



## Meadowlark Manor, Inc. Volunteer Guidelines

- 🍷 Please check in with the Residential Counselor on shift upon arrival at the facility and check out at the time of your departure.
- 🍷 All instances of abuse, or suspected abuse, must be reported (See Mandatory Reporting of Abuse policy).
- 🍷 You may not bring your spouse, family members or friends along with you to Meadowlark (or during transport of residents in your personal vehicle) without prior permission from the Executive Director. They are subject to the same reviews and approvals as all personnel and volunteers.
- 🍷 Report any major changes in your life (i.e. change of address, change in jobs, etc) to Meadowlark.
- 🍷 Remember to turn in a monthly time sheet reflecting hours worked at the end of each month so that we maintain accurate documentation of our volunteer hours.
- 🍷 Be aware our residents are coping with significant treatment issues everyday. This impacts their overall mood and demeanor including how receptive they are to visitors and/or volunteers. Please try to be flexible and recognize your planned activities may need to be changed at the last minute.
- 🍷 Don't make promises to the girls! If you say you are going to do something, do it! Follow through is extremely important!
- 🍷 Relay any questions or concerns to the Residential Counselor, including your observations of our resident's behavior or any concerning statement made under your care.
- 🍷 If you experience any problems with our residents during your volunteer time at Meadowlark, please relay your questions and/or concerns to the Residential Counselor on duty immediately. Remember, there is no stupid question and often our gut instinct is our best guide when dealing with at-risk girls.
- 🍷 Don't be afraid to ask questions! We are here to help you have the most positive volunteer experience possible