

## **INFORMATION FOR VOLUNTEER**

### **P O L K   S T A T E   C O L L E G E**

#### **COLLEGE AND VOLUNTEER RELATIONSHIPS**

**\*Supervision:**

Volunteers are expected to take direction from designated supervisor or shift leader in a cooperative manner.

**\*Evaluation:**

Even though volunteers are not compensated for their time, they do represent the college so far as students and the general public are concerned. Volunteers are expected to perform their tasks in an efficient and cheerful manner expressing genuine interest in the needs of the person they are dealing with. Supervisors will be asked to evaluate the volunteers who have served with them for a particular event.

**\*Volunteers are expected to check-in and check-out with supervisor or designated shift leader.**

1. At check-in their time in will be noted on the PSC Volunteer Time sheet and they will receive a volunteer name tag.
2. At check-out their time out will be noted on the PSC Volunteer Time sheet and they will return the volunteer name tag to the supervisor.