

THE BILL OF RIGHTS FOR VOLUNTEERS

The right to be treated as a co-worker .. not just as free help .. not as a prima donna.

The right to a suitable assignment .. with consideration for personal preference, temperament, life experience, education and employment background.

The right to know as much about the organization as possible, its policies ..its program.

The right to training for the job .. thoughtfully planned and effectively presented.

The right to continuing education on the job as follow up to initial training .. information about new developments .. training for greater responsibility.

The right to sound guidance and direction .. by someone who is experienced, well informed, patient and thoughtful .. and who has the time to invest in giving guidance.

The right to promotion and a variety of experiences .. through advancement to assignments of more responsibility .. through transfer from one activity to another .. through special assignments.

The right to be heard .. to have a part in planning .. to feel free to make suggestions .. to have respect shown for an honest opinion.

The right to recognition .. in the form of promotion .. and awards .. through day by day expressions of appreciation ..and by being treated as a bona fide co-worker.

Source: Governor's State Voluntary Action Program, Indiana

CODE OF RESPONSIBILITY FOR VOLUNTEERS

Be Sure: Look into your heart and know that you really want to help other people.

Be Convinced: Don't offer your services unless you believe in the value of what you are doing.

Be Loyal: Offer suggestions but don't "knock".

Accept the Rules: Don't criticize what you don't understand. There may be a good reason for it.

Speak Up: Ask about things you don't understand. Don't coddle your doubts and frustrations until they drive you away, or turn you into a problem volunteer.

Be Willing To Learn: Training is essential to any job well done.

Keep On Learning: Know all that you can about your hospital, or organization, or committee and your job.

Welcome Supervision: You will do a better job and enjoy it more if you are doing what is expected of you.

Be Dependable: Your word is your bond. Do what you have agreed to do. Don't make promises you can't keep.

Be a Team Player: Find a place for yourself on the team. The lone operator is pretty much out of place in today's complex community.

Source: Hospitals, Journal of American Hospital Associations. 32:41, February 1, 1958.