

We are looking forward to your volunteering at **GraceWorks**. The following are a few guidelines.

- Please print out, complete and sign the attached Waiver form for each volunteer and bring it with you when you volunteer. **Volunteers under 18 must have a parent's signature.**
- **Volunteers under the age of 16 must be escorted by an adult during their entire service time.**
- GraceWorks West is unable to accommodate large groups. Groups of 20 or less are permitted. Fuel Bag groups of 10 or less.
- Groups need to comply to the following:
 - 1 adult per child ages 8 - 9
 - 1 adult per 4 children ages 10 – 11
 - 1 adult per 6 children ages 12 – 13
 - 1 adult per 10 children ages 14 – 18
- Enter through the back Donations door. At GraceWorks West, please enter through the front of the building. Please remember to **sign-in & sign-out** at the registration table located by the back entrance each time of volunteering. Groups may elect to have the group leader sign the group in or each individual may sign-in. This is how we keep record of the hours.
- Please wear comfortable clothing, weather appropriate. Our building is temperature controlled in some areas, but not in others. Volunteers are encouraged to wear closed-toed comfortable footwear.
- Parking is allowed at the Public Works facility next door. Please note that the front parking lot is reserved for those who have difficulty walking, clients, and customers of the store. The back parking lot is for employees and the other neighboring companies.
- At GraceWorks West, please park in the gravel parking lot on the right-hand side of the building.
- GraceWorks is a drug-free and smoke-free building. Horseplay or dangerous activity is not allowed. We are committed to treat every individual with dignity, respect and integrity. Any violation of guidelines will result in volunteer(s) being asked to leave.
- We understand that things happen in life that are out of our control. If this should happen to you or your group, please contact Erin to inform us if you will be late, or if you need to cancel at esaurers@graceworksministries.net or 615-794-9055.

GraceWorks - 104 Southwest Parkway – Franklin, TN – 37064