

**Yale Undergraduates at Connecticut Hospice
Attendance Policy Contract**

Please print, READ, sign, and return to a board member.

There have been problems in the past with Hospice volunteers taking their commitments lightly, canceling whenever an upcoming test approached or for purely social reasons. Unfortunately, this has caused Hospice administration to ask that we improve our attendance. As many of you already know, the Hospice staff depends on our regular attendance to plan their own shifts. More importantly, any short-staffed times will adversely affect the patients themselves as we won't be able to provide the best possible care for them. Hospice volunteering is a privilege and a commitment not to be taken lightly.

As such, the YUCH board is continuing this attendance policy:

1. You **must complete all paperwork/training and attend 3 consecutive shifts** to be recognized as an **official/regular volunteer**
2. Only **TWO** excused absences are allowed **per term**. Excused absences must be cleared by your shift leader and our Shift Coordinator Emily Chen (emily.