



**FRATERNITY HOUSE, INC.**  
**SERVICE LEARNING**  
**GUIDELINES & LIMITATIONS**  
**SEMESTER/YEAR: \_\_\_\_\_**

**1. Ask for help when in doubt.**

The staff understands the issues that may arise and are experienced in addressing difficult or uncomfortable situations. You are encouraged to approach them with any concerns.

**2. Be punctual and responsible. Call if you are going to be late or absence.**

Although you are not being compensated for your time, you are participating in this organization. The staff and residents, whom you are working with, rely on your commitment in completing your hours.

**3. Respect the privacy of all residents.**

If you are privy to confidential information with regard to the persons with whom you are working (i.e., organizational files, diagnostics, personal stories, etc.), it is vital that you treat it as privileged information and follow all of the codes and standards of ethics that apply.

**4. Show respect for the agency and the school you represent.**

It is imperative that you conduct yourself in a professional and ethical manner by respecting the rights and confidentiality of your supervisor, staff, volunteers, service learning students, and the residents. This includes following all policies and procedures of the organization.

**5. Be appropriate.**

You are in a fieldwork situation and are expected to treat your supervisor, staff and the residents with courtesy and kindness. Dress comfortably, neatly and appropriately.

**6. Be flexible.**

The level or intensity of activity is not always predictable. Your flexibility to changing situations can assist the operation to run smoothly and produce positive outcomes for everyone involved.

**7. Adhere to the following limitations:**

- NEVER report to your service site under the influence of drugs and alcohol.
- NEVER give or loan money or personal belongings.
- NEVER make promises or commitments to a client you cannot keep.
- NEVER give a resident or organization representative a ride in a personal vehicle or a University vehicle unless the person is authorized for transport.
- NEVER tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a resident or organization representative.
- NEVER tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of age, race, gender, sexual orientation, or ethnicity.

