



The Volunteer's Rights and Responsibilities

Volunteering is a rewarding experience when all participants in the relationship have a mutual respect and desire to cooperate in meeting designated needs.

It is your **RIGHT**:

1. To be assigned a job that is worthwhile and challenging, with freedom to use existing skills or develop new ones.
2. To be trusted with confidential information that will help you carry out your assignment.
3. To receive orientation, training, and supervision for the job you accept.
4. To expect that your time will not be wasted by lack of planning, coordination, and cooperation within your organization.
5. To know whether your work is effective and how it can be improved: to have a chance to increase understanding of yourself, others, and your community: to be kept informed through newsletters, attendance at meetings, memoranda, etc. about what is going on in the Red Cross.
6. To declare allowable non-reimbursed out-of-pocket costs for federal (some state and local) income tax purposes.
7. To be given appropriate recognition in the form of awards, certificates of achievement, etc., but even more important, recognition of your day-to-day contributions by other participants in the volunteering relationship.
8. To ask for a new assignment if you so desire, or to accept a second assignment if you wish to give additional service.

It is your **RESPONSIBILITY:**

1. To accept an assignment of your choice with only as much responsibility as you can handle.
2. To respect confidences of your sponsoring organization and those of the recipients of our services.
3. To fulfill your commitment or notify your Chairman early enough that a substitute can be found.
4. To follow guidelines established by Red Cross Codes of dress, decorum, etc.
5. To use your time wisely and not interfere with performance of others.
6. To provide feedback, suggestions, and recommendations to Chairman if these might increase effectiveness of program.
7. To be considerate, respect competencies, and work as a member of a team with all staff and other volunteers.

