j.a.g.

Junior Ambassadors of Goodwill

For more information on J.A.G.

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Goodwill
Industries-Suncoast, Inc.

Goodwill-suncoast.org · Goodwill Industries-Suncoast, Inc. 10596 Gandy Blvd., St. Petersburg, Fl. 33702

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An Introduction to Junior Ambassadors of Goodwill

Welcome to the Junior Ambassadors of Goodwill (JAG)! As a student volunteer, you will get hands-on knowledge and experience with Goodwill-Suncoast's daily operations. This will include a tour of the Goodwill-Suncoast headquarters and facilities if doing in-person volunteering. There you will learn about the operations of our retail stores, outlet, and warehouses. You will learn about BookWorks and other mission related services too. You must have turned 14 years old by the first day of volunteering to participate in Junior Ambassador of Goodwill programs.

The Junior Ambassadors of Goodwill program includes several volunteer experiences from which to choose. *JAG Summer, and JAG Weekend.* Keep reading to learn more details about each of these exciting community service programs for high school students.

Goodwill Founder Edgar J. Helms – A Biography

Edgar James Helms (1863-1942), credited as the founder of the movement that would grow into Goodwill Industries®, was admired for his uncommon character and entrepreneurial vision.

Helms was born near Malone, NY on January 19, 1863. Early in life, Helms tried his hand at law and newspaper publishing but abandoned these endeavors after answering the call to the ministry in 1889 when he enrolled in the Boston University Theological School.

Helms and two fellow students requested that the City Missionary Society support them in opening a full-scale settlement house in the North End. Instead, they offered him a struggling inner city mission in Boston's South End, Morgan Chapel, which a fellow minister, Henry Morgan, had established a generation earlier.

The young minister Helms was appalled at the conditions faced by immigrants who found themselves in a new country without jobs and sometimes desperate for food, clothing, and shelter. Using burlap bags from Thomas Wood and Company, Helms went door-to-door in Boston's wealthiest districts asking for donations of clothing and household goods.

Goodwill© differed from many charities of the day, emphasizing that donated goods could be sold for profit and that the money would be used to pay workers who would help to refurbish those goods. Helms hired people in need – many of whom were considered

unemployable – to do this repair work. Employees received $4 a day. When money was scarce, workers received $5 clothing vouchers.

Although it wasn't' until 1915 that the term Goodwill Industries was coined, 1902 became known as the year Goodwill was born. With the help of Methodist Church funding, Helms went on to help establish Goodwill Industries organizations across the U.S. By 1920, there were 15 individual Goodwill locations, including Morgan Memorial in Boston.

Helms would not be content until the Goodwill message spread around the world. In 1926, he began travels that would take him to Australia, China, Japan, the Philippines, Malaysia, Ceylon (Sri Lanka), India, Egypt, and several European countries. While traveling the world, Helms wrote much of the book, "Pioneering in Modern City Missions."

Major economic and political crises like World War I, the financial crash of 1929, and the Great Depression solidified the need for an organization like Goodwill. In 1934, realizing Goodwill needed to have a bigger hand in rehabilitation, Helms prophetically wrote, "Goodwill will be out of business if it does not take over work with the handicapped people."

In 1892, Helms married Jean Preston, his childhood sweetheart. They had three children together before Jean died of Tuberculosis in 1898. Three years later, he married Jean's sister, Grace. After a long life dedicated to helping others, Helms died on December 23, 1942, leaving behind his wife Grace and 12 children.

An estimated 1,500 people thronged Boston's Morgan Memorial Church of All Nations to pay final tribute at his funeral on December 27.

Bishop G. Bromley Oxnam spoke these words in his eulogy "[Helms] was blessed with a fine mind, a great heart and a strong will. His unusual business ability, passionate devotion, and physical strength enabled him to serve his fellow man, who were uninterested in charity, but yearned for a chance."

