



## *Rules for Volunteers*

- **Unpaid/paid Volunteers**
- **Community Service Volunteers**

### **Before you start:**

1. You must have a valid US photo ID.
2. You must submit an application before working – it may take up to 3 to 4 days to be notified by SGEC if you are approved to do Community Service at our facility.
3. We do not offer hours to individuals with violent, fraud, and theft.

### **After Approval:**

1. You must schedule hours 1 day in advance by calling/visiting the SGEC office and You must be able to work at least 2 hours a day.
2. If you are running more than 10 minutes late, you must call in. (402-441-6545 M-F 8am-5pm or 402-429-4536 nights and weekends)
3. You must check-in/sign-out at the front desk in office
4. You must wear yellow safety vest or SGEC volunteer shirt at all times.
5. Dress code must be followed at all times, you may wear jeans or pants with no rips, boots/tennis shoes (no open toed shoes) shoes/clothing you don't mind getting dirty, clothing appropriate for the weather.
6. No clothing, hats or tattoos with inappropriate language, symbols, or pictures is allowed to be visible.
7. You must sign out for all breaks and advise your SGEC Supervisor.
8. You may keep your cell phone with you for emergencies. If you abuse this privilege, you will be asked to leave your cell phone in your vehicle.
9. You may only go into SGEC Storerooms, closets, offices where you have been given permission. You will be assigned to work with an SGEC team member, you must advise them when you need to go anywhere other than the assigned area.
10. No workers will be allowed to operate any motorized equipment at any time.
11. No workers will be allowed in the maintenance shop.

12. Workers will be allowed to do cleaning, which includes sweeping, picking up trash, mopping, wiping down stalls, tables, and chairs.
13. At SGEC management discretion you could be sent home at any time and possibly be asked not to return for anymore hours if these rules or any lawful direction from SGEC Management is not followed.
14. No "shopping, browsing" of booths/shows whether open/closed is allowed and will result in termination of volunteering here at SEGC. Stay 2 feet away from booths.
15. Must report any safety issues or injuries to you or others immediately to your SEGC supervisor.
16. If you need a break for any reason, contact your SEGC supervisor.

## CONDUCT

1. If you refuse your assignment or do not show reasonable effort, you will be sent home and not allowed to return.
2. You may not show signs of alcohol or drug use.
3. You may not use any electronic devices.
4. Must be respectful, no use of foul language nor touching of team members or guests.

**Volunteer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SGEC Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Routing:**

- Original to Sue Morrison, Security & HR Relations Manager
- Copy to Volunteers



## *Community Service Application*

### **Applicant Information**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Reason for Community Service Order:** \_\_\_\_\_

\_\_\_\_\_

**Number of Hours Needed:** \_\_\_\_\_

**Physical / Mental Limitations:** \_\_\_\_\_

**Do you have previous work experience in any of these areas? (circle all that apply)**

Janitorial

Maintainence

Groundskeeping

Office

Food Service

**Other (please specify):** \_\_\_\_\_

### **Emergency Contact**

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**(Attach copy of valid US Photo I.D.)**