



Community Service Program Agreement:

The Calvary Christian Church and its Pastoral leadership, welcomes you to our Community Service Program. In choosing to complete your requested/mandated hours our special events booth, we would like to inform you about a few basic rules/responsibilities that you will be expected to follow. The community service program operates under the direct supervision of the Director and you will be expected to respect all decisions made by the Director. At no-time should anyone disrespect or endanger the operation of the church, other community service volunteers, others around you or the church's mission; failure to comply with the terms of this agreement will result in immediate termination of your participation in the program.

By participating in the Calvary Christian Church Community Service Program you agree to abide by the following rules:

- You will be expected to abide by a certain dress code that is both professional and respectful to volunteers, staff and guests at all times; and at no time will **low cut shirts/pants, open toed shoes, shirts that have offensive words/designs/images on them** be tolerated while working at the community service program. For booth events a designated and required dress code of attire will be provided in advance.
- You will not **harass others, or use any vulgar, racist or otherwise offensive language or gestures** while on community service program property or in the service of your community service program participation, and will abide by any and all decisions made by the Director or on-site Supervisor.
- You are expected to fill out time sheets provided to you each time you work with our community service program, and you must have the Director or his/her designated appointee initial and or sign when your shift began and what time it ended. Failure to have the Director or his/her appointee initial the hours worked each and every day will result in those hours not being counted. You will need to contact the Director at (410) 487-3322 in advance to co-ordinate the times and days that you will be available to work and she will provide you with a schedule.
- Use of substances including but not limited to **alcohol, drugs, or performing altering chemicals** will not be permitted on community service program property or at offsite community service program locations. If the Director suspects anyone working in the community service program may be under the influence of any type of substance that individual will be asked to leave for their own safety and the safety of others, their behavior may be reported to their school official and or guidance officer, the hours worked that day will not be counted and termination of your participation in the program may result.
- You will be allowed a 15 minute break every 4 hours at the discretion of the Director.
- Personal items such as, but not limited, to nap-sacks, backpacks, cell/smart-phones, iPods, iPads, CD/DVD players, radios, and or tablets will not be permitted while working at the community service program and will only be allowed to be used on breaks or at the discretion of the Director or on-site Supervisor.
- Use of community service program property, telephones, and or goods and or services is prohibited unless approved by the Director or on-site Supervisor.
- Friends will not be permitted to visit with participants while working at the community service program unless approved by the Director or on-site Supervisor.

Signed _____

Date _____

Director _____

Date _____

