Volunteer Checklist

Before the volunteer(s) arrive(s):

1. Assign a one-on-one staff to provide tour & history
2. Give directions of location, where to enter the building & parking
3. Start date or date to be filled out on application

On arrival:

4. Welcome volunteer(s)
5. Volunteer name tag/wear provided name tag from organization
6. Introduce the volunteer(s) to staff & other volunteers
7. Review administrative details (restrooms, breaks & lunch, check in/out procedures)
8. Give tour & history of Notre Dame Housing

Included in this packet: (if large group of volunteer go over this information verbally)

9. Mission Statement
10. Emergency Procedures
11. Volunteer Code of Ethics
12. Map of building
13. Organizational Chart
14. Volunteer application
15. Brochures
16. Hours & dates of operation

Date: ____________________
Staff Signature of completed form: _____________________________________
Mission Statement of Notre Dame Housing

To provide affordable service-enriched housing, fostering independence and dignity.

Emergency Procedures

Steps for follow during a Fire Emergency, remember to RACE

- Rescue: remove persons to “area of rescue”
- Alarm: Notify 911 and/or set off fire alarm
- Confine: Confine the fire to one area by closing doors and/or windows
- Extinguish: If fire is small enough, use a fire extinguisher to put fire out or Evacuate the building

Activate the fire Alarm
If you recognize a fire, pull the nearest Fire Alarm Pull station to start the evacuation of the building.

Steps for follow during a Tornado Emergency

Please go to designated areas on your NDH map.

Steps for follow during any other Emergency

Please contact NDH staff and/or call 911 and report.
Volunteer Code of Ethics (for on-going volunteer)

If I become a Notre Dame Housing Volunteer, I will be serving seniors. I realize that I will be subject to a code of ethics. I will assume certain responsibilities and will be expected to be accountable for all activities pertaining to my volunteerism.

Therefore, I promise to:

1. Act in accordance with the policies and procedures of the Notre Dame Housing.
2. Act as an ambassador for the Notre Dame Housing, bridging the gap between isolation and companionship.
3. Serve seniors to the best of my ability, and always in the interest of increasing their independence and happiness.
4. Treat all seniors with respect and consideration at all times.
5. Respect the confidentiality of the seniors.
6. Not use the senior’s possessions for my personal use.
7. Not accept money or tips from the seniors or their family, nor will I do extra work for seniors in exchange for money.
8. Not consume alcoholic beverages nor use medicine or drugs (except for treatment of a medical problem) while volunteering.
10. Be willing to receive training, supervision.
11. Understand my own needs and limitations, and not overextend myself or commit to activities that impede on my health.
12. Be clear about my role as a volunteer & establish boundaries with seniors if need be.
13. Have a professional attitude towards my volunteerism.
15. Keep NDH staff informed of any concerns.

Violation of any program policies may result in disciplinary action or termination.

Signature of volunteer: ____________________________ Date: ___/___/___