

The Volunteer's Bill of RIGHTS & Responsibilities

It is your right:

1. To be assigned a task that is worthwhile and challenging.
2. To receive the orientation, training, and supervision needed to do the job.
3. To feel that your efforts have real purpose and contribute to the organization's mission.
4. To receive useful feedback and evaluation on the volunteer work that you perform.
5. To be treated with respect and as an equal partner within the organization.
6. To be trusted with confidential information necessary to carry out your assignment.
7. To be kept informed about relevant matters within the organization.
8. To expect that your time will not be wasted because of poor planning or poor coordination by the organization.
9. To ask any questions that will clarify a task or assignment.
10. To give an organization input or advice on how to better accommodate the needs of their future volunteers.

It is your responsibility:

- Not to take on more responsibility than you can handle.
- To meet time commitments or to provide notice so alternative arrangements can be made.
- To perform the tasks assigned to you to the best of your ability.
- To provide input on ways your tasks might be better performed.
- To follow organizational policies and procedures.
- To respect those confidences entrusted to you.
- To be open-minded and respectful towards opinions shared with you.
- To notify the organization in advance of absences or schedule changes that may affect them.
- To accept reasonable tasks without complaints.
- To communicate and work with others in the organization if the task calls for it.