

VOCA VOLUNTEER POLICY STATEMENT

I, _____ am volunteering to work with **VOCA**, a program to provide career guidance to youth between the ages of 13 -23. I hereby agree to abide by the following policy guidelines in working with the youth/students that participate in **VOCA** as follows:

1. **VOCA** volunteers agree to have contact with students in the context of group **VOCA** sessions only. **VOCA** requires the volunteers to limit their contact with students to the formal **VOCA** sessions unless additional contact is approved in advance by the students' parent(s) with the intent of extending conversation and support around **VOCA** content.

2. **VOCA** volunteers will not engage in any one-on-one adult/student interaction, other than what is directly related to the **VOCA** program. This includes but not limited to: speaking on the phone, texting or emailing an individual student; meeting for one-on-one "coffee" sessions; meeting one-on-one before or after **VOCA** sessions. If there is mutual interest between a student and an adult volunteer in exploring further a **VOCA** topic, the adult leader must notify **VOCA** leadership and be advised of suitable group settings wherein the student and **VOCA** volunteer can meet; or make contact with the student as outlined in below in 3.

3. Some **VOCA** volunteers may participate in interviewing **VOCA** student(s) for the sole purpose of vocation exploration. These interviews shall not involve one-on-one adult/student meetings in person. Said interviews may be conducted over the phone or, if in person, in a supervised setting such as at the work location with other adults present. **VOCA** volunteers are not to contact any interested student(s) by text, phone or email following the session without the express knowledge of **VOCA** leadership and the students' parent(s). An after-session email contact may be made by the **VOCA** volunteer and the interested student(s) if the **VOCA** leadership and the parents are "cc'd" in the email, but said contact shall be for the purpose of providing additional information about the interested vocation only.

4. This *Volunteer Policy Statement* is designed to provide assurance for the safety and protection in adult / minor relationships and establish clear boundaries of engagement in advance of volunteering. **VOCA** volunteers seek to demonstrate the highest standards of integrity and trust with students and their parents'.

5. If a **VOCA** volunteer fails to uphold said policy as outlined in this statement, **VOCA** leadership will immediately discuss the incident with all parties and determine an appropriate course of action which may include coaching, apology, and could include removal from **VOCA** adult volunteer work.

I hereby acknowledge and warrant that my execution of this **VOCA** Volunteer Policy is free and voluntary.

I hereby agree to abide by the volunteer policy guidelines as described above, as evidenced by my signature below.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____, 2011 at _____ [insert city name] California.

Signature of Volunteer

Printed Name: _____