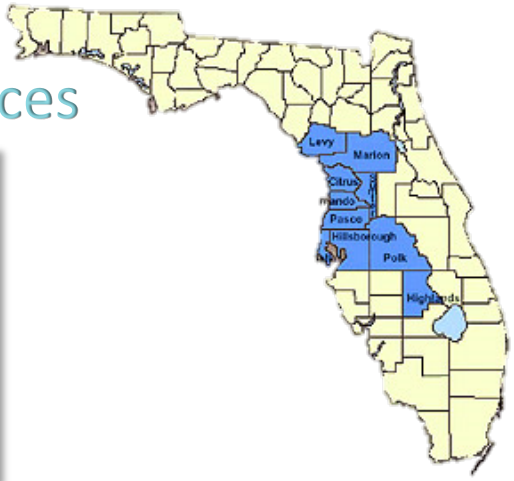
In 2002 during Goodwill's Centennial Celebration, Helms received the honor of the addition of a bronze medallion to *The Extra Mile – Points of Light Volunteer Pathway* in Washington, DC, the only national monument that honors individuals who selflessly champion causes to help others realize a better America. [1]

[1] For more information, visit: https://www.pointsoflight.org/the-extra-mile-points-of-light-volunteer-pathway/

Goodwill Industries-Suncoast:
A Half-Century of Helping People

Founded in October 1954 in downtown St. Petersburg, Goodwill-Suncoast immediately began work assisting a handful of people with disabilities to gain work skills and paychecks. Now Goodwill-Suncoast helps thousands of people overcome a variety of barriers through employment programs, five rent-subsidized apartment buildings, and rehabilitative reentry centers. To support these services, Goodwill-Suncoast operates 20 retail stores and two outlet store.

Over 89% of Goodwill-Suncoast's operating budget is devoted to our programs and services. During an average year, we serve more than 100,000 people and place more than 1,200 people in jobs in the community. Goodwill-Suncoast, headquartered in St. Petersburg, Fl., provides services to people in 10 west central and gulf coast counties – Pinellas, Pasco, Hillsborough, Polk, Hernando, Marion, Citrus, Sumter, Levy, and Highlands.



Goodwill-Suncoast Services

Our Mission

Transforming lives through lifelong learning and the power of work, while seeking ways to enhance our communities' environmental resources.

We accomplish this mission through employment services, training programs, and affordable housing.

The sale of donated and new goods in Goodwill stores enables us to offer a variety of employment and training services, to promote self-sufficiency, and to contribute to community conservation through recycling.

Service Spotlight

BookWorks early literacy program helps to instill a love of reading in children over a seven-county area. Volunteers in each county visit local Head Start and daycare centers and conduct a story-time reading. At the end of each reading, volunteers provide each child with a book of their own to take home. The volunteers prepare the books by writing each child's name on the book prior to their reading.

BookWorks provides the books to read and the books to distribute to the class at the end of the reading. The teachers provide the volunteers with a class list in order to help prepare the books to be distributed.

The BookWorks early literacy program receives donations of books through various sources and volunteers help to sort the donations to determine age-appropriate books for the program. After sorting, we inspect the books thoroughly for damage, then we clean, and label each one with a BookWorks bookplate. BookWorks Volunteers place books in stacks of ten and shelve them in order to distribute them to volunteer readers in the community.

Affordable Housing

Goodwill-Suncoast operates five apartment communities that provide affordable living options for seniors and people with disabilities. Each provides rent subsidies from the U.S. Department of Housing and Urban Development on a scale based on expenses and income.

Goodwill's Freedom Village apartments in Pinellas Park, Tampa and Clearwater are architecturally barrier-free facilities for people who have disabilities. Heritage Oaks Apartments in Palm Harbor and Ocala are designed specifically for people who are at least 62 years old with low incomes. In total, Goodwill offers the community 335 rent-subsidized apartments. These beautifully maintained facilities have professionally landscaped grounds, attractive common areas and caring management.

