

Teen Volunteer Code of Conduct and Standard Procedures

Attitude and Behavior- Always maintain a friendly, cooperative, and professional attitude while volunteering. Be willing to help with any job. We consider volunteers team members of the Hospital. Please act with professionalism since this is a work environment.

Confidentiality- Matters concerning the hospital, patients or staff are never to be discussed outside of the hospital. Volunteers are ethically and legally bound to maintain confidentiality for any protected health information gained through volunteering.

Loitering- Please stay in assigned service area. When your shift ends, plan to leave the hospital. Visitors and or friends may not accompany teens while volunteering.

Leaving Campus- Teens are not allowed to leave Winter Haven Hospital campus while on duty.

Signing in/out Teen volunteers are required to sign in and out at the South Entrance sign in book.

Absences- If a teen is unable to attend a shift, notification is required to the contact person in the area of assigned service.

Transportation- Teens must have reliable transportation.

Profile sheet- We will provide teen with Profile sheet verifying total hours served, upon completion of volunteering. This is helpful when applying for scholarships, college applications, and the High School requirement.

Dress Code- The uniform is a pink polo shirt which is sold in the office. Your own white scrub or pants for girls and blue or khaki for boys and tennis shoes. Please pay attention to your slacks. Tight fitting pants are not appropriate in a professional setting. Uniform pants (such as scrubs) are acceptable. (no skinnies, cargos, or capris). Badge is to be worn on right collar.

VOLUNTEER CONTRACT / AGREEMENT

I have read and understand the guidelines as stated above, including dress code, code of conduct and procedures. I understand any violation will result in immediate dismissal.

Volunteer signature: _____ Date _____

Parent signature: _____ Date _____