



## Volunteer Guidelines

1. We are closed any time that Pitt County Schools are closed (even for half days). [www.pitt.k12.nc.us](http://www.pitt.k12.nc.us). The calendar is located under "School Calendar."
2. Dress Code: Please be mindful that we want Building Hope to be a place where our students are not distracted by clothes. If you ever have a question about your outfit, choose something else. If your outfit is inappropriate, you may be asked to leave and just come back another day. Some basic guidelines are:
  - Make sure that your shirt is not cut too low.
  - Don't wear spaghetti strap tank tops.
  - Make sure your shorts are a respectable length or just wear pants.
  - Avoid pants with holes in inappropriate places.
  - Avoid shirts with any inappropriate logos, jokes, gestures, etc.
3. Our computers are not for personal use.
4. Please do not use your cell phone while volunteering. Leave these in your car unless there is an emergency and you have been approved for use by a lead staff member.
  - Please do not use social media while volunteering.
  - Volunteers cannot take photos or videos of students.
5. We want you to be able to share your positive experiences with the students. It is important for them to be able to see how you have achieved your goals and overcome challenges. However, please refrain from talking about intimate details of your personal life. Topics to avoid include:
  - Dating, fighting, going out/parties, music/games/movies, tv shows that have adult content, talking about authority figures in a negative way
6. The Building Hope staff member or intern in each classroom is in charge. Please ask them if you have any questions about their classroom.
7. Refrain from physically touching the students in an inappropriate manner. This includes front hugs, sitting in laps, holding students from behind, and grabbing arms. This is not an exhaustive list, please use reasonable judgement and, when in doubt, stick to explicitly allowed forms of physical touch: high fives, side hugs with little kids, handshakes, fist bumps, and playing games such as "Patty Cake" or "Miss Mary Mack".
8. Never find yourself alone with a child, if working with a child stay visible to other Building Hope personnel. Feel free to grab a staff member or intern if needed!
9. Teaching Tip: When you are tutoring a student, always let the student hold the pencil. If you are doing the writing, the student is not learning. Even though it takes longer, be patient and let the student do the writing. Try parallel problems if a student is having a hard time.
10. When you are volunteering, your priority is to interact with the students. If you are outside playing, make sure that you are playing with the students and not talking in a group of adults.
11. Sign in on the volunteer notebook every time you volunteer.

12. You must sign up on the Volunteer Calendar in advance for the days you plan to volunteer. If you can't come on the days you plan to volunteer, please email [volunteer@buildinghopenc.org](mailto:volunteer@buildinghopenc.org) or call the center at 252-757-1840.
13. If your schedule allows it, please volunteer on the same day each week for consistency purposes.

Thank you again for giving your time!

Building Hope Staff  
[www.buildinghopenc.org](http://www.buildinghopenc.org)  
[volunteer@buildinghopenc.org](mailto:volunteer@buildinghopenc.org)