



## **VOLUNTEERS**

### **JUST SO WE ARE ALL ON THE SAME PAGE**

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- **It is imperative that no guest is ever left alone at the Host Congregation or at the Day Center. Liability is just one of the many reasons we must adhere to this policy.**
  - **Never give the keys to your church to any guest for any reason. You surely wouldn't give the keys to your house to a total stranger. Again liability is just one of the many reasons we must adhere to this policy.**
  - **The children of our guests must never be left in the care of a volunteer on any occasion when the parent leaves the premises of the Day Center or Host Congregation. It is critically important that a parent or the legal guardian of the child be on the property with the child at all times.**
  - **Volunteers should make every effort to have another adult present when working with the children.**
  - **All donations (money, clothing, household items, personal products, etc.) must NEVER be given directly to a guest. Everything MUST be funneled through FPPC. While this policy seems harsh or not make sense to you, please remember that FPPC is in daily contact with the guests and knows their needs.**
  - **NEVER ask any of the children if they have any needs. What child doesn't? Always ask the parent about any need you perceive. Then follow the above process.**
  - **Under no circumstances should there be a need to give your personal telephone/number to a guest. Because the volunteers are kind and caring people, it is easy to overlook discretion, but this policy must absolutely must be followed.**

**If any of these issues come up while you are the person in charge, please call numbers listed for the case manager or executive director.**