



Volunteer Agreement for Chapel Hill Carrboro City Schools Service Learning Hours Program

- 1) As a volunteer for the CommunityWorx Thrift Shop within the **Chapel Hill Carrboro City Schools Service Learning Hours Program**, I recognize that I am a representative of the organization while I am here and will treat customers, staff and volunteers with respect always. My goal is to receive (25) Service Learning Hours for graduation from the CHCCS per the district's requirement.
- 2) As a volunteer for the CommunityWorx Thrift Shop, I recognize that I am receiving something of value in return for my volunteer hours and will conduct myself as I would at any other workplace. This includes refraining from extraneous chatter, horseplay and excessively long breaks or anything of this nature.
- 3) I will come dressed appropriately for all shifts at the CommunityWorx Thrift Shop. This means I will not wear sandals, flip-flops or any other style of open toed shoes while at work in the stores. I will also refrain from wearing any article of clothing that is too revealing, including midriff bearing shirts, shirts with spaghetti straps, shorts or skirts that are particularly short, or any article of clothing bearing language or pictures of a potentially offensive nature. I will also refrain from wearing excessively baggy clothing as well. The staff reserves the right to determine what is inappropriate attire at any time.
- 4) I realize that use of my cell phone while on duty is potentially hazardous and is a poor display of customer service and attentiveness. Therefore, I will refrain from using my cell phone during my entire shift at the CommunityWorx Thrift Shop. All cell phones should be turned off upon reporting for volunteer duty.
- 5) Unless I receive prior permission, I will report to duty when I am scheduled and only work those hours for which I am scheduled. If for some reason I cannot make a scheduled shift, I will call or email the director of communications and community relations or designated staff person to let them know within (24) hours of my schedule. I realize that multiple "no shows" of shifts could jeopardize my ability to volunteer at the CommunityWorx Thrift Shop in the future.
- 6) I will refrain from ANY AND ALL shopping while on duty. This includes taking items that are donated, requesting to purchase items while on duty and hiding or "setting aside" items to be purchased later. I realize that any attempt to prevent other customers from purchasing items while I'm volunteering is completely prohibited, and certain behaviors (such as removal of donations) may constitute theft.
- 7) I will not have any visitors in any unauthorized areas or situations while on duty.
- 8) NO SMOKING is permitted while on duty or while interacting with donors or staff.
- 9) I realize that I am volunteering at the CommunityWorx Thrift Shop and serving at the pleasure of the staff, and any violation of any of the set policies may result in me being asked to leave for the day with no credit for hours worked.

I realize that although my volunteer time at the CommunityWorx Thrift Shop is greatly appreciated, I must behave accordingly to be able to do so. I also recognize that violation of any of the above policies may result in my volunteer shifts being immediately canceled and my hours not credited to the **Chapel Hill Carrboro City Schools Service Learning Hours Program**.

NAME: _____ DATE: _____

SIGNATURE: _____