Junior Ambassadors of Goodwill Programs

Goodwill-Suncoast offers students aged 14-18 several opportunities throughout the year to volunteer as a Junior Ambassador of Goodwill. Knowing the rigors of academic life keeps students busy, we are sure there is a JAG program that best fits your schedule. Students who participate in JAG programs receive a free t-shirt and ID Badge to wear while volunteering, a Certificate of Completion, and verification of service hours. In addition to satisfying your appetite for service, we provide a free breakfast and lunch each day you volunteer.

JAG Summer at Gandy Center in St. Petersburg, Fl.

JAG Summer consists of five, one-week volunteer sessions each summer in St. Petersburg at Goodwill-Suncoast's Gandy Center, 10596 Gandy Blvd., St. Petersburg, Fl. 33702. Junior Ambassadors meet daily at the Business Center entrance at 8 am and are dismissed at 3 pm, Monday through Friday for the session. Students are welcome to apply and participate for multiple weeks during the summer. Group size is limited to 13 volunteers per week.

Over the course of the week, Junior Ambassadors will earn up to 40 hours of community service while assisting in a variety of Goodwill services:

Retail Store, Donation Drop-Off

Gain hands-on knowledge of Goodwill's retail store. Many steps must take place before a donated item is ready for sale. First, Donation Attendants and Processors sort, clean (if needed), and price household wares. Next, textiles and clothing move to hanging stations for pricing.

Outlet Store (Weigh-and-Pay), Salvage

Unsold merchandise moves to the Outlet store where customers purchase items by the pound. If an item still has not sold, Outlet Associates sort and further separate them for sale as salvage or for recycling.

Note: Once hours are verified, Volunteer Services will sign paper logs or approve Profferfish or Managebac links. Students with special dietary needs may wish to bring their own lunch and snacks to in person JAG programs.
For Goodwill-Suncoast Retail Store locations, visit: https://goodwill-suncoast.org/store-locations/

Junior Ambassadors of Goodwill Programs (cont.)

BookWorks

Each JAG Summer week, JAG students travel to the Bookroom where they will help sort, clean, and prepare donated children's books for Goodwill-Suncoast's childhood literacy program, BookWorks. Next, they'll travel to a local Head Start or Day Care center where they'll provide animated story time readings for the little ones. At the end of each reading, JAG volunteers give each child with a book of their own to take home.

Freedom Village I & II

Junior Ambassadors will interact with residents of either Freedom Village I in Pinellas Park, Fl. or Freedom Village II in Tampa, Fl. and assist with activities and meal preparations. JAG volunteers share a hot lunch and conversation with the residents as well. Goodwill-Suncoast's rent subsidized apartments are specifically for people with limited incomes who have disabilities or are at least 62 years old.

Gandy Beach Clean-up

The Junior Ambassadors of Goodwill programs in cooperation with Keep Pinellas Beautiful have adopted the Gandy Beaches just east of Gandy Center. Weather and site conditions permitting, JAG volunteers will perform trash collection activities along the shore of the Gandy Beaches. Transportation to and from the beach is provided from Gandy Center.

JAG Cares

Children's Books and Care Packages for Foster Kids

Sort and clean children's books and put together personal care item care packages for foster kids.

Greeting Cards for Goodwill Housing Residents

Create handcrafted greeting cards with words of encouragement and good cheer to be shared with Goodwill Housing residents.

JAG Weekend at Gandy Center in St. Petersburg, Fl.

We know summer vacation can be a busy time so we created JAG Weekend. This two-day weekend service opportunity takes place once a month at Goodwill-Suncoast's Gandy Center located at 10596 Gandy Blvd., St. Petersburg, Fl. 33702.

Earn up to 14 hours over the course of the two-day weekend. Minimum of 2 students; Maximum of 5 students per weekend.

