

# OLD SHAWNEE DAYS SOCIETY

## VOLUNTEER CODE OF CONDUCT

Thank you for volunteering for Old Shawnee Days! We are so pleased that you have chosen to join us. As a volunteer you are an integral part of the team. We want this to be a positive experience for you and the festival. As a volunteer you have specific rights and responsibilities.

Please review the following volunteer expectations and sign that you have read and agree to the terms.

### **You have a responsibility to:**

- Treat all patrons, visitors, vendors, fellow volunteers and staff with respect and courtesy.
- Be a positive ambassador of Old Shawnee Days.
- Report for duty free from the influence of alcohol or drugs.
- Contact a Volunteer Chairperson if you need a smoke break during your shift.
- Wear appropriate shorts/jeans and the provided Old Shawnee Days Volunteer T-shirt while on duty.
- Contact a Volunteer Chairperson as soon as possible if you must cancel or change a scheduled shift.
- Contact the Media Chairperson or the Old Shawnee Days Chairperson if contacted by the media while fulfilling your volunteer role.
- Smile and have fun!

### **In turn you have the right to:**

- Have your concerns, problems and issues heard.
- Be provided with bottled water throughout the day to keep you hydrated.
- Be treated with respect and courtesy.
- Be informed about changes that pertain to your duties.
- Be provided with a safe area in which to volunteer.
- Be provided with necessary training opportunities.
- Be appreciated for your contributions to the organization.

**By signing below you acknowledge that you have read and agree to the Code of Conduct listed above:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date