



## VOLUNTEER GUIDELINES

### REFERENCE LETTER / VOLUNTEERING HOURS

Volunteers may request the following **within THREE months** upon completion of 30 hours of volunteer work and **must** give **one week** of notice.

- High school volunteers: Volunteer hours (CAPP hours) letter
- Post-secondary and other volunteers: Reference letter

### RULES AND RESPONSIBILITIES

- A. **Be punctual** and follow your volunteering schedule.
- B. Volunteers who have **respiratory symptoms** have to stay home until they fully recover.
- C. **Show respect to others.**  
Respect the rights of others. Threats, harassment\*, or violence of any kind will not be tolerated.
- D. **Keep your surrounding environment clean** by picking up after yourself and using the garbage bins. No gum chewing.
- E. **Use appropriate language** at all times. Profanity will not be tolerated.
- F. **Deliberate destruction or damage** of the properties of Go Volunteer Love Your Neighbour Club (LYNC) and its affiliated organizations will be dealt with strictly. Guilty parties will be held responsible for all costs.
- G. **Observe proper conduct** in all LYNC events, volunteering work and any LYNC related activities.
- H. **Treat others and their belongings as you would like yourself and your belongings to be treated.**
- I. **Use Good Common Sense**  
Common sense will dictate many things that are unacceptable at LYNC. Some examples are:
  1. No drugs or alcohol in or around volunteering premises. No gang related symbols or icons.
  2. Do not carry weapons of any kind
  3. Be a good citizen by being responsible and honest at all times
  4. Conduct yourself in a safe and responsible manner at all times
- J. **Dress code**
  1. Always have your shoulders covered (no bare shoulders showing).
  2. No clothing that allows visibility of undergarments and cleavage or clothing that is see-through, backless or has revealing holes or tears.
  3. No bottoms, skirts or skirts with slits that are 2 inches above the knee.
  4. Tops must meet with bottoms and must not be low cut.
  5. Don't wear any offensive remarks or advertisements for drugs, alcohol or tobacco.
  6. We are a fragrance-free environment.
- K. **No smoking** anywhere within the volunteering premise while volunteering with LYNC.
- L. **Parking** – ONLY use designated parking spots. Please ask LYNC coordinators.
- M. **Photo taking** is not permitted with any devices unless authorized by LYNC coordinators.

\* **Harassment** means verbal or physical conduct, directed at a specific person which causes substantial distress to that person, and serves no purpose but to cause such distress. Such behavior includes, but is not limited to:

1. Words, gestures, or actions, the natural consequence of which is to humiliate, alarm or abuse another person.
2. Discriminatory conduct based upon a person's race, colour, ancestry, place of origin, political beliefs, religion, physical or mental disability, sex, physical appearance or health.
3. All people have the right not to be touched, teased or humiliated.

If you have any further questions or would like to request for a reference letter, please contact your volunteer coordinator.