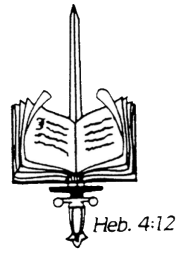


# Bethany Place



## Community Service Policy & Guidelines

1. Call or text your designated supervisor upon arrival at our facility. Your designated supervisor will meet you in the parking lot to escort you into the property. Do not approach the main building.
2. At no time are you allowed to converse with our residents. If you have a question, you are to direct them to your designated supervisor. Any conversation, flirting, questions or any inappropriate behavior directed at our residents will result in you being asked to leave the property immediately.
3. If you smoke, please ask your designated supervisor to show you where designated smoking areas are located.
4. You are allowed to take a lunch break, but it will not count as service hours. Also, plan to bring anything you need in advance, as it will not be provided by our staff. ( Lunch, water, beverages, etc.)
5. Bathrooms are located in the bookstore. If you need to use the bathroom, notify your designated supervisor and they will escort you to the restroom.
6. At no time are you allowed to enter the main building unsupervised. If you need to access the main building, you are to notify your designated supervisor and they will escort you into the main building.
7. There is no loitering on property. If you have completed your task, notify your designated supervisor to receive another task.
8. Please refrain from excessive phone use. We understand that you may need to take an occasional phone call, but excessive phone use will not be tolerated.
9. Drugs, alcohol and weapons are not allowed on property.
10. Appropriate clothing must be worn at all times. No flip flops or open toe shoes. Shirts must be worn at all times.
11. Bethany Place has a zero tolerance to our Community Service Policy & Guidelines. Failure to comply with our Policy & Guidelines will result in you being removed from our campus immediately and you will forfeit the hours you have completed for that day.