



Baby Bundles Volunteer Policies

Thank you for choosing Baby Bundles for your group or individual volunteer project. Our goal is to serve the needs of new mothers and their babies, while providing you with a fun and meaningful outreach experience. Please carefully review the policies stated below and contact our Volunteer and Program Coordinator, Amy Fonville, at amyfonville@babybundlesnc.org with any questions.

1. Volunteers will communicate directly with Baby Bundles staff regarding all event plans and details.
2. Children and Families are Welcome! Children under the age of **six** must have parent supervision at all times. This is not a drop-off event, parents must stay on-site the entire volunteer time.
3. Youth volunteers may participate at Baby Bundles as deemed appropriate. Youth volunteers under the age of **sixteen** must be accompanied and supervised in the volunteer group at all times.
4. You may take a photo of your group at the facility, but it must not include any individuals outside your group without prior consent.
5. Please arrive at the scheduled time. Comfortable, casual clothes are best.
6. Volunteers must stay in the designated area of the facility. Volunteers are not to enter the warehouse space without a Baby Bundles representative present.
7. Baby Bundles strives to provide a family-friendly atmosphere. Therefore, volunteers are expected to follow rules of conduct that will protect the interest and safety of all volunteers, staff and Baby Bundles. The following are only some examples of inappropriate conduct which could lead to dismissal:
 - Inappropriate verbal or physical conduct.
 - Theft or inappropriate use or inappropriate removal or possession of Baby Bundles' property or that of any Baby Bundles volunteer, staff, agent or visitor, including failing to cooperate in any Baby Bundles investigation.
 - Volunteering under the influence of alcohol or illegal drugs and/or illegal or unauthorized possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the volunteer environment.
 - Creating a disturbance on Baby Bundles premises, at sponsored activities or in areas which could jeopardize the safety of others.
 - Unauthorized disclosure of Baby Bundles proprietary or confidential information.
 - Smoking is prohibited except in outside locations specifically designated as smoking areas.
 - Violation of Baby Bundles federal, state or local safety and health rules.
8. Safety and Liability – Baby Bundles aims to provide a safe and healthy environment for all volunteers. If a volunteer is injured in the course of the volunteer's service, it is important that the volunteer notify Baby Bundles' staff immediately. Baby Bundles' general liability coverage, with some limitations and exclusions, protects volunteer workers for covered injury or damage that results from activities or service that volunteers conduct or perform at Baby Bundles' direction and within the scope of their duties for Baby Bundles.
9. Volunteers are not eligible for reimbursement of expenses incurred for travel to and from the volunteer site.
10. Baby Bundles strives to ensure the safety of all volunteers. In the event of inclement weather, the Volunteer Coordinator will notify volunteers scheduled to perform service via phone or email of the closing.