CASA FAMILIAR INC.
RULES OF CONDUCT & Volunteer Policy

RULES OF CONDUCT:
Volunteers are expected to conduct themselves in a professional manner. This means:
1. Respect & equal treatment for ALL clients, staff members & fellow volunteers
2. Respect for Casa Familiar and others property.
3. Proper and Respectful language in Spanish and English.
4. Dress appropriately. Certain tasks require a dress code, check with your supervisor.
5. Working as a team to accomplish the goals and service of the program and Casa Familiar
6. No drugs, weapons, pornography, and similar materials Possession of these items is cause for immediate dismissal.
7. Do not use Casa phones, equipment or supplies for personal use.
8. Limit your cell phone use to true emergencies.
9. Take Initiative: make sure you have a task or assignment to work on at all times and let your supervisor know when you are done.

VOLUNTEER POLICY:
Volunteers are required to accept this policy before starting community service.
1. Punctuality: Please be on time especially if you have appointments. If you know you are going to be late (15mins+) or absent please call your supervisor and let them know.
2. Timesheets: It is YOUR responsibility to sign in and sign out EVERYDAY. If you have multiple supervisors in a day, the supervisor who should sign is the LAST one you work with. If you carry around your timesheet make sure Casa Familiar gets a copy of the hours worked before you get your hours signed off.
3. Lunch & Breaks: Depending on the amount of hours you work, these are the lunch/break times:
   8hrs-30min lunch (10min break)/ 6 hours-30 mins lunch/ 4 hours-10 mins break/ 1-2 hours- NO lunch/break
4. Signing off hours: You need to let the appropriate Volunteer Coordinator know at least 1 full business day before you want your hours signed and/or a letter. You should provide them with your timesheet if they don’t already have access to it.
5. Letters of Confirmation:
   - Court: You may receive a Casa Familiar letter verifying service hours for a fee of $25.00.
6. Client Confidentiality: California state law of client confidentiality protects sensitive and private client information. Volunteers are not allowed to disclose client information unless a staff member allows it so for internal purposes.

I understand and accept the “Rules of Conduct” and “Volunteer Policy” of CASA FAMILIAR.

____________________________________   ______________________________________
NAME SIGNATURE DATE

IF UNDER THE AGE OF 18

Parent’s Name:

______________________________
Parents SIGNATURE