Retail Store, Donation Drop-Off, Outlet, Salvage

Gain hands-on working knowledge of Goodwill's retail and outlet stores. Many steps must take place before a donated item is ready for sale in our stores. When donated items come through our donations door, Processing Associates sort them. Some items will move on to textile hanging stations, textile pricing stations, or wares processing stations. Next, you will learn what happens when a product goes unsold in the retail store and moves to our outlet where the items are sold by the pound. Outlet Associates further sort unsold items for salvage or recycling, all in an effort to minimize landfill.

JAG Cares

Just as during *JAG Summer*, *JAG Weekend* volunteers participate in *JAG Cares* activities that support the residents of Goodwill Housing and local children living in foster care.

JAGX (Experience)

Looking for a team-building service outing? JAGX introduces volunteers to Goodwill's daily operations over the course of a custom designed community service outing per the needs of your group.

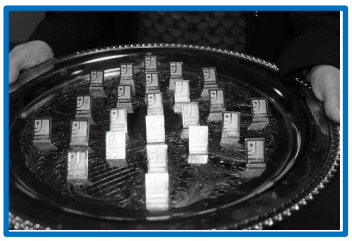
Each day student volunteers rotate through different areas of Goodwill, offering a widely diverse experience.

Students have the opportunity to learn about Goodwill's retail, outlet and warehouse operations, in addition to BookWorks childhood literacy program and other mission services.

Note: Shorecrest Preparatory School, 2018, Week of Service

Junior Ambassadors of Goodwill Programs (cont.)

Special Recognition



The Junior Ambassador of Goodwill programs offers student volunteers a variety of opportunities to share their strengths in a meaningful and fun way while earning community service hours which may be applied to various service requirements. Many students apply earned JAG community service hours toward Florida Bright Futures Scholarship consideration.

Students who complete 125+ hours with JAG programs will receive a *Junior Ambassadors of Goodwill* lapel pin and a special *Sterling Student Award* certificate of recognition upon completing 125 hours of service. Hours from multiple JAG programs is cumulative.

PEER LEADERSHIP OPPORTUNITY

JAG COACH

Sterling Student Award reciptients are invited to serve as Junior Ambassadors of Goodwill (JAG) Coaches. These dedicated community servants volunteer alongside other JAG volunteers and assist the Volunteer Specialist during a given JAG program experience. JAG Coaches have an important role in fostering a deeper understanding of the Goodwill mission and appreciation of service among younger / newer participants. Service as JAG Coach is a great addition to any resume and great way to further develop leadership skills.

Safety, Conduct & Policies

Safety Guidelines

Safety is everyone's business! By being careful, you may prevent accidents to yourself or others. If you see any unsafe condition, please notify the manager onsite immediately. Below are some of the safety practices Goodwill expects everyone to follow:

- Read and become familiar with the posted evacuation diagrams in your area.
- Observe "NO SMOKING" signs.
- Keep work areas clean and aisles, walkways and emergency exits free from obstacles and clutter.
- Never wear open-toe and/or open-heel shoes in a warehouse or processing area.
- Pay attention to any vehicles that may be around you, including forklifts, while in the parking lot and processing areas.
- Wear personal protective equipment when required, such as goggles, gloves, back support, aprons, etc.
- Ensure safety guards are used on all machinery.
- Lift with your legs, not your back.
- Combustible liquids must be kept in proper storage locations.
- Participate in safety training that may be available through your assignment

Injury/Accident Reporting

If you should injure yourself in any way, even a cut on the finger, you must report the incident to the on-site manager immediately so that you get prompt medical attention…. do not wait until tomorrow! An accident form will be filled out and given to the Risk Management department so that actions can be taken, if necessary, to prevent the accident from happening again. Remember, you can prevent injuries to yourself and others by being aware of safe working procedures and conditions. Questions are encouraged and always welcome.

First Aid Supplies

First aid kits are available at each Goodwill location. All first aid kits are OSHA approved and available for use by individuals trained in first aid practices and procedures. First aid kits are also available in all vehicles used to transport clients.

