

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.