open the entrance door of the bathroom halfway and encourage them to finish up. In a case where the child needs assistance, I should seek out another adult worker to assist me with the situation so that I am never alone with a minor.
- I recognize that I am never to be alone with a child under any circumstance. This includes but is not limited to staying after class to spend time with a child, transporting a child in my car, going into any type of room alone with a child, etc.
- If my class includes children and the location of the room is without a window I understand that the door must remain open at all times.
- I will arrive 15 minutes before my class begins to ensure that no adult and/or participant arrives in an empty class.
- At the end of every class I agree that I will stay in the classroom until every participant and child is gone, even if there is another adult worker in the

classroom. I will ensure that the classroom is left unoccupied at the end of my class, and I will close the door behind me.

- I agree that if a key is necessary for my classroom I will not duplicate, lend or give my key away.
- I consent to having my classroom monitored with a video and/or audio surveillance.
- I will always give as much advance notice as possible if I am going to be absent, as I realize this may affect the class if a replacement cannot be found in time.
- As a volunteer I recognize that I am not permitted to take or distribute pictures or video of any participant, including children, without permission of the staff and for children, the permission of the child's parent or guardian.

### Policies Regarding Physical, Verbal & Other Contact

- No participant should ever feel uncomfortable in the way that he/she is touched. Inappropriate touching includes but is not limited to: kissing, demanding kisses or hugs, touching of the chest, waist, stomach, bottom or private areas, or any physical contact that feels uncomfortable or violating. Inappropriate touching can also include appropriate touching in excess.
- If a minor needs to be spoken to in private for any reason, including misbehavior, that conversation should take place in a public area such as the opposite side of the classroom or in a hallway. Please keep in mind that your classroom cannot be left unsupervised.
- Toddlers and older children should never be allowed to sit in your lap, covering your private area. Instead have the child sit beside you.
- All communication with minors should be open and public, and with the parents' knowledge. Private phone calls, text messages, chat room conversations etc. should be limited and never take place without the parent's knowledge or supervision.

### Policies Related to Offsite events and Overnight Trips

- In case of an offsite event I recognize that there must always be two unrelated adults in the car with children, regardless of the number of children. This is to ensure that there is someone to maintain authority and another person to respond to an emergency if needed as well as maintain a strict standard of appropriate behavior.
- I recognize that if I am going to be driving for an offsite event that a separate driving history background check must be conducted and that my driving record may disqualify me from being an approved driver.

- I understand that for all events there must be a minimum of 2 adults present even if there is only one minor. For each additional 7 minors, an additional chaperone is required (8 minors = 3 chaperones, 15 minors = 4 chaperones, etc.)
- For overnight events where sleeping arrangements are in smaller groups I recognize that children and youth should be paired with children of their same appropriate age (+/- 3 years for the entire group).
- As an adult worker on an overnight trip I recognize that I, nor any other adult leader, should share a bed with a minor. In cases where a single adult is supervising a hotel room, tent, etc that adult worker should never be alone in that room with only one minor.
- I recognize that some off site events may require additional supervision and I will abide in any additional guidelines given by Good Hope, Inc. staff.

### Policies Related to Reporting Abuse

- All Good Hope, Inc. staff and volunteers should report any inappropriate or suspicious behavior to a program director immediately. This includes any suspected abuse being committed by another staff/volunteer as well as any child who presents signs of abuse (physical, sexual, psychological, etc.)
- I understand that I will never be in trouble for reporting suspected abuse; however I could potentially face criminal charges for not reporting suspected abuse.
- I understand that I have 24 hours to report suspected abuse to a Good Hope Inc., program director.

### Statement of Understanding

- I recognize that if I violate any of the above policies I may be immediately removed from position.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Additional Vehicle Policies

**Good Hope Inc., has both the legal and ethical obligation to use reasonable care in the selection and approval of any vehicle that is used for our programs. This includes vehicles that are owned by Good Hope, Inc., rented or owned by others. To fulfill this obligation the following must be adhered to before driving any vehicle.**

### Vehicles owned by Good Hope, Inc.

- The vehicle must be reserved on the Good Hope, Inc. calendar.
- The program director must confirm that the driver has completed the GoodHope Serve orientation process and is clear to drive.
- The pre-driving checklist in each vehicle will be handled by Good Hope administration.

*Please note: All registration, inspection and insurance will be handled by Good Hope administration.*

### Vehicles Rented by Good Hope, Inc.

- The program director must confirm that the drive has completed the GoodHope Serve orientation process and is clear to drive.
- Full rental insurance should be purchased on all rented vehicles.
- The rental car should be physically inspected before signing it out of the rental facility.

### Vehicles owned by Anyone other than Good Hope, Inc.

- The program director must confirm that the drive has completed the GoodHope Serve Orientation process and is clear to drive.
- The program director must obtain a copy of a valid vehicle insurance and driver's license.
- The program director must complete a physical inspection of the care and make sure that the car has a valid state inspection sticker and valid license plates.
- The program director must make sure that all drives meet the minimum requirements below and sign for Good Hope, Inc. records.

### Minimum Requirements for Personal Vehicle usage for Good Hope, Inc.

I attest that my automobile is in good standing with the following:

- I have valid automobile insurance that is current and paid (please provide a copy).
- My automobile is up to date on all inspections and registrations.
- To the best of my knowledge, my automobile has adequate fluid levels.

- To the best of my knowledge, my automobile has adequate tire pressure and tread.
- To the best of my knowledge, my automobile has functional headlights, tail lights, turn signals, dashboard gauges, warning lights, mirrors and seat belts.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_