

PLEASE READ & SIGN THIS PORTION

Personal Phone Calls

Our telephone bills can be astronomical. Please keep personal phone calls to a minimum they must not interfere with your volunteering. You are permitted to make limited local area calls on agency telephones for essential personal business. Emergency calls regarding illness or injury to family members, changed family plans, or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you.

Smoking

Please don't smoke in areas where you are directly serving customers and where it may be offensive to your co-volunteers. If you smoke, there are a variety of outside places appropriate for you to enjoy a short break. Please be courteous and concerned about the needs of your fellow volunteers and others. The wishes and preferences of non-smokers will take precedence over those of volunteers who smoke.



Volunteers shall not use any tobacco product while in direct public contact, nor in situations where fellow employees may find it offensive. It is the policy of GCLA to provide a healthy workplace for all volunteers.

Acknowledgements

- Please be aware that you can not bring anyone.
- Understand that my volunteering is terminated at will, either by myself or **GCLA** regardless of the length of my volunteering.
- I am aware that during the course of my volunteering confidential information will be made available to me. I understand that this information is critical to **GCLA** and must not be disseminated within or outside of **GCLA's** premises.
- Receipt & Acknowledgement of **GCLA** Volunteer Handbook

SIGNING IN

As GCLA takes into account the safety of our children, staff and volunteers very seriously, we require two references and perform a background check on any potential volunteer and employees with our organization.

I agree to allow a background check including Live Scan to be completed should I select to work with GCLA.

Signature : _____ Date : _____

Girls Club of Los Angeles

2057 W. Century Blvd. Los Angeles, CA 90047

1. **Dress Code:** It is expected that I will follow **GCLA** dress code. If I come to community service wearing anything inappropriate I will be sent home without credit. If the problem continues youth will be terminated from **GCLA's** program.
2. **Promptness:** It is expected that all youth arrive promptly for their scheduled shift and be ready to work. Excessive tardiness, which is defined as 3 or more occurrences within a 30 day period, will result in termination from **GCLA's** program.
3. **Absences:** While it is expected that absences will occur, from time to time, excessive absences are defined as 3 or more within a 30 day period. Excessive absences will result in termination from **GCLA's** program. Medical/illness absences, with a doctor's verification of medical status/illness, will not be counted against participant by **GCLA**.
4. **No Call/ No Show:** If any participant does not show for a shift and does not call in advance to inform their **GCLA** supervisor of their absence and the reason for the absence it will be considered a "No Call/No Show" and will be terminated from **GCLA's** program. Supervisor may decide on a case by case basis.
5. **Professionalism:** Due to the nature of our agency it is important that all staff maintain the highest level of professionalism here at **GCLA**.
 - No use of profanity within **GCLA** property or on any outings.
 - Treating co-workers/clients/volunteers and children with the utmost respect and courtesy.
 - Maintaining a positive attitude with regards to the work assigned to you.

Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of **GCLA**. If you have any questions concerning any volunteer or safety rule, or any of the unacceptable activities listed, please see your Volunteer Director for an explanation.

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning:

- Willful violation of any agency rule; any deliberate action that is extreme in nature and is obviously detrimental to **GCLA**.
- Willful violation of security or safety rules or failure to observe safety rules or **GCLA** safety practices; failure to wear required safety equipment; tampering with **GCLA** equipment or safety equipment
- Negligence or any careless action *which* endangers *the* life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while volunteering; use or possession or sale of controlled substance drugs in any quantity while on agency premises except medications prescribed by a physician who does not impair volunteer performance.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on agency property or while on duty.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on agency premises or when representing **GCLA**; fighting, or horseplay or provoking a fight on agency property, or negligent damage of property.

- Insu b o r d i n a t i o n o r r e f u s i n g t o o b e y i n s t r u c t i o n s p r o p e r l y i s s u e d b y y o u r V o l u n t e e r D i r e c t o r.
- T h r e a t e n i n g , i n t i m i d a t i n g o r c o e r c i n g f e l l o w v o l u n t e e r s o n o r o f f t h e p r e m i s e s - a t a n y t i m e , f o r a n y p u r p o s e .
- T h e f t o f a g e n c y p r o p e r t y o r t h e p r o p e r t y o f f e l l o w v o l u n t e e r s ; u n a u t h o r i z e d p o s s e s s i o n o r r e m o v a l o f a n y a g e n c y p r o p e r t y , i n c l u d i n g d o c u m e n t s , f r o m t h e p r e m i s e s w i t h o u t p r i o r p e r m i s s i o n f r o m m a n a g e m e n t ; u n a u t h o r i z e d u s e o f a g e n c y e q u i p m e n t o r p r o p e r t y f o r p e r s o n a l r e a s o n s ; u s i n g a g e n c y e q u i p m e n t f o r p r o f i t .
- D i s h o n e s t y ; w i l l f u l f a l s i f i c a t i o n o r m i s r e p r e s e n t a t i o n o n y o u r a p p l i c a t i o n f o r v o l u n t e e r i n g o r o t h e r v o l u n t e e r r e c o r d s ; a l t e r a t i o n o f a g e n c y r e c o r d s o r o t h e r a g e n c y d o c u m e n t s .
- B r e a c h o f c o n f i d e n t i a l i t y o f p e r s o n n e l i n f o r m a t i o n .
- M a l i c i o u s g o s s i p a n d / o r s p r e a d i n g r u m o r s ; e n g a g i n g i n b e h a v i o r d e s i g n e d t o c r e a t e d i s c o r d a n d l a c k o f h a r m o n y ; i n t e r f e r i n g w i t h a n o t h e r v o l u n t e e r o n t h e j o b ; w i l l f u l l y r e s t r i c t i n g v o l u n t e e r o u t p u t o r e n c o u r a g i n g o t h e r s t o d o t h e s a m e .
- I m m o r a l c o n d u c t o r i n d e c e n c y o n a g e n c y p r o p e r t y .