Fire/Emergency Plans and Procedures

Fire prevention is the responsibility of everyone! Because of the seriousness of a fire and other natural disasters such as severe weather storms like a tornado and the possibility of

losing power, emergency drills are not only important but also required. Some types of emergencies, such as a fire, require us to leave the building while others require us to seek safety in a secure room away from windows and flying debris. Practicing the different types of emergencies so that you know what to do is extremely important and therefore may be held frequently depending on your assignment. It is important to know when to leave the building and when you should not. For example, when there is a fire the alarm will sound and the emergency lights will flash, meaning you must begin to evacuate or leave the building immediately. You will be told what to do ahead of time as the onsite manager will explain the procedures to you and will show you where the closest exit is from the building, where the safe room is located, and what to do in the event of a medical emergency.

Drug-Free Workplace

Goodwill-Suncoast is committed to providing a safe, productive and healthy place for employees, program participants and volunteers. Individuals working, visiting or volunteering at Goodwill are not allowed to have, sell, make, distribute, dispense or use unauthorized alcoholic beverages, non-prescribed drugs, controlled substances or illegal or illicit drugs while on any Goodwill property during work, training or volunteer assignment.

Safety Standards

Volunteers are responsible for adhering to all published safety policies as well as the implementation of specific standards that may be assigned. Volunteers are expected to report unsafe conditions and unsafe acts in a reasonably prudent manner. All safety rules and regulations that apply to employees also apply to volunteers in the agency and Goodwill stores/outlets.

Volunteers agree to adhere to the following additional guidelines:

- Volunteers who have breathing restrictions including asthma, allergies, etc., will not be assigned to stores, the warehouse and/or book room, unless specifically requested by the volunteer.
- Onsite managers/supervisors will be advised if a volunteer requires special assistance, for example evacuating the building during a fire drill.
- Volunteers who are disabled will be given first preference for tasks, unless other duties are preferred and requested.
- Volunteers will report spills or debris that may cause slippage or accidents.
- Volunteers will observe all common sense safety procedures, including walking (not running), using proper lifting techniques, etc.
- Volunteers will be informed of fire and storm procedures in the event these are a threat.

Hazard Communication and Florida "Right to Know" Law

Volunteers have a right to know about workplace chemical hazards and will be provided appropriate access to safety equipment and information according to standards adopted under the federal Occupational Safety and Health Act. Goodwill-Suncoast tries to use chemicals of a non-hazardous nature as much as possible to reduce the chemical hazards to which employees, program participants, customers, volunteers and visitors are exposed. All cleaning chemicals approved for use within all Goodwill facilities have been selected and tested to ensure their non-hazardous nature. If you wish to know more about the substances used in your volunteer location, please ask to speak to a staff member in our Risk Management (Safety) department at 727-523-1512.

Florida Clean Indoor Air Act

FCIAA was enacted in 1985 by the Florida Legislature to protect people from the health hazards of secondhand smoke and to implement the Florida health initiative in the state constitution. As such, smoking is not allowed at any time in any Goodwill-Suncoast building. Designated smoking areas have been set up for use outside of each building.

Abuse, Neglect or Exploitation Reporting

Any person in the state of Florida who knows or has a reasonable cause to suspect that a child or a vulnerable adult has been, or is being abused, neglected or exploited has a responsibility to immediately report that knowledge or suspicion so that it can be investigated and resolved. This can be done by contacting the Florida Abuse Hotline at 1-800-962-2873 (1-800-96ABUSE).

When a person contacts the hotline they should be prepared to provide as much information as they can. Even though they might not be able to answer all of the questions they are asked they should still call the Hotline and a counselor will assess the information available to see if the Department of Children and Families should initiate a protective investigation.

Although the individual does not have to give their name when they call (they can make the report anonymously), it is very helpful if the investigator can follow up with the individual to clarify any questions that may arise.

If you are being abused or if you need help reporting the abuse of someone else, please ask any Goodwill staff member for assistance. Goodwill staff is required to report suspected abuse, neglect or exploitation within one hour of becoming aware of the situation.

