

Gonzales Regional Children's Advocacy Center, Inc

VOLUNTEER PLAN

Norma's House volunteer plan shall be as follows:

- ❖ A volunteer must be at least 18 years or older (See exception).
 - ❖ A volunteer shall have a criminal/cps records check.
 - ❖ The volunteer shall have completed a written application.
 - ❖ An interview shall be conducted by Norma's House volunteer coordinator or executive director.
 - ❖ A volunteer's application will include a confidentiality form signed by the volunteer.
 - ❖ A volunteer must have written references.
 - ❖ A volunteer must have current automobile liability insurance & driver's license.
 - ❖ A volunteer shall not become inappropriately involved in a child's case by engaging in activities which jeopardize the safety of the child, the integrity of the program or activities which are likely to result in conflict of interest or expose the program or volunteer to criminal or civil liability.
 - ❖ A volunteer will respect the privacy of the client.
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- ❖ EXCEPTION: A Norma's House volunteer under the age of 18 may assist in day to day operational tasks; provided, however, that they do not provide direct services.