By signing below I attest that I have read and reviewed the above and that I understand these terms and agree to abide by them while working here at GCLA.

Signature : _____ Date : _____

GCLA Staff Signature : _____ Date : _____

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Volunteer Dress Guidelines

Proper personal appearance and cleanliness of each volunteer is important—it reflects the professional image of our agency and provides a positive image for our children. **GCLA** does ask all volunteers to maintain standard of personal appearance that emphasize neatness and cleanliness and appropriate for working children and families within the context of **GCLA** programs. The clothing you wear should be appropriate for your particular job. The following is a list of general standards for whatever duties you are assigned to:

Personal Hygiene

- Cleanliness is the key word. Please avoid excessive use of perfume, cologne and aftershave lotion as it may be offensive to children & staff. Deodorant, however is a must.
- **NAILS:** Nails should be of a moderate length which will not interfere with your work. Fingernails must be clean, neatly trimmed and not be longer than $\frac{1}{4}$ inch. Nail polish, if worn, must be kept in good condition; extreme colors are not acceptable, i.e., neon, green, black, blue.
- **HAIR:** Volunteers who have to work in the kitchen **MUST** wear hairnet at all times. Hair must be combed and groomed daily. Curlers may not be worn. Braids are acceptable if completely finished. **Neither bandanas nor scarfs may be worn**, head may be covered only when necessary to protect from outside elements such as rain, wind, or sun and with the approval of your supervisor. Not all hair clips acceptable.
- **FOOT APPAREL:** Closed toe shoes, stocking or socks must be worn at all times when working in child care center or kitchen. Thongs, Flip Flaps, Clogs House Shoes and slippers are not acceptable at any time.
- **CLOTHING:** Arrive neatly dressed in clean clothing daily. In order to keep a professional appearance, especially when interacting with youth, shorts and sweat suits are not appropriate. Also, tight fitting garments and provocative clothing cannot be worn.
- Tank tops, tube tops, backless blouses, no sheer or lingerie type fabrics and halter-tops are not acceptable during working hours. **No jerseys. No t-shirts with writing on it, except GCLA shirts which may be worn on certain announced days.** No shirts with any profanity or displaying alcohol, tobacco or any other illegal substances. T-Shirts with slogans or advertising.
- Dresses must be suited to the type of work you are assigned. No cocktail dresses, backless dresses or see through dresses are allowed or mini skirts.
- **Jeans should not be discolored, bleached, faded, torn nor worn out.** Jeans must be plain with no decoration. Pants may be considered inappropriate if undergarments show through outerwear. Pants must fit properly. (NO SAGGING)
- All tattoos and body piercing must be covered. Earrings can be worn as long as they are not excessive and outlandish. (Ask your supervisor if you are not sure)
- **JEWELRY:** Small sized jewelry is acceptable. Large or ornate jewelry is not appropriate. Volunteers may not wear more than two earring in each ear. Nose jewelry is not acceptable.

If an inappropriate style has been omitted from this list your supervisor will caution you. If you have questions about dress or grooming, speak with your supervisor. Volunteers reporting for work in unacceptable dress or in unhygienic condition will be sent back home. Failure to comply with **GCLA** dress and appearance standards may result in disciplinary action, up to and including termination.

Girls Club of Los Angeles

[Hwww.girlsclubla.org](http://www.girlsclubla.org)

Faith Children's Center/ Project LEAD
2057 W. Century Blvd
Los Angeles, CA 90047
(323) 754-2122
(323) 754-4353 FAX

Youth Enrichment Center
9004 S. Normandie Ave.
Los Angeles, CA 90044
(323) 777-3803
(323) 777-1634 FAX

EMPLOYEE EMERGENCY INFORMATION

(Please Print or Type)

Today's Date _____

Your Name: _____

Home Address: _____

City: _____ Zip Code: _____

Telephone Number _____ Message Phone _____

Nearest Relative: _____ Relationship: _____

Address: _____ Phone Number: _____

IN CASE OF EMERGENCY NOTIFY

(Please do not duplicate contacts)

Name: _____ Address: _____

Telephone Number: _____ Message Phone: _____

Doctor Name: _____ Telephone Number: _____

Clinic or Hospital Name: _____ Telephone Number: _____

To be updated every 3 months