01. Appearance - Dress Code
  ❖ Dress appropriately for the site and the type of work you'll be doing
  ❖ Clothing should never be too snug, too revealing, and weather appropriate

02. Verification Form: Service Learning Log
  ❖ Have a copy with you with the top portion completed before arrival
  ❖ Afterwards, have it signed and submit Yellow copy to Dr. Martin (Room 201-C)
  ❖ Use designated space to jot down key points prior to going home to use for your journaling later

03. Notification of Absence
  ❖ If you cannot go on an assigned shift, get a substitute
  ❖ Once you find someone to substitute for you notify Dr. Martin so he can change Google Sheet calendar and notify the community partner
  ❖ If it is late or an emergency, please notify Dr. Martin and give a courtesy call to your primary contact at the Community Partner

04. Driving
  ❖ Check traffic reports and allow yourself enough time to get to the site
  ❖ If running late, do not rush to get there. You cannot afford to be in a hurry. If others are waiting on you, let them know. DO NOT TEXT while driving.

05. Parking
  ❖ If the site does not have a parking lot, park as close to the facility as legally possible (do not park in lots that you MIGHT get Towed from!)
  ❖ If a metered spot, check the hours and feed the meter if necessary

06. Valuables
  ❖ You should not need to bring your backpack or purse with you; if you must, then it is with you at all times, never leave it unattended
  ❖ Put all backpacks and what not in the trunk or make sure they are not visible in the vehicle

07. Check-in and Being Pro-active
  ❖ Upon arrival, check-in with the supervisor and be pro-active. “What do you need me to do?” Do not clump with your peers. Push yourself to talk with others.

07. Visibility
  ❖ Ideally, you should be working in pairs. Sometimes it is not set up that way.
  ❖ You should never be in a place where you cannot be seen by the supervisor or another volunteer

08. Safety Issues
❖ Should there ever be drugs, alcohol, or violence/weapons present, excuse yourself and report this immediately to the site supervisor

09. Reporting Inappropriate Interaction
❖ Should something occur which is out of the norm and made you extremely uncomfortable, let your SL teacher know at the first opportunity possible.

10. Medical Information
❖ The medical information on your permission slip will be scanned onto Google Drive should it need to be accessed

11. Injury/Accident Report
❖ Should an injury occur while at the site, a report will be need to be completed and filed with Loyola Academy