

## **GUIDELINES FOR STUDENTS VOLUNTEERING FOR SCHOOL CREDIT**

### ***Recording Hours***

- After attending orientation student's names will go on a master list in the Contact Office. If your name does not appear on this list, you cannot volunteer.
- When you come to work, you must identify yourself as a student doing community service for school and give your name.
- Students must use the blue "Student Community Service" sign in sheet. This is the only sign in sheet that Poverello House keeps to track hours from. You will sign your name and the time you arrived to work. At the end of your workday, you must sign out and initial your time. Be honest.
- You may volunteer as long as we are open and when you have spare time. Every minute counts! Remember to sign in and out every day, otherwise you will not receive credit for your hours.
- The receptionist will take the hours off this time sheet and record them on an individual time sheet for you. If you have time sheet from your school, please give it to us today or on your first day of volunteering.
- Plan ahead! Upon completion of your hours, you must give at least 24 hours' notice. We will not sign off your hours on demand. If you wait until the last minute and request your timesheet without giving 24 hours' notice, we won't be able to help you.
- For groups of students with 3 or more people, remember to call and schedule a time to volunteer at least a week ahead of time.
- *Your lack of planning is not our emergency.* We do not mail, email or fax timesheets. Timesheets must be picked up.

### ***Breaks***

- Typically breaks are given at 10:00AM, 11:30AM and 2:00PM. You will be given ample break time, but the supervisor of your area must know where you are at all times. If you must use the restroom, please notify the area supervisor. Please do not wander in the inner hall ways of Poverello House. Volunteers should remain in the kitchen and designated break areas.

### ***Arranging Rides***

- Students who are given rides to and from Poverello House must make arrangements to be picked up on time. In the past, students who have not done this have been stranded after closing hours, which creates operational problems for us.

### ***School Reports***

- Students who must do reports on Poverello House in addition to their volunteer time here must make arrangements to talk to Poverello staff ahead of time. Please do not ask to speak to a staff member unless you have called first. Our primary purpose is to serve the poor and meless, and though we are happy to tell you about our work and help you with information for your school project, we need prior notice so that we can work it into our schedules. Students may contact Gabriela McNiel by email at: [info@poverellohouse.org](mailto:info@poverellohouse.org)