

Department of Veterans Affairs
Student Volunteer Rules & Acknowledgment

The following rules are required for all Students to follow while volunteering for the Eastern Oklahoma VA Health Care System (EOVAHCS).

Reasons for immediate dismissal are:

- **Patient abuse**
- **Stealing**
- **Fighting**
- **Giving out confidential information regarding a patient**
- **Horse playing**
- **Ask to borrow any patient's accessories/equipment, i.e. motorized wheelchair**

Other rules include:

1. Do not run through the medical center.
2. Do not ask patients, staff, or visitors for money.
3. Do not change your volunteer assignments unless you have discussed it with Bunner Gray or Shantel McJunkins.
4. Do not roam around the hospital. If your assignment ends early and your supervisor does not have anything else for you to do, call Voluntary Service at Ext. 3621/3622. If a temporary assignment is not available, you can sit quietly in a lobby until your bus, ride, etc., arrives.
5. **Do not visit your volunteer friends or staff while they are working.**
6. Do not bring personal items, such as radios, CD players, headphones, game boys, skateboards, or games to work with you.
7. Do not be loud or rowdy. Remember the environment you are in and respect those individuals.
8. Do not bring alcohol on the premises or consume any alcohol while performing your volunteer assignment.
9. Do not hang out in the Canteen, Library or any other area of the hospital that you are not assigned to.
10. Do not nap/sleep when you are working in your volunteer assignment. If you are not feeling well, report to your supervisor so they can contact your parents and let Voluntary Service know that you are going home. **Parents are responsible for the healthcare of their child.**
11. Do not come to the Medical Center if you are not scheduled to work.
12. Do not use VA telephones for your personal calls. They should only be used when you are calling your parents if you are sick and need to leave.
13. Do not ask to change assignments to work with your friend in another area.
14. Students must be at least 18 years old to volunteer in the Patient Ward areas.
15. If you need to leave the area where you are assigned, request permission from your supervisor and let them know where you are going.
17. Always abide by the Dress Code which is summarized below:
 - a. All employees are expected to present a clean and neat appearance.
 - b. All footwear should cover the entire foot and constructed to ensure safety. No open-toed shoes.

c. All clothing will be clean and in good condition. **NO** item of clothing should include **INAPPROPRIATE** slogans, illustrations, or advertising. Examples include clothing that promotes or displays alcohol, tobacco products, drugs or clothing that degrades individuals based on sex, sexual orientation, age, race, national origin, and religion. The following items of clothing are inappropriate and may not be worn while on duty:

- Athletic warm-ups, sweat suits, or exercise clothing
- Tank tops, tube tops, halter-tops, spaghetti straps, see-through clothing, T-shirts and short, baggy pants or real long shirts
- Hats/caps may only be worn by those employees who receive a uniform allowance and those working in areas where dirt, dust, or other foreign matter may be a problem or to observe approved special events.

d. All volunteers who are not in compliance with this policy will be considered as “**NOT READY**” for work and will not be allowed to remain on duty.

e. The first occasion that the volunteer isn’t in compliance with the Dress Code, they will have an opportunity to change their clothing to be ready for work. Any future instances and they will not be allowed to be a volunteer.

Following these rules will create a very productive and effective volunteer workforce and help make a difference for the EOVAHCS.

Thank you for volunteering to serve our nation’s Veterans!

Sincerely,

Chief, Center of Development and Civic Engagement

Student Volunteer: I have read and understand the rules regarding being a volunteer. I agree to comply with these rules.

Name

Date

Parent of Student Volunteer: I have read and understand the rules regarding my child/relative being a volunteer. I agree to help him/her be compliant with these rules.

Name

Date