Infection Control Procedures

Goodwill staff continually watches for signs and symptoms of infection or illness in order to protect program participants, employees, volunteers, customers and visitors from exposure to contagions. When an individual arrives ill or becomes ill during the day, staff will attempt to isolate the individual away from others until arrangements can be made to have the individual return home. Depending on the symptoms of the individual, staff may request that a medical exam be completed by a licensed physician to ensure he or she does not have a communicable or debilitating condition that could have been transferred to others. In some situations, the individual may not be allowed to return to their assignment unless he or she has been cleared to return by his or her treating physician. In order to prevent illnesses or infections from spreading, good personal hygiene is a must! Washing hands thoroughly after coming in contact with money or dirty utensils or when going to the restroom should be followed. Hands and fingernails should be clean and well maintained at all times. When coughing and/or sneezing, the mouth should be covered with an arm and not your hand to help prevent germs from spreading. Keeping hands away from your face, in particular your eyes, nose and mouth will help to reduce the likelihood of becoming ill. Although washing your hands frequently with hot, soapy water is the best way to clean and disinfect hands and arms, bottles of liquid hand sanitizer are available in all locations and should be used when necessary.

Other Important Information

Confidentiality

While volunteering with Goodwill, you may be exposed to conversations or documentation of a sensitive nature. Goodwill complies with HIPAA (Health Insurance Portability and Accountability Act) and the HITECH Act, which serves to ensure the confidentiality of all program participants Protected Health Information (PHI) from unauthorized viewing, use and disclosure. PHI, including protected health information stored or maintained electronically (ePHI) includes any information that identifies the individual, such as medical, financial, personal information, records, data, etc. In order to safeguard a program participants PHI, volunteers may only look at, use or disclose client information only for reasons necessary to the performance of their assigned responsibilities. Any unauthorized viewing, use or disclosure of such information will provide grounds for termination of volunteer affiliation and potential prosecution under the law. When in doubt as to whether or not information is considered to be PHI, it is your responsibility to discuss the matter with your onsite manager before a violation occurs.

Rules of Conduct

In order for Goodwill to conduct our business safely and to protect program participants as well as our employees, customers, visitors and volunteers, rules of conduct have been established and are expected from all individuals in the facility. The following actions are examples of rules of conduct infractions that may result in corrective action including reassignment or dismissal from your volunteer assignment.

- Threats to the order of the facility at which the volunteer is assigned
- Actions that threaten the well-being or safety of staff, program participants, other volunteers or recipients of Goodwill's services
- Discrimination against Goodwill staff, other volunteers or recipients of Goodwill's services on the basis of age, race, spiritual beliefs, sexual orientation, disability, marital, veteran, or socioeconomic status
- Inappropriate communication with Goodwill staff, other volunteers or recipients of Goodwill's services on the basis of age, race, spiritual beliefs, sexual orientation, disability, marital, veteran or socioeconomic status
- Failure to perform assigned tasks
- Failure to follow the directions of an immediate supervisor
- Failure to be a positive role model for program participants or recipients of Goodwill's services
- Theft of Goodwill merchandise
- Excessive tardiness and/or absenteeism
- Failure to accurately disclose criminal history

Code of Ethics

Volunteers are responsible for being knowledgeable about Goodwill's code of ethics and for conducting themselves accordingly. Ethical conduct is expected at all times in all matters. Volunteers are expected to bring any questions about whether or a not a specific situation presents a potential conflict with this policy to the attention of their onsite manager.

Volunteers shall:

- Conduct themselves professionally and in a manner that creates and maintains respect for Goodwill.
- Avoid any action that might result in or create the appearance of adversely affecting the confidence of the public in the integrity of Goodwill.
- Uphold the ethical rules governing their professions (if applicable).
- Not use or possess illegal drugs or narcotics or abuse any drugs or narcotics at any time.
- Not show partiality toward or become emotionally, physically, sexually, or financially involved with program participants, employees, or residents.

