



Flex Guidelines: Sign up, Show up and Stay!

1. Always sign up for each project you wish to attend.
2. Don't be a no-show – if you can't attend, please visit the My Projects section in the Member Center and remove yourself from any project you are unable to attend.
3. Please note that if you have been a no-show at 3 Flex projects, your status as an active Flex Member will be taken away and you will not be able to sign up for Flex projects until you go through the orientation process again.
4. Please arrive on time and stay for the entire project.
5. Have fun!

Expectations for Volunteers While Volunteering

1. Volunteers must maintain confidentiality of all privileged information to which they are exposed.
2. Volunteers must never be alone with a client (e.g. youth, seniors and others being served) and must stay with the group.
3. Volunteers shall not exchange personal contact information with a client or interact with a client outside of the project.
4. Volunteers are representing Volunteer San Diego and are asked to serve to the best of their abilities, in a professional and cooperative manner.
5. Volunteers may not use their participation in our Flex Program to promote partisan politics or religious matters.
6. Volunteers may not engage in: discriminatory behavior, harassment, sexual harassment, the use of alcohol or illegal drugs, or any unlawful or inappropriate activity.

Volunteer Dismissal

Volunteers who do not adhere to the rules and procedures of Volunteer San Diego or who fail to satisfactorily perform their volunteer assignments are subject to dismissal. Volunteer San Diego reserves the right to reassign or dismiss volunteers when such action is in the best interest of the volunteer, the project, hosting organization or client.

Reasons for dismissal include, but are not limited to:

1. Refusal to disclose past convictions for crimes
2. Disclosure of confidential client information
3. The use of drugs or alcohol while volunteering
4. Inappropriate behavior or engaging in illegal activities
5. Failure to follow Volunteer San Diego's policies

