



## Volunteer Agreement Form

Thank you for your participation with *To Our House*. Your interaction with the guests can be a critical source of hope and encouragement to them. However, it is important to set firm and clear expectations with the guests early and consistently. Your knowledge of *TOH* policies is extremely important to handle issues with the guests effectively.

*To Our House* is a low-barrier shelter, which means a guest is allowed in the shelter as long as his behavior is neither disruptive nor a danger to others. Behavior is considered disruptive if a staff member is unable to complete his or her responsibilities as a result of a guest's behavior. Regardless of behavior, however, possession of alcoholic beverages or illegal drugs while at the intake site or host site is grounds for dismissal. Moreover, violation of the policies below will result in suspension and possible permanent dismissal from the program. The staff of *To Our House* has the authority and professional responsibility to implement *To Our House* policies, and will use their professional discretion when implementing them. Please initial each statement, sign the document, and return to your Key Coordinator.

### New for this year:

- \_\_\_\_\_ Guests are not to be dropped off or picked up outside of the direct route from the intake site to the host site. If there is a request from a guest to do so, the request should be directed to the Program Coordinator.
- \_\_\_\_\_ In case of inclement weather, when in the judgment of staff it is not safe to transport guests to the host site, guests will be offered either transportation to Roanoke or overnight housing in a motel. Staff will determine which option is appropriate for each guest, based on such factors as work demands.
- \_\_\_\_\_ Guests admitting to engaging in illegal activities may be denied access to the shelter or dismissed from the shelter. Police may be notified at the discretion of the staff.
  
- \_\_\_\_\_ Volunteers should *not* give their personal contact information to *TOH* guests.
- \_\_\_\_\_ Volunteers should not invite *TOH* guests to their homes during the week(s) their organization is hosting/supporting.
- \_\_\_\_\_ Volunteers should alert staff whenever any guest requests a financial or in-kind service of them during the week(s) their organization is hosting/supporting.

### Existing important policies to note:

- \_\_\_\_\_ If children are participating in an activity sponsored by the host site, they *must* be in a separate room from the *TOH* guests.
- \_\_\_\_\_ Individuals must be 18 years of age to volunteer with *To Our House*; the host site, at its discretion, may raise this age limit to 21 years of age.
- \_\_\_\_\_ Paid opportunities can be offered to a *TOH* guest by a host or support organization or its volunteers during the season, but not during the week(s) that the organization is participating. (This avoids tension, as has occurred in the past, when only some of the men were offered such opportunities.)
  
- \_\_\_\_\_ In order to be admitted to the *TOH* shelter, guests must be able to attend to all personal care needs.
- \_\_\_\_\_ If a guest chooses to drive to the host site, he will be required to sign a waiver removing liability of *TOH* and the host site for his actions during transport. If a guest requests to leave his vehicle or bike at the host facility, he will need to make this request the night before, and will not be able to return to his vehicle until the group returns to the facility that night.
- \_\_\_\_\_ The men can leave their belongings overnight during the week at a site, but on the last Saturday at a host site, the men must take their bags and belongings with them. Anything left at a host site after transitioning to the new host site will be donated.
  
- \_\_\_\_\_ No guest can enter the kitchen under any circumstances. Only volunteers and staff are allowed in the kitchen.
- \_\_\_\_\_ Guests are not allowed to invite family members or friends to the evening meal.
- \_\_\_\_\_ Experience has shown it is imperative to follow a smoking schedule that is implemented consistently at each host site. *TOH* staff will post the smoking times, and announce smoke breaks. There is no smoking outside of the posted times – no exceptions.
- \_\_\_\_\_ Possession of alcoholic beverages or illegal drugs while at the intake site or host site is grounds for dismissal.
- \_\_\_\_\_ Profanity and verbal abuse will not be tolerated. Notify staff on duty should such speech become disruptive.
- \_\_\_\_\_ If applicable, a guest will be allowed to use the host site computers only if volunteers from the host site are present in the same room.
- \_\_\_\_\_ Movies for activity purposes will be provided by *TOH* and/or the host/support organizations. Guests may not bring movies for group viewing.

## TOH Volunteer Agreement Form, page 2

By initialing each statement and signing this document, the volunteer has read, understands, and agrees to follow the policies set forth on page 1 of this **TOH Volunteer Agreement Form**.

If you have any questions or concerns, please direct them to your Key Coordinator or the *TOH* Program Coordinator.

\_\_\_\_\_  
Volunteer Printed Name                      Volunteer Signature                      Date

\_\_\_\_\_  
TOH Key Coordinator Printed Name                      TOH Key Coordinator Signature                      Date

\_\_\_\_\_  
TOH Program Coordinator Signature                      Date

***Contact information will be used for any TOH related information.  
Please provide if interested in receiving any future communications.***

### Contact Information:

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

**Email Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

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