

Los Angeles Mission Volunteer Policies and Procedures 2015

Our Mission is to provide hope and opportunity to destitute men, women and children of Los Angeles through spiritual, physical, educational and social rehabilitation.

In order to participate in the day's project, we ask that the volunteer follow through with the following procedures:

1. **Please dress in modest attire.** It is important that the volunteer follow our dress code requirements to ensure the greatest possibility of success for the students in the program. Wearing improper clothing may hinder the volunteer from fully participating in the day's projects. **Please do not wear: shorts, tank tops, sweats, open toed shoes, hats, tight clothing, jeans with holes in them, sagging jeans, halter tops, or skirts above the knee.**
2. **Be punctual.** If you are unable to attend, please contact us as soon as possible, preferably 24 hours ahead of the scheduled time you are to volunteer at (213) 629-1227 X 301 or X337. You can also email me at volunteers@lamission.net or svaughn@lamission.net
3. **When entering the facility,** please report to the Security Office or Guard House, where staff will notify the Department of your arrival.
4. **If you receive a volunteer badge** during your scheduled shift, do not take them home with you. Please leave them with guard shack on your way out.
5. **Due to parking limitations** you will be asked to leave your car keys in your car. If you are not comfortable with this you may pay for parking at Alright on Wall Street, between Winston and 5th Street.
6. **Counseling with students is not allowed;** refer them to their Chaplain.
7. **Proselytizing is not permitted.** A "Statement of Faith" can be provided upon request.
8. **Please do not bring in items** such as money, food, gifts, books, videos etc, for students unless authorized by the Volunteer Manager. If you would like to make a donation please call the Los Angeles Mission at (213) 629-1227.

9. **There is to be no socializing** between volunteers and students off site. Please maintain your address, telephone numbers, email addresses, and websites as confidential. Do not share this information with students.
10. **Conversations should be supportive** of the ministry programs and Christian standards. Use of foul language is not permitted in the building.
11. **Personal phone calls are discouraged** unless it is an emergency. If a personal call cannot be avoided, please excuse yourself from your assigned area during the call.
12. **Please note Fire Route Exits**. The Fire Route Map is located behind every LAM office door.
13. **If you are injured on the premises**, immediately report to the department supervisor.
14. **If you have a question**, concern or suggestion of any kind, please communicate them to the Volunteer Manager.
15. **Bonus Points** Did you know you can claim 14 cents a mile when you come to volunteer at the Los Angeles Mission. It is categorized as a Charitable Contribution.

The Los Angeles Mission provides lunch/dinner to volunteers who are assigned to work for two hours or more and volunteering coincides with our lunch/dinner schedule.