



Second Wind Cottages Volunteer Policies and Procedures

Let us start out by thanking you for your time volunteering at Second Wind..."Thank you!" We also want to thank you for understanding our requests and expectations you're about to read and sign off on. We certainly hope you're blessed while volunteering - we know we're blessed to have you here with us!

- Legal Release Form –
 - -Each Volunteer is required to sign either our Youth or Adult release form upon arrival. Children under 18 will need a parent or guardian to sign the release.
- Dress Code –
 - - when doing construction or yard work, please wear closed-toed shoes and appropriate clothing to protect yourself.
 - -avoid tight or revealing clothing: strapless tops, bare midriffs, short skirts, short shorts, low necklines, and see-through fabrics.
 - -avoid clothing or attire with offensive slogans or logos
- Safety –
 - -teens and college students are required to have a buddy with them at all times.
 - -it is not appropriate for volunteers to enter a cottage unless accompanied by a staff member of Second Wind Cottages.
 - -Do not leave valuables such as phones, purses, wallets, keys lying around. Second Wind is not responsible for lost or stolen items.
 - -Sexual harassment – Second Wind is committed to providing volunteers with an environment that is free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. SW encourages volunteers to bring any incidents of sexual harassment to the immediate attention of SW staff.
- Tools and equipment –
 - -please treat tools and equipment with care.
 - -only use tools you have been approved to use by SW staff.
 - -clean and put away tools and power equipment when finished.
- Smoking, Drugs, and Alcohol –
 - -smoking is prohibited except in designated areas.
 - -possession of drugs and alcohol is prohibited on site.
 - -the distribution, sale, or transfer of drugs and alcohol is prohibited.
 - – cannot be "under the influence" on site.
- Cottages –
 - -please respect the privacy and property of each resident and his cottage.
- Computers-
 - -computers are for residents and staff use only.

Thank You for your cooperation with us on these matters here at Second Wind.

Sincerely,

Second Wind Staff