



# THE SOCIETY OF ST. VINCENT DE PAUL



**THANK YOU FOR VOLUNTEERING TO SERVE AT ST. VINCENT DE PAUL  
TO FEED, CLOTHE, HOUSE AND HEAL THOSE IN NEED!**

**Here are some helpful guidelines for your upcoming volunteer experience...**



## CHECK IN & OUT

Use the monitor to enter your Volunteer ID# and click the green 'Go' key. Follow the prompts until the system confirms 'Update Successful.' Please remember to clock out at the end of your shift!



## DRESS CODE

**Please wear:** Closed-toe shoes, comfortable for standing or walking, with non-slip soles (such as sneakers), sleeved shirts, pants / skirts that are at least knee-length, long shorts.

**Please DO NOT wear:** tank tops, spaghetti straps, low-cut tops, or shirts that do not cover your midriff, short shorts or cut-offs, open-toe shoes, flip-flops, sandals, slip-ons or heels.



## KEEP IN TOUCH

If you ever have any questions, concerns, ideas, want to change your schedule or try a new opportunity, let us know! We want you to have a fantastic experience. You can reach us at 602.261.6886 or [volunteer@svdpaz.org](mailto:volunteer@svdpaz.org)



## PERSONAL PROPERTY

Please refrain from cell phone or headphone use while volunteering. For health code reasons and protection of your property, please ask for a locker key (main campus only). We have very limited storage space and recommend bringing as few items as possible. SVdP is not responsible for lost or stolen property.



## CANCELLATIONS

We do depend on our volunteers every day to fulfill our mission. If there is a change in your schedule or number in your group, please let us know as soon as possible.



## CONFIDENTIALITY

Volunteers are expected to maintain the confidentiality of SVdP guests and clients. Personal client information should only be shared with other SVdP staff if relevant to the conduct of business, or if the information suggests that someone may be in emotional or physical danger.

## VOLUNTEER ETIQUETTE

- Please show respect and compassion for each other and for SVdP guests and property while volunteering.
- Smoking is strongly discouraged and only permitted in certain locations.
- Please do not enter buildings or areas other than those to which you are assigned.
- While we cannot put thrift store items on hold for volunteers during their shifts, we do appreciate your support! We are happy to offer a 10% discount at a Phoenix area thrift store on the day of your shift.
- Volunteers are invited to join us for lunch in our dining room; however food from our dining room may not be taken off property.
- SVdP utilizes security personnel and cameras at all of our locations. Activities are monitored for everyone's safety and protection. **Disregard for rules, regulations, or policies may be grounds for dismissal.**

