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## Florida Institute for Community Studies (FICS), Inc. Ground Rules

1. Volunteers and FICS staff are required to have a Volunteer Contract. This insures that the volunteer knows what is expected and their roles and responsibilities.
2. When out in the community, you may find yourself in situations that are new to you. If you feel that you need help, do not hesitate to contact the FICS Executive Director at 813.477.2882 for advice on how to address the matter.
3. Parents/Guardians and adults are ultimately responsible for the well-being of their children and themselves. Therefore, if you see that someone has a conflict with school, law, domestic abuse, drug/substance abuse, etc. you should not intercede unless asked. Please inform FICS Staff. If it is a case of child abuse or if you feel someone is about to harm themselves or another, contact the Executive Director Alayne Unterberger immediately at 813.477.2882. If the person(s) needs help, FICS is available to assist them in getting the appropriate help. One should always respect appropriate role boundaries.
4. Volunteers have the responsibility of maintaining weekly contact with the FICS Volunteer Coordinator or other staff via email [alayne@tampabay.rr.com](mailto:alayne@tampabay.rr.com) or by phone at 813.249.8100. We understand that volunteers sometimes have unforeseen events. Contact FICS Volunteer Coordinator or Executive Director, with as much notice as possible, if you can not arrive or participate as planned.
5. FICS policy prohibits the use of any illegal drug and/or alcohol by during volunteering. A violation of this policy will result in termination from the program.
6. As a representative of the FICS, it is important that you conduct yourself in a professional, responsible and courteous manner while out in the community.
7. Volunteers: Be yourself. Do not break appointments without giving an explanation. This will encourage the FICS staff to trust and rely on you.
8. It is the volunteer's responsibility to sign the volunteer sign-in-log and to keep track of your volunteer hours.