

### YVC Volunteer Policies:

Signing-up for any YVC project indicates your agreement that you have understood and will adhere to the following policies of the YVC program:

- Respect the Team Leader and follow instructions. As one sign of respect, **please inform the team leader if you will need to leave the project site for whatever reason.** Failure to do this will result in warning from the Program Coordinator/Program Director which can further lead to denied reference letter requests.
- YVC volunteers are to **participate in the icebreaker and wrap-up activities.** In addition, they are to **wear the YVC t-shirt** unless otherwise told by the Team Leader, whereby a YVC button/pin will be used instead. All **YVC buttons/pins are to be returned to the team leader** at the end of the project as we only have limited supplies of this and will need to re-use them at other projects.
- Please **do not show-up to any YVC project unless you have been informed** by a Team Leader (by phone call or any verbal means prior to the project date), regardless of whether the project is ongoing or not. **You should receive a call at least 3 days before a project.** If this does not happen, please inform the YVC Program Coordinator for follow-up with the assigned Team Leader to make sure that this process is followed. If you show-up for a project but was never informed by a Team Leader, you will not be receive any YVC hours for that particular project.
- As of September 2005, **"cancellations" and "no shows" are being tracked and noted** on each volunteer's files.

#### **CANCELLATIONS:**

- When a volunteer signs up for a project but has given two days notice (or 48 hours) due to a change of personal plans. Unavoidable circumstances are definitely taken into consideration.
- It is NOT considered a cancellation if you signed up for a project but could not make it due to the location mentioned to you by the Team Leader once they have contacted you. However, you need to mention that you cannot attend the project due to the location **WITHIN 24 HOURS** of Team Leader notifying you of this information.

#### **NO SHOWS:**

- When a volunteer has not given any notice OR has only given less than two days notice that he/she will not attend the project
- **Three "no shows" on your file, will most likely result in denied requests for any reference (reference letters or phone reference).**