

THANK YOU FOR VOLUNTEERING AT WHEELER MISSION!

**We are very grateful for your time, energy, and compassion.
Here are some helpful reminders to keep in mind while you serve.**

NAMETAGS:

There are a lot of people that make up the Wheeler fabric. Nametags help everyone know who is who!



BOUNDARIES:

As you serve our guests, relationships and conversations will develop. These guidelines are to protect both you and our guests.

- **Always offer guests a smile and hello!** Ask their name and see how their day is going. Use discernment when interacting with guests of the opposite gender. Keep conversations casual and minimize personal detail.
- **Do not exchange contact information.** As guests finish up a program, you may ask a Wheeler staff person if it is recommended to keep in touch!
- **To protect our guests, you must maintain confidentiality.** Don't share personal information that identifies guests. Volunteers may not take photographs or videos of guests. You may take photos of our buildings and fellow volunteers, but we must respect the dignity of guests and keep their presence at Wheeler confidential.
- **Do not give money or gifts,** unless first approved by the Volunteer Ministry Team or that person's Case Manager. Our guests are provided everything they need while they use our services!

SAFETY:

Please remember we serve a diverse population. Be aware that some of our guests may have criminal backgrounds, including sex offenders (Shelter for Men and Center for Men only). While our guests have a variety of needs and backgrounds, we are thankful for God's long-lasting protection.

- **Personal belongings:** Please leave belongings out of sight in your locked vehicle. Wheeler is not responsible for lost or stolen property.
- **Security:** Each of Wheeler's residential locations has metal detectors and security cameras to ensure the protection of guests, volunteers, and staff. Do not bring weapons into our facilities.

DRESS CODE:

Whether serving at our men's or women's locations, be aware of your surroundings and make sure you dress appropriately. Casual clothes are recommended; tightly fit or revealing clothing is not permitted.

Meal Service Volunteers:

Closed toe shoes (no flip flops or sandals!), shirts with sleeves, and pants are **required** for your safety and Indiana health code!