

## Presbyterian Night Shelter Code of Conduct

1. All volunteers must fill out a volunteer application, volunteer code of conduct, background check form and are required to pay a \$15 application fee. Please allow two weeks for the background check. The volunteer forms are available to print online at [www.pns-tc.org](http://www.pns-tc.org). The forms and application fee (check only, please) can be sent to the Presbyterian Night Shelter, Attn: Heather White, Volunteer Coordinator, P.O. Box 2645, Fort Worth, Texas, 76113.
2. Volunteers should be on time for their scheduled visit; food brought into the shelter should be served within 30 minutes of the dinner hour unless previous arrangements have been made.
3. Volunteers should be free of anti-social, legal, substance abuse or other problems that would negatively impact or impede the execution of volunteer duties. Volunteers may not transport PNS clients or operate PNS vehicles without consent from PNS staff.
4. Volunteers should treat all residents, other volunteers and PNS staff with respect and dignity and should refrain from imposing their own values and beliefs upon clients, other volunteers and staff.
5. Volunteers must not solicit donations (in-kind or monetary) on behalf of the Presbyterian Night Shelter.
6. Volunteers should not provide services or give donations (i.e. money, personal items, etc.) directly to clients without permission from the client's case manager. Any client that solicits drugs, alcohol, money, transportation or donations from the volunteer must be reported to PNS staff or their case manager.
7. Volunteers involved in direct services with clients are discouraged from establishing a personal relationships, give personal opinions or counsel/advise any client. Exceeding boundaries of the personal relationship jeopardizes the ability to represent PNS, provide quality service to the client and prohibits PNS from providing quality case management to the client. Exceeding boundaries may result in volunteer termination.
8. Volunteers involved in religious activities must refrain from proselytizing clients, PNS staff or other volunteers.
9. Any abuse (substance or physical) witnessed by a volunteer of a client to another client or child must be reported immediately to PNS staff.
10. PNS does not offer volunteer opportunities for children ages 11 and under. Any child volunteers ages 12 to 17 must be accompanied and supervised by an approved adult volunteer. Children are not allowed to volunteer in the Women and Children's building.
11. Adult volunteers working directly with children must read and sign the Volunteer Guidelines for the Lowdon-Schutts Women and Children's Building.
12. Volunteers are prohibited from eating in the serving line while serving food to clients. Volunteers are welcome to eat during breaks.
13. PNS does not allow pets on campus. Please do not bring your pet with you to volunteer.
14. While there is no formal dress code, PNS asks that volunteers dress appropriately and practice good hygiene (please wear sneakers, no open-toe shoes or flip-flops and please make sure your clothes are free of pet hair). PNS staff will ask you to leave if you are not appropriately dressed.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_