

Volunteer Expectations
Kernodle Center for Civic Life
Elon University

As an Elon University student, you commit to fulfilling certain responsibilities as you work with others in our community. The following expectations are guidelines for ensuring that you have a productive learning experience and that community-campus relationships remain reciprocal and mutually beneficial. In the course of your community engagement activities, remember that your actions reflect on Elon University as a whole and that you are setting an example for others. In addition, students may also be held accountable for their behavior.

AS AN ELON UNIVERSITY REPRESENTATIVE:

- I agree to enter the community with a learning mindset and recognize that others may have experienced social impacts that are not within my own experiences.
- I agree to conduct myself with integrity at all times. This includes being honest, present, and showing respect for others and their property. I understand the community is investing valuable resources in my learning. I commit to being drug and alcohol free prior to and during my service experience and will restrict my personal phone use.
- I acknowledge that I am committing time to build stronger communities with others. I understand my role is to work with the community and not for it by listening, learning, and applying my skills and talents where the community sees them best utilized. I recognize that my opinion is one of many and I will enter community spaces with an open mindset without judgement. In addition, professional boundaries are important and will require my attention as I interact with others.

COMMITMENT AND IMPACT

- Be punctual and stick to a regularly scheduled time.
- Notify your site supervisor as soon as a scheduling conflict arises.
- Plan your schedule so that your other responsibilities rarely interfere with your commitment.
- Research shows that the greatest impacts for self and community are experienced with consistency over a lengthy period of time.
- If your community engagement is required for your class and you think that your course requirements are not being met by the service experiences at your placement, it is your responsibility to discuss the matter with your professor and agency supervisor to explore additional opportunities within the organization well in advance of any deadlines.

DRESS AND ACT APPROPRIATELY

Treat your supervisor and others with courtesy and kindness. Dress neatly and appropriately (check with your site staff for their conduct and dress codes as these vary by work environment). Set a positive standard.

ATTRIBUTES OF WORKING “WITH NOT FOR”

Read and understand the organization’s mission and seek to connect your activities to it. Your purpose is to work WITH the organization and be flexible when needed. Keep a learning and active mindset, whenever possible.

AGENCY POLICIES AND PROCEDURES

An orientation will help you be knowledgeable of and act according to agency policies, protocols, procedures, and expectations. If these policies and procedures are not specified or clearly stated or offered, please ask your agency site supervisor for them. Also, familiarize yourself with the organization’s parking, as well as people, places, and things that can assist you in case of an emergency.

AGENCY TRAINING

Most organizations will conduct their own training/orientation/tour. It is crucial that you attend. Apply common sense situations and ask for assistance as needed.

TRANSPORTATION

A service car is available for students to reserve to drive themselves to their respective service sites. Students must be a university approved driver. Please visit the Kernodle Center for Civic Life for details.

CONFIDENTIALITY

Keep confidential all identifying information about the people served. This includes names, addresses, phone numbers, personal or family problems, places of employment, living habits, and other things that may be discussed with or in front of you. Please use pseudonyms if referencing individuals within your course assignments, presentations, or discussions. Photos should not be taken without permission from the organization.

WHAT TO DO IN THE EVENT OF PROBLEMS

Should a problem arise between you and others, notify your agency site supervisor as soon as possible. If problems occur with your supervisor or you feel you are treated unfairly within the agency, please immediately notify your professor. In addition, also contact a staff member at the Kernodle Center for Civic Life at 336-278-7250 to report any concerns.

SUSPECTED CHILD OR ELDER ABUSE

Suspicion of child or elder abuse warrants notification of a higher authority. You are to seek assistance from your agency site supervisor. Anyone who suspects that a child or elderly person is being abused or neglected is required by law to report it to the Alamance County Department of Social Services at 336-570-6532. Should you suspect any child or elder abuse related to your volunteer assignment, you should seek assistance from your agency site supervisor.

VIOLATION OF BOUNDARIES

Students who believe they have been the victims of interpersonal violence, including sexual violence, have the right to report the incident in any or all of the following ways:

- Safeline: 336-278-3333 (24/7)
- Elon University Human Resources: 336-278-5560
- Other questionable or inappropriate behaviors should be reported to the Kernodle Center for Civic Life: 336-278-7250

REQUIRED PROTECTION OF MINORS TRAINING

Students who are working with minors in an ongoing capacity are **REQUIRED** to complete the protection of youth training module. The module takes approximately one hour to complete and includes a quiz that requires a minimum passing score of 80%. Students can screenshot or print their certificate to verify completion with their professor. The links to the required modules can be found here:

<https://www.elon.edu/u/service-learning/faculty/protection-of-minors/>

AGREEMENT STATEMENT

I have carefully read and understand this volunteer expectations statement. I agree to adhere to the items above to the best of my ability and recognize that my actions reflect directly upon Elon University as a whole.

In addition, if I am working with minors in an ongoing capacity I will take the Elon University **REQUIRED** Protection of Minors Training before beginning my service experience:

Signature _____

Date _____

Keep our phone number with you for quick reference:
Kernodle Center for Civic Life
336-278-7250