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## Volunteer's Code of Conduct

Positive behavior reflects trustworthiness, respect, responsibility, fairness, caring and citizenship. Volunteers are expected to fully participate, follow all program guidelines and behave appropriately to ensure a high-quality learning experience and ensure the safety of all participants. As a volunteer with the NY Friendship Circle I hereby agree to conform to the following code of conduct. Please initial in front of each statement and sign at the bottom.

\_\_\_\_ I realize my value to the NY Friendship Circle. I am here to be a friend, and make a difference in someone's life. I agree to volunteer for the New York Friendship Circle and as a volunteer I agree:

\_\_\_\_ I will promote the creation of a friendship community based on mutual respect and a sense of personal well being.

\_\_\_\_ Respect is the key to all positive relationships. I vow to respect everyone's differences and accept everyone in the NY Friendship Circle and treat all others with honor and respect.

\_\_\_\_ I agree to respect the privacy of all participants of the NY Friendship Circle and to keep personal information confidential

\_\_\_\_ I understand that the NY Friendship Circle expects me to behave responsibly.

\_\_\_\_ I agree to utilize my best judgment and sense of responsibility when spending time with the child with whom I am matched.

\_\_\_\_ I realize my buddies will need my undivided attention. For this I agree to **PUT MY PHONE AWAY** during all NY Friendship Circle Events.

\_\_\_\_ I will not ignore my buddy to talk to other volunteers. I may talk to other volunteers to get help or offer assistance, but I will not take time from my buddy to socialize with other volunteers.

\_\_\_\_ It is my responsibility to make sure my buddy is participating in the NY Friendship Circle events. If I do not know how to engage my buddy, I will ask the help of one of the adults in the room or my buddy's parent.

\_\_\_\_ If an instructor or NY Friendship Circle representative instructs me to do something, I will do it as long as I do not believe it will cause harm to anyone. If I fear the action may cause harm, or there is a better way to assist my buddy, I will speak up and explain my concerns to the adult who asked me to perform the action.

\_\_\_\_ I agree to accept constructive criticism regarding the best way to help my buddies get the most out of their experience with the friendship circle. I understand this is not personal and meant to help me be a better buddy.

\_\_\_\_ I agree to never be alone in the restroom with my buddy. I will wait outside the restroom, or if I have my buddy's parent's permission to be in the restroom at the same time as my buddy, I will make sure there are at least two volunteers for each participant in the restroom at any given time.

\_\_\_\_ I understand that once I commit to attend an event, the Friendship Circle staff and special friends expect me to be there.

\_\_\_\_ I agree to attend events and give it my best effort. In the event that I cannot attend, I agree to give notice to the NY Friendship Circle staff, as soon as possible.

\_\_\_\_ If I can not attend an event I have committed to attend, I will do my best to find a replacement volunteer.

\_\_\_\_ If someone gets hurt or some other incident occurs while I am volunteering; it is my responsibility to immediately report the occurrence to NY Friendship Circle staff.

\_\_\_\_ I agree to represent the NY Friendship Circle to the best of my abilities.

\_\_\_\_ I agree to abide, and be bound by, all additional rules and policies set forth by the NY Friendship Circle and any additional rules pertinent to specific events or venues.

\_\_\_\_\_ I understand the importance of open communication and will try my best to maintain it. In the event a NY Friendship Circle Director , Coordinator, or volunteer contacts me, and I am unavailable to talk at that time: I will do all I can to return the contact in some form within 24 hours.

\_\_\_\_\_ I will do my best to log in all of my volunteer hours on the website, [www.nyfriendshipcircle.com](http://www.nyfriendshipcircle.com) within 7 days of the date of the event for which I volunteered. I understand that if I do not do this, I may not be able to get the hours signed at a later date.

\_\_\_\_\_ I understand my time sheets will not be signed if I violate this code of conduct.

\_\_\_\_\_ **Whistle blower policy:** I acknowledge if I see any questionable behavior either from an adult or other volunteer I can and will report it to an employee of the NY Friendship Circle or the Chai Center without fear of retribution.

IF I PARTICIPATE IN THE FRIENDS AT HOME PROGRAM I ALSO AGREE:

\_\_\_\_\_ In the event a NY Friendship Circle Director, representative or the parent or guardian of my Friend at Home, contacts me, if I am unavailable to talk at that time: I will do all I can to return the contact in some form within 24 hours.

\_\_\_\_\_ I will do my best to consistently log in my Friends @ Home visit weekly hours.

\_\_\_\_\_ I understand that the use of a cell phone during a Friends at Home visit does not promote a healthy friendship and should only be used in case of emergency, or to show photos, videos, or to play games with my special friend.

\_\_\_\_\_ In the event that I am unable to volunteer during my scheduled visit, I will try to find another day to substitute and I will notify the parents of my special friend, and my Friends at Home coordinator at least 48 hours in advance, or as soon as I can, of any change to my regular schedule.

\_\_\_\_\_ **I grant The New York Friendship Circle permission to use my name, image, likeness, or recordings in connection with any promotional materials including, but not limited to, flyers, brochures, pamphlets, advertising, digital media, live streams, blogs, podcasts, and broadcasts.**

\_\_\_\_\_ I understand that participation in the NY Friendship Circle activities involves a certain degree of risk and can be physically, mentally, and emotionally demanding. I have carefully considered the risk involved and agree to participate in these activities.

\_\_\_\_\_ I also understand that participation in these activities is entirely voluntary and requires volunteers to abide by these, and all other applicable rules and standards of conduct of which I am made aware either verbally or in writing, and which may be modified from time to time.

\_\_\_\_\_ I understand that this local Friendship Circle is independently owned operated and controlled. I release the New York Friendship Circle and its employees, directors, officers, participants and volunteers as well as its affiliates, including the Chai Center and it's officers, directors, employees and volunteers, as well as all other organizations associated with Friendship Circle from any and all claims or liability arising out of this participation.

Full Name of Volunteer [print] \_\_\_\_\_

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If the volunteer is under the age of 18, the signature of a parent or guardian is necessary, please sign below:**

I \_\_\_\_\_ hereby give permission for \_\_\_\_\_  
(please print parent or guardian's full name) (please print minor's name)

to participate in the NY Friendship Circle . **I grant The New York Friendship Circle permission to use the volunteer listed above's, name, image, likeness, or recordings in connection with any promotional materials including, but not limited to, flyers, brochures, pamphlets, advertising, digital media, live streams, blogs, podcasts and broadcasts.**

Full Name of Parent/Guardian [print] \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_