**Volunteer and Staff Agreement**

***The Community Helping Place Commitment:***

* **Provide orientation to the organization**
* **Provide adequate training for volunteer position**
* **Provide written volunteer job descriptions**
* **Treat all volunteers with dignity and respect**
* **Accept volunteer’s ideas, suggestions and problem-solving solutions**
* **Give opportunities for volunteer participation in planning**
* **Maintain non-discriminatory practices in all areas of operation**

***Volunteer Commitment:***

* **Recognize the value of what CHP does to help the community**
* **Serve as an ambassador for CHP by enthusiastically supporting its programs and representing its ministry positively to the community**
* **Attend orientation, training sessions and periodic meetings**
* **Be dependable and maintain an accurate record of hours worked for CHP**
* **Never carry out a request for which I have not been trained or which violates CHP policy**
* **Never enter into any agreement with third parties on behalf of CHP without permission from the Director**
* **Treat all volunteers, staff and clients with dignity and respect**