

# Society of St. Vincent de Paul

## Volunteer Contact Information

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

Phone number: \_\_\_\_\_

Emergency contact name and phone number: \_\_\_\_\_

Number of hours needed (if applicable): \_\_\_\_\_

**Start Date and time:** \_\_\_\_\_

Preferred locations to volunteer at (please check):

State \_\_\_\_\_ Meridian \_\_\_\_\_ Broadway North \_\_\_\_\_ Broadway \_\_\_\_\_ Caldwell \_\_\_\_\_ Interests, hobbies, talents, skills that may help us decide where you would best fit:

### Guidelines:

- This is a place of business, you must arrive dressed appropriately and be well-groomed, your clothing must be clean without advertisements (**no tank tops and/or shorts, please**) ● Must wear closed-toe shoes. Shoes must be comfortable and supportive (**no Crocs or flip flops**) ● You are expected to conduct yourself in a mature and professional manner at all times ● **You are not allowed to:**
  - To have a cellphone out on the floor/while working
  - To have friends or family visit while working
  - Use earphones of any kind (they pose a safety risk)
- If your shift is longer than 6 hours, you can take (2) 15-minute breaks. If it is less than 6 hours, you can take (1) 15-minute break. \*\*\* If you intend to take a break longer than 15 minutes, you will need to clock out and then clock back in when you return.
- To make a purchase:
  - Wait until shift is complete
  - All items must be on the sales floor and priced
  - Do not ask for special pricing or special deals

**If you break any of the above agreements, you may face disciplinary action up to and including dismissal.**

By signing this, I understand the above expectations and will abide by them.

\_\_\_\_\_  
Signature/ Date Supervisor Signature/ Date (if applicable)

Staff & Volunteer please initial: Safety walk-through: \_\_\_\_/\_\_\_\_ Harassment form \_\_\_\_/\_\_\_\_