



Community Service Policy

Thank you for offering to get involved at Goochlandcares. GC accepts the service of volunteers satisfying community service with the mutual understanding that such service is at the sole discretion of the organization.

Guidelines:

- Prior to volunteering, the individual must complete a volunteer application on the GoochlandCares website and include
 - number of hours needed
 - due date
 - reason the hours are required (i.e. school, club etc.)
- Volunteers must sign in and out using a GoochlandCares sign-in sheet. Only hours entered on a GoochlandCares sign-in sheet will be entered into our database, and only hours in the database will be used to document community service hours. Be sure to sign IN and OUT. It is recommended that you record hours on a separate sheet to track your hours.
- Request for documentation of completed community service hours must be made to the Volunteer Coordinator at least one week in advance of the required due date. It is the responsibility of the individual to provide the necessary forms to be completed.
- Individuals completing school or club community service hours will be subject to the same responsibilities and expectations as other volunteers.
- High school students may not volunteer during school hours.
- Volunteers absent without contacting the Volunteer Coordinator or Program Manager prior to the absence will have to confirm their next scheduled shift with the Volunteer Coordinator. If a volunteer misses a second shift without contacting the Volunteer Coordinator or Program Manager, they will not be able to be scheduled for another shift. We count on volunteers to run our programs. No shows make it difficult to run the program and negatively impacts clients, fellow volunteers, and staff. When a volunteer doesn't show up, that means someone who wanted that slot is not able to sign-up.

- Cell phone usage should be limited. If you need to use your cell phone, please let your supervisor know that you need to take a break.
- The dress code is designed to show respect to our clients. We provide a t-shirt which is optional to wear.
 - Closed toe shoes are required
 - No ripped jeans or other clothing
 - No gym clothes including gym shorts, leggings, or tank tops
 - No bare midriffs, spaghetti straps, or shorts (except shorts that go to the knee)
- Fulfilling community service hours with GoochlandCares is a privilege, and this privilege may be revoked at any time if the staff feels the volunteer is not meeting expectations, if he/she is not productive, or if he/she is disruptive to our clients, volunteers, or staff in any way that prohibits us from accomplishing our daily activities.
- To complete court-mandated community service the individual cannot be volunteering hours related to an offense of
 - violent nature
 - sexual nature
 - theft or burglary
 - distribution or sale of drugs

**Our mission is to provide basic human services and health care
to our Goochland neighbors in need.**