

Eagleteers – Wings of Service

RULES AND GUIDELINES for Polk State College Volunteers

Student Name:

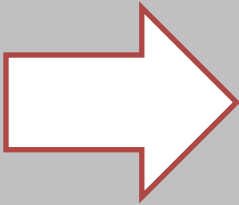
Student ID:

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 of work. 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 four inches above the knee.
 - Tank tops or halters should have straps at least three inches wide.
 - Undergarments must remain under the clothes.
 - Midriffs (bellies), 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 are 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 a staff member returns.
 - 2) Student volunteers should be working while they are volunteering; however, if we run out of things for you to do and someone has called Missouri Thomas x5344, Cate Igo x5206, Mary Westgate x5201, or the Foundation (Lynda McDuff x5071) and no one needs your help, you can spend your 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 you are not busy at your post, you should be familiarizing yourself with resources listed on polk.edu or applying for scholarships or colleges. Please do not visit Facebook or Twitter, check your email, or spend time chatting with your friends when you should be working.
 - 3) Volunteer hours begin when you leave home and end when you return home. For example, in the case of a student who rides the bus from Lakeland to volunteer at Polk State College Winter Haven, the hours spent on the bus count as community service.
 - 4) Student volunteers are welcome to take breaks or lunch, but just like any staff member they need to tell Polk State 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 on the phone excessively. If a friend stops by the office while you are volunteering, please tell him/her that you must keep working and that it is difficult for you to focus and visit at the same time. If you need to take a couple of minutes for a break, please step 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.

- You 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 do anything else, including working on the computers (unless you have been assigned to a special project).
- The initial volunteer paperwork for Human Resources, the volunteer application, fingerprinting and FERPA training must be done prior to beginning service or documenting hours. If you are under 18, you must have your parents sign the appropriate permission forms. Mrs. Wagner is the staff member who is designated to sign all the paperwork for Polk State College.
- 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 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 appropriate clothing. The office dress code is business casual, unless otherwise notified.



- **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 one's 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: