

Ready4ReadingBookClub

Volunteer Name _____

Volunteers Case NO _____

RULES AND REGULATIONS

1. Complaints from any organization is grounds for immediate dismissal.
2. Inappropriate dress is grounds for dismissal dress professional except on book inventory days and craft prep days. NO OPEN TOED/HEEL SHOES, MUST BE BATHED AND CLEAN.
3. Failure to turn in Reading Schedules, Job Search, and Monthly Calendars will result in loss of hours after 3 warnings you will be dismissed
4. Being late 3 times will result in your dismissal. Arrive 15 min early.
5. Not showing up for special events will result in dismissal unless previous arrangements have been made, or you can show legitimate proof of why you did not attend, dr. Note ect.
6. Our hours are counted from Tuesday through Monday. You must do your assigned hours each week. You can not change your calendar hours. Make your appointments before or after your scheduled time or on the weekend.
7. Must attend all meetings, classes, and scheduled events
8. Make child care arrangements in advance, failure to do so is grounds for dismissal.

I declare under penalty of perjury that I have read the above and understand it. I also understand failure to abide by volunteer rules whether verbal or written will result in my dismissal

Date _____

PRINT

SIGN