



Volunteer Do's and Don'ts

Do:

1. Find out ahead of time the organization's requirements or procedures for volunteers.
 - a. Some organizations may require an adult to remain with you.
 - b. Some organizations (such as SVdP) have multiple entrances; make sure you know the proper location in which to enter and sign in.
2. Communicate with your supervisor.
 - a. If you are not clear on your responsibilities, ask for clarification.
 - b. If you need to ask a question, approach your supervisor and say, "I have a question to ask you when you have a moment," or something to that effect.
3. Be flexible.
 - a. You may have expectations of what you will do, but be flexible to the needs the organization has. You are there to serve.
4. Be reliable and on time!
 - a. If you cannot show up, phone the organization and tell them you cannot make it, and plan to reschedule at another time.
5. Dress appropriately
 - a. Dress modestly and appropriately for the setting in which you will serve
 - i. Closed toed shoes are required at many places.
 - ii. If you will be on your feet, wear comfortable shoes.
 - iii. Wear shirts that cover you when you lift your hands up and when you bend over. Avoid short shorts, short skirts, and tight tops.
6. Have fun and strive for excellence in your service!

Don't:

1. Don't wait for someone else to arrange your service opportunities. Call and arrange your hours early in the year so you can avoid crunch time at the end of the year.
2. Don't gossip or relay sensitive information you may overhear while volunteering.
3. Don't fool around. Many service organizations are helping people in need or crisis. Be respectful, and refrain from giggling, rough housing, and distracting cell phone usage.
4. Don't be offended by constructive criticism, but instead listen to what you have been told, and apply it as best you can.
5. Don't forget to log your hours and get signatures while you are there! Turn in the CALL Service Hours Verification form with the appropriate signatures as soon as possible to the address on that form. Forms can also be turned in at seminars if that is faster than mail. Or better yet, go paperless and input your service hours online on the Your Progress page so that we can verify your hours with emails to the service organization. Much easier!

Remember, you are representing the CALL program and the Diocese of Phoenix.

