

# **Family Respite Care Services**

## **Volunteer Policy**

Mission: to provide trained respite providers, special needs education, and strength based support services for children with disabilities to promote family stability.

### **Applicant Eligibility**

- All applicants shall submit a completed volunteer application and background check form prior to volunteering for any FRCS program.
- All applicants should provide 2 letters of recommendation. 1 personal. 1 professional (volunteer work reference is acceptable).
- All applicants shall be 18 years old or older unless the applicant has parental permission. In this case the applicant would be considered a Junior Volunteer.
- Junior Volunteers will only be assigned to a group with an experienced adult volunteer,

### **All Program Operations**

- All volunteers shall sign in at the beginning of the evening and sign out at the end.
- Youth should never be left unattended.
- Ratios for youth with special needs are 1 volunteer : 3 youth
- Ratios for siblings are 1 volunteer : 5 youth.
- Toileting of youth who are dependent on an adult should be by the supervision of 2 adults.
- Any incidents or accidents for any participants should be reported immediately to the Director.
- No breaks shall be taken for smoking or other tobacco related products.
- Cell phone use is for emergencies only.
- All volunteers shall strive to arrive 30 minutes prior to the start time of an FRCS event to ensure proper training and instructions.

### **Code of Conduct**

- Each volunteer who provides services represents FRCS and must comply with all of the policies, rules and regulations that govern the organization.
- All volunteers shall be dependable and when possible, and strive to give FRCS a minimum of 24 hours notice of any change in your availability.
- All volunteers shall be courteous and refrain from any language that might be questionable.
- Falsification or unauthorized altering of records is prohibited.
- All volunteers, regardless of their status or role, must respect the dignity of each person and recognize each individual's right to privacy and confidentiality.
- Personal information about families (parents & children) is not to be shared outside the FRCS program.

### **Grooming and Dress**

- All volunteer staff should be dressed and groomed in appropriate good taste.
- No clothing should advertise or have reference to tobacco products, drugs, profanity, alcohol, racism or any other inappropriate image.
- Shorts and skirts are permitted, but must be of an appropriate length and cannot be "skintight."
- Wear comfortable shoes at all times.

*Family Respite Care Services depends on the dedication and commitment of it's volunteers. Without you these programs would not be available. Please feel free to share suggestions, questions, and / or concerns.*

*FRCS respects your input and values your ideas.*

*Thank you for participating with FRCS events.*