



acc

SENIOR
SERVICES

**ADMINISTRATION
AND PROGRAMS**

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Community Service Volunteer Policy

The ACC Volunteer Development Committee has created this policy to effectively address volunteer requests from those who volunteer with ACC in order to fulfill a specific requirement of community service. (Students, Scouts, clubs, organizations, etc.) These include one time only projects or short term (semester/quarter/hourly requirements).

ACC accepts community volunteers to assist with its various programs and services. Volunteers under the age of 18 require parental consent and depending on the type of project assigned, may require parental supervision at the time of service.

ACC accepts a limited number of short term volunteers each month. The total number will be at the discretion of ACC staff and dependent upon availability of projects during a given month.

Those interested in volunteering with ACC **one time only** should contact the Volunteer Manager at least two weeks prior to their assigned due date. Requests received with less than two weeks notice may not be accepted. Interested parties will be contacted either by the Volunteer Coordinator or program supervisor when a project has been arranged within the two week period.

Depending on the total hours needed, those who will need to volunteer **more than one time** are encouraged to contact the Volunteer Manager far enough in advance to arrange for an assignment. In addition, a two week time period is required to process the volunteer application and complete the intake procedure. Inquiring parties should make sure that they have allotted enough time and have made appropriate arrangements with the ACC Volunteer Program to complete their required hours. Inquiring parties are encouraged to contact other agencies for volunteer services in case a scheduled ACC project falls through. ACC cannot guarantee that a project or position will be available within the allotted time.

Volunteers are required to submit a volunteer application to the Volunteer Manager prior to engaging in any volunteer activities and to abide by ACC Policies and Procedures. Volunteers should ensure that they keep appropriate documentation of hours completed and obtain verification of the services provided at the end of their volunteer service.