



*"No one should live hungry and homeless."  
Matthew 25:35-40*

## VOLUNTEER REQUIREMENTS

The following requirements are essential to help all volunteers have a safe and rewarding experience. For the safety and welfare of our volunteers and the people we help, Central Union Mission requires compliance with the following.

### REQUIREMENTS

- Volunteer must be 12 years of age or older to serve. Persons under the age of 12 are ineligible for entry into the Mission. Assignments will be age appropriate, and those under 18 must be supervised by a parent or guardian at all times.
- Groups of youth volunteers (18 and under) must be supervised by at least one adult per every four youth, and at least 2 adults per group.
- All volunteers must pre-register for service via the online volunteer registration process a minimum of seven (7) days prior to service. If you register as a group leader and wish to add additional members to your group before service, you **MUST** contact the Mission for approval prior to arrival.
- Outside contact with those in our Restoration & Transformation Program and program participants must be approved and scheduled through a Program Director or the appropriate personnel.
- We want volunteers to get to know the people we help; however, be careful about being naive. Many times, people who are disadvantaged have learned to survive by becoming adept at using others. Volunteers should remain on a first name basis. Do not give your last name, address, telephone number, e-mail or any other personal information to any program participants. Also:
- Do not give or loan money to anyone.
- Do not give rides or take anyone to your home without approval.
- Do not be alone with someone of the opposite sex.
- We are not responsible for and unable to store and secure personal belongings during your time of volunteer service. Please refrain from bringing personal bags, purses, valuables etc. when you volunteer at the Mission.
- Do not date or pursue a romantic relationship with people in our programs.

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- Do not make any decisions or be involved in counseling people in our programs; instead, refer them to appropriate personnel.
- Do not wander through the building alone. All volunteers must travel at all times in pairs, one of whom must be at least 18 years old.
- Immediately report any accident or injury to Mission staff.
- No weapons, alcohol or drug use is permitted on our premises.
- Do not socialize with program participants outside of the Mission environment; this includes social media.
- Do not ask personal or probing questions.
- Do not purchase items for or from program participants.
- Keep confidential all information that is obtained directly or indirectly concerning those in our programs.
- While volunteering for us, please refrain from cellphone use, smoking and consuming alcohol. Please be aware that you are coming along side our ministry and your behavior can help or hinder our work efforts. Please conduct yourself in a manner consistent with our values.
- You must sign in and out when you volunteer at any facility, event or project.
- You must sign the **Volunteer Agreement and Release** form.
- If you are concerned about the safety or well-being of any individual for any reason, please contact the person leading your volunteer/ministry assignment or the Front Desk as soon as possible.
- The Mission serves a wide variety of program participants. Some of them have been convicted of serious crimes including theft, assault, drug use, child sexual abuse, child pornography, homicide, rape, solicitation, arson, kidnapping, embezzlement, and other crimes. We operate under a policy of being clean, safe and polite, but please be aware of your surroundings and interactions while on our premises.
- Complete assignments as directed. Seek clarification if needed.
- Be punctual and conscientious. If you are unable to fulfill your commitment, notify the staff member who leads your work at least 48 hours in advance. Often we schedule work around volunteers' availability.
- Due to the nature of our work and the volume of volunteers we host, if you are later than 15 minutes for your scheduled time of service, we will need to adjust or re-schedule your volunteer service.
- Should you have any questions or concerns while volunteering, please contact the person leading your volunteer/ministry assignment or Volunteer Coordinator Marc O'Brien at [mobrien@missiondc.org](mailto:mobrien@missiondc.org)
- **Please be advised that at any given time there may or may not be convicted, known or**

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**unknown sex offenders in the building. The safety of our visitors is a priority for Central Union Mission. Therefore, if you have persons under age 18 in your volunteer group, please be advised that they must be chaperoned/accompanied at ALL TIMES by a parent or guardian while on the premises. If you have questions or concerns, please contact Deborah Chambers at [dchambers@missiondc.org](mailto:dchambers@missiondc.org) or 202-827-3078.**

### DRESS CODE FOR VOLUNTEERS

Dress modestly when volunteering. We help a variety of people with various social vulnerabilities, thus it is important to observe a conservative dress code. We require that you comply with these guidelines while volunteering at any of our facilities or events. If you are dressed inappropriately, you may be asked to reschedule.

Long or short sleeve shirts are permitted. T-shirts are acceptable but should not contain vulgar language, sexual innuendos or advertisements for alcohol and cigarette products. Do not wear sleeveless tops, halter tops, bare midriffs or anything tight or revealing. Shorts or skirts should be knee length or longer. For safety and sanitation reasons, volunteers cannot wear open-toed shoes, anywhere food is being prepared and/or served.