- Not offer to give any article, favor, or service not authorized in the performance of the volunteer's duties.
- Not use profanity, obscene, or abusive language when communicating with others.
- Not engage in any criminal or other conduct which would bring discredit upon Goodwill.
- Not use brutality, physical violence, or intimidation toward others.
- Not possess lethal weapons or weapons that may inflict personal injury in the facility.

Conflict of Interest

A "conflict of interest" is usually a situation in which the best interests of one party is affected by or opposed to the interests of another. In order to make sure that our program participants' interests are always our first priority, Goodwill staff, board members and volunteers are required to avoid any situation that would result in a real or perceived conflict of interest. These include:

- Dating or having an intimate personal relationship with anyone who is a program participant.
- Having a business relationship outside of Goodwill with a program participant, a member of a participant's family, or an agency that provides funding to Goodwill.
- Accepting payment from anyone other than Goodwill for providing a service to a participant.
- Other situations in which a conflict of interest might occur or be perceived to occur.

If you have any questions or concerns about a situation such as this, please contact the onsite manager.

Volunteer Harassment Policy

It is the policy of Goodwill Industries-Suncoast to provide an environment free of harassment and discrimination. Goodwill will not tolerate any form of harassment based upon an individual's race, color, religion, sex, age, sexual orientation, national origin, disability, marital status, veteran's status or other protected status. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, color, religion, sex, age, sexual orientation, national origin, disability, or marital status. The term harassment also includes sexual advances, requests for sexual favors and other conduct of a sexual nature. Any volunteer acting contrary to this policy will be subject to corrective action up to and including separation from their volunteer position. Harassment on the basis of race, color, religion, sex, age, national origin, disability, marital status, veteran's status, sexual orientation, or other protected status is defined as conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

What to Do if You Are Being Harassed

You should immediately contact the Community Relations Coordinator.

Whistleblower Policy

Goodwill will not retaliate against any employee or volunteer who, in good faith raises a complaint, discloses, or threatens to disclose truthful information regarding a suspected violation at Goodwill. Retaliation includes discharge, demotion, suspension, threats, harassment, or any adverse employment action.

Questions or Concerns

If you have problems or questions about any aspect of your volunteer experience, please talk with your on-site manager or call our Volunteer Specialist Talonda Yates (Office: 727-440-7612; Cell: 727-455-1920).

Orientation

PLEASE PRINT

Name _____ Date Started _____

Volunteer Opportunity Title _____

Location _____

Welcome/General Information:

_____ Description of Volunteer Service and Mission of Goodwill-Suncoast
_____ Identification/Discussion of Duties including Scope of Responsibility, Schedule and Supervision
_____ Reporting Illnesses
_____ Assessment of Performance
_____ Introduction to Other Members of Department
_____ Dress and Personal Appearance
_____ Parking and Building Access

Tour of Facility (if assigned to Gandy Facility or Other Permanent Goodwill-Suncoast location)**:**

_____ Emergency Evacuation Procedures and Location of Emergency Exits
_____ Location of Restrooms
_____ Location and Use of Cafeteria, if applicable
_____ Location and Use of Elevator, if applicable

General Policies / Safety / Training:

_____ Abuse, Neglect, Exploitation Reporting Procedures and Responsibilities
_____ Goodwill-Suncoast Code of Ethics
_____ HIPAA Confidentiality Requirements (may view "Get Hip with HIPAA" online)
_____ Drug Free Workplace Program
_____ Hazardous Communication / Florida Right to Know
_____ Safety Practices, including Accident/Injury Reporting
_____ Sexual Harassment / No Harassment
_____ Others Applicable to Assignment, such as Violence in the Workplace, etc.

My signature indicates that I understand the information above and have had the opportunity to have my questions answered to my satisfaction. I have also received and will read the Junior Ambassadors of Goodwill Handbook.

_____ _____
Volunteer Signature Date

_____ _____
Goodwill Supervising Staff Signature Date