



# Volunteer Bill of Rights & Responsibilities

## It is your right:

1. To be assigned a task that is worthwhile and challenging.
2. To receive the orientation, training and supervision needed to do the job.
3. To feel that your efforts have real purpose and contribute to the organization's mission.
4. To be treated with respect and as a partner in the mission of the organization.
5. To be trusted with the confidential information necessary to carry out your assignment.
6. To ask any questions that will clarify a task or assignment.

## It is your responsibility:

1. Not to take on more responsibility than you can handle.
2. To notify the organization in advance of absences or a schedule change that may affect them.
3. To perform the tasks assigned to you to the best of your ability.
4. To follow organizational policies and procedures.
5. To respect those confidences entrusted to you including guest information.
6. To communicate and work with others in the organization.