



ORIENTATION for Volunteering/Interning with Special Kids Clients

- Minimum age for volunteer is 16 years old. Minimum age for an intern is 18 years old and a desire to do so in pursuit of completing a school requirement.
- A volunteer/intern will have a current TB test (within a year). Valid TB test results must be provided to Special Kids prior to working directly with the children.
- A volunteer/intern will review and sign the Special Kids Confidentiality Pledge and Liability form. If under 18 years of age, a parent or guardian will also need to sign the forms.
- A volunteer/intern will provide Special Kids with a copy of his/her driver's license and Student ID if applicable.
- A volunteer/intern must communicate with their supervisor or the Volunteer Coordinator when they are not able to make their scheduled volunteer time.
- A client will not be removed from the room without permission from the Special Kids Staff.
- Please don't offer food or drink without permission from Special Kids staff. Many of our patients are on restricted diets.
- Volunteers/interns may be exposed to body fluids, gloves must be worn. Special Kids provides gloves. Camp Volunteers will not be changing diapers or escorting campers to the bathroom. Some tasks may include, but not limited to, are:
 - a. cleaning play room/toys or kitchen, organize fridge, change crib sheets (Nursing only)
 - b. laundry (Nursing only)
 - c. crafts with kids
 - d. play with kids, inside or outside
 - e. feed clients
 - f. sing with clients
- Always wash hands when:
 - a. Entering the room
 - b. After changing a diaper
 - c. Before and after feeding a child
 - d. After using the restroom
 - e. Before you eat
 - f. When leaving for the day
- Please dress comfortable and appropriately. Capri pants and shorts are acceptable, but NO short shorts or cut-offs. No low cut tank tops or spaghetti straps. Washable clothing is suggested. No pins, dangling earrings, or long necklaces. Flat, comfortable shoes are suggested. No excessive fragrances, as many of the children have allergies. **A volunteer/intern must wear a volunteer name tag at all times and sign in and out at the front desk each shift.**

- All communication with the children should be positive and uplifting. Discipline should be left up to the paid staff. If you have a concern, please discuss it with Special Kids Staff.
- There are days when you need to be flexible and follow whoever is leading instead of what you usually do during your volunteer/intern spot. We appreciate your flexibility.
- There shall be no smoking in the presence of patients. This will include outside activities. Due to children's medical conditions and allergies, a volunteer may be asked to leave due to excessive scent.
- Any movies, toys, paints, play dough, etc., brought to Special Kids will need to be approved by the Camp Director/TEAMM Supervisor/Lead Therapist.
- No photos, either stills or video, may be taken of the clients.
- Special Kids is a Medical facility and we adhere to the HIPAA policies to protect our clients. We will not be able to answer direct questions regarding individual patients.
- No volunteer/intern may give a statement to the press, without the knowledge and consent of the Executive Director of Special Kids.
- A volunteer/intern may be dismissed at any time if the Camp Director/TEAMM Supervisor/Lead Therapist feels it is deemed necessary. This includes, but is not limited to: disrespect of staff/facilities/ Special Kids clients, not following contract guidelines, or inappropriate behavior.

I have reviewed the orientation information provided to me. I understand that I am agreeing to these terms in order to participate in the Special Kids volunteer/intern program. I certify that I have never been arrested or charged with child abuse, child molestation, child pornography, or any such crimes involving minors and have no problem with Special Kids conducting a background check at anytime they feel it is warranted.

Volunteer/Intern Signature Date

Parent/Guardian Signature (if under 18) Date

Witness Date