



## BOYS & GIRLS CLUB

### POLICIES & PROCEDURES

Youth Volunteer Corps promotes a lifetime service ethic in young people, while encouraging a broader sense of responsibility to society. It serves the needs of the Greater Baton Rouge community by effectively engaging teens in service projects that are challenging, rewarding, educational, and safe.

### TEEN EXPECTATIONS

            
(Initial)

Our YVC members come to serve. Projects are not the time to play, socialize or misbehave in any way. Appropriate behavior is expected from our Corps Members at all times. The following actions are never tolerated by the program and violation of any of these rules will result in the teen's dismissal from the project and potentially the program:

- Youth Corps Members should not wander from the supervisor of the project, the 'Team Leader'. No TEEN should leave the project at any time without notifying the Team Leader.
- Youth Corps Members are prohibited from working alone. It is the responsibility of the Youth Volunteer Corps member to make sure that he/she is always with at least one partner and the Team Leader is aware of their location at all times.
- Youth Corps Members should not bring large sums of money or other valuable to any project.
- Proper attire should be worn at all times; Youth Corps Members that do not follow the suggested dress code or if wearing clothes that are revealing will be asked to change or be dismissed from the project.
- Youth Corps Members are not allowed to use offensive, obscene or vulgar language in jokes, stories, and all communication.
- Youth Corps Members are not allowed to display rude behavior.

The following behavior exhibited by Youth Corps Members will result in the immediate dismissal of the program with no eligibility to return and will mandate the involvement of the local authorities:

- Violent or aggressive behavior.
- Possession or use of drugs or alcohol.
- Possession or use of any weapon (self-made, firearms, knives, etc.).
- Displays of sexual affection, advances, or any behavior in a sexual nature towards service recipients, Team Leaders, or any person to whom the Youth Corps Member has come in to contact with during their service on any project.

### RISK MANAGEMENT

            
(Initial)

As you begin to complete your project registration please remember that your volunteers are teens in the 6 – 12<sup>th</sup> grades. They are not allowed to be transported by another adult other than that designated by their parents. Where field trips are part of an agency activity, the project Team Leader or Youth Volunteer Corps Director must be notified at the time the project is submitted. Permission slips must be required ahead of time and the agency must be fully insured for all vehicle occupants. A copy of said insurance must be provided to Youth Volunteer Corps a week before the project is to take place.

All Youth Corps Members must be accompanied by another Youth Corps Member at all times during the project- NO EXCEPTIONS! Many activities present exposures to risk. We ask that you anticipate what exposure your project may present and discuss your strategies to reduce the risk factor during the project work day. These strategies must be reported to the project Team Leader or Youth Volunteer Corps Director.

### NOTICES

            
(Initial)

- Youth Volunteer Corps **requires** that you give a one-week notice if you cancel the project for any reason.
- After project selection, a representative from your agency/organization will meet with a Youth Corps staff member to discuss details.

PLEASE REVIEW THE YOUTH VOLUNTEER CORPS POLICIES AND SIGN YOUR INITIALS WHERE SPACE IS PROVIDED.  
YOUR SIGNED INITIAL'S INDICATE THAT YOU UNDERSTAND AND AGREE TO THE TERMS LISTED FOR EACH TOPIC.