



# Volunteer Vikings

**POLK STATE**  
COLLEGE

## RULES AND GUIDELINES FOR PSC VOLUNTEERS

Student Name:

Student ID:

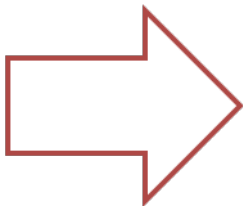
Use your common sense and ask questions. If you do not understand something, please let someone know. We would rather get it straight in the beginning than have to redo a project that has taken you hours. Polk State College is a business environment and our volunteers are considered part of the team. All volunteers must dress and act appropriately while they are working for or representing Polk State College. Guidelines are listed below and should be adhered to:

- 🕒 No short skirts or shorts. Hemlines must be no shorter than 4 inches above the knee.
- 🕒 Tank tops or halters should have straps at least 3 inches wide.
- 🕒 Undergarments must remain under the clothes and should not be showing.
- 🕒 Bellies (mid-riffs), breasts, bottoms and thighs must be covered at all times.
- 🕒 Clothing cannot be associated with gangs, drugs, alcohol, violence, discrimination, prejudice or bigotry.
- 🕒 Comfortable shoes or sandals should be worn at all times.

- 1) There is college rules about volunteers being left alone in the office unsupervised. If the staff must leave the office, you may be asked to work somewhere else in the building until we can return.
- 2) Student Volunteers should be working while they are volunteering; however if we run out of things for them to do and someone has called Tracy Tanner x5344, Cate Igo x5206, Mary Westgate x5201, and the foundation (Lynda McDuff x5071) and no one else needs their help, they can spend their time applying for scholarships or researching colleges. Volunteers can use the computers in the lab, but only if other college students don't need the computers. In the rare times when Volunteers are not busy at their post, they should be familiarizing themselves with resources listed on the [www.polk.edu](http://www.polk.edu) website or applying to scholarships/colleges. Please do not visit MySpace, check your email or spend time chatting with your friends when you should be working.
- 3) Volunteer hours count from when the volunteers leave home to when they get back home. So in the case of a student who rides the bus from Lakeland to volunteer at PSC Winter Haven, the hours spent on the bus count as community service because you have to get from home to the Winter Haven Campus to volunteer.
- 4) Student Volunteers are welcome to take breaks or lunch, but just like any staff member you need to tell a PSC Staff members when they leave and check back in when they return.
- 5) Volunteers may not have friends hanging around the office or calling them excessively on the phone. If a friend stops by the office, while you are volunteering please tell them that you must keep working and that it is difficult for you to focus and visit with them at the same time. If you need to take a couple of minutes break and walk them outside to talk.

6) Mrs. Wagner has a sign in sheet and posts things for volunteers to do on the dry erase board on her door.

- Volunteers must sign in and out on the sign in sheet and should check if there are items to do on the dry erase board. Unless told otherwise these things must be completed before you work on anything else including the computers (unless you have been assigned to a special project).
- The initial volunteer paperwork and Volunteer Vikings application must be done within the first three times they volunteer and requires their parent's signature if they are under 18. Mrs. Wagner is designated to sign all the paperwork for PSC, so Mrs. Wagner must sign off their sheets. All Student Volunteers must turn in proper forms and be fingerprinted with PSC Human Resources prior to beginning service
- Volunteers should always wear their student worker nametags when on campus, so they can be identified, especially when they are in office areas. If you need a nametag, please let Mrs. Wagner or Mrs. Tanner know immediately. Please leave your nametags at the student desk or in Mrs. Wagner's office. If you take the nametag home, you may forget it and then won't have it for the next time you volunteer
- If working in student services, volunteers must wear the student services aprons over their regular clothes. Aprons must be worn as is and cannot be folded, dressed up or modified in anyway. These aprons were created to help identify student workers and volunteers while they are on duty and should be folded neatly in the drawer at the front counter at the end of your shift



- **Volunteers may not engage in any illegal activity, drink or smoke while on campus.**
- **Volunteers should not curse, verbally harass, or disrespect any person.**
- **Volunteers must act safely. Horseplay or endangering the safety of self or others will not be tolerated.**

## STUDENT CERTIFICATION

*I have read and understand the above information.  
I will adhere to the above stated rules.*

Student Volunteer Signature:

Date:

Student Volunteer Printed Name:

Student Number: