



## Volunteer Guidelines and Responsibilities

As an Outdoors for All volunteer, you are expected to be courteous and professional in your interactions with participants, families, community partners, medical professionals, Outdoors for All staff and other volunteers, as well as any outside sources you may contact for assistance.

In addition, Outdoors for All expects their volunteers to abide by the following guidelines:

1. If you encounter defective equipment, an unsafe situation or observe others working in an unsafe manner, resolve the situation if you're able to and comfortable. Please report all such incidences to staff or a Lead Volunteer.
2. Do not attempt to counsel participants and families or act as a social worker. Refer families or individuals to the Outdoors for All office so that we may put them in touch with professional counselors or the appropriate social services.
3. All Outdoors for All participants either are self-sufficient with their medication, or they have their own caregiver to administer medication for them. Do not attempt to administer medication to any participants, not even aspirin.
4. Do not provide participants with food/meals or the means to purchase food/meals, as many participants have dietary restrictions.
5. Please ensure that participants have adequate clothing and the necessary safety equipment before they begin participation in an Outdoors for All activity. Check with a staff member or a Lead Volunteer if you are unsure about equipment or clothing needs for the activity.
6. Return all equipment to Outdoors for All after each activity, and ensure that it is cleaned and stored in its proper place. Please make note of any concerns or equipment issues for future repair by following up with a staff member or a Lead Volunteer.
7. Any participant or volunteer who is injured or has a behavioral incident during an Outdoors for All activity should report the accident/incident immediately to a staff member or a Lead Volunteer, and should follow up by filling out an incident/behavior incident report. Please do not contact the participant's family before contacting an Outdoors for All staff member.
8. Volunteers witnessing or experiencing abuse of any kind must report it immediately to an Outdoors for All staff member so that he or she may report and follow-up on any such incidents.
9. While carrying out volunteer activities, romantic fraternization of any kind (either with other volunteers, staff, agency partners or participants) is strictly prohibited.
10. Do not request any personal favors or assistance from Outdoors for All staff and/or contacts. Outdoors for All is not able to provide equipment or transportation to volunteers during programs, unless otherwise specified.
11. Confidentiality of participant information should be strictly honored, and it should not be shared with other volunteers or people outside of the organization. Likewise, permission from participants and/or their families/guardians should be received prior to using or posting pictures involving the participant.
12. Volunteers may not provide transfers, touch, or ask questions about the diagnosis of the participant without verbal consent of the participant themselves. Volunteers are expected to act positive and professional in their interaction with participants.
13. Volunteers serve Outdoors for All at the sole discretion and will of the organization; either the volunteer or Outdoors for All may end the relationship at any time.

Thank you for helping to carry out the Outdoors for All Foundation mission to enrich the quality of life for children and adults with disabilities through outdoor recreation!