

# Junior Volunteer Attendance Policy

To ensure that our Junior Volunteers receive as much exposure necessary to make their experience rewarding and beneficial, we require excellent attendance. Please review the following attendance requirements carefully as you plan academic commitments and extracurricular activities. The full attendance policy can be found in the volunteer handbook at <https://northmemorial.com/volunteer/maple-grove-hospital/>.

- ✓ If you are unable to come in for your shift please remove yourself from the VicNet calendar, up to 72 hours prior to your shift date.
  - A VicNet Guide was included in your orientation packet.
- ✓ Between 72 hours prior until the day of your shift, please call or email the Volunteer Services attendance line at **(763) 581-1710** or **volunteerservices@maplegrovehospital.org**.

Volunteers who do not fill an equivalent number of replacement shifts within a 30 day window (before or after) of the missed shift will be given an attendance warning. Three warnings will lead to dismissal.

If a volunteer misses three shifts that are considered no call, no show (the individual did not contact Volunteer Services prior to the start of their shift time) they will be immediately dismissed from the volunteer program.

## UNIFORMS/ DRESS CODE:

As a volunteer you represent the image of Maple Grove Hospital to patients, family member and guests. As such, volunteers are expected to maintain a professional appearance, follow our business casual dress code and wear their volunteer vest and photo ID badge every shift. Please refer to our handbook for more information at <https://northmemorial.com/volunteer/maple-grove-hospital/>.

- ✓ If Volunteers are out of uniform and/or not compliant with our Dress Code Policy, they will be asked to leave. No service hours will be given, and their shift will need to be made up.

## PARENT/GUARDIAN SUPPORT

I have reviewed the Attendance Policy agree that my son/ daughter is able to make the time commitment to this program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I have reviewed the Uniform/ Dress Code Guidelines with my son/ daughter.

Initial \_\_\_\_\_

## APPLICANT AGREEMENT

I have reviewed the Attendance Policy and agree that I am able to make the time commitment to this program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand the Uniform and Dress Code requirement and agree to abide by the policy.

Initial \_\_\_\_\_

\*Please keep a copy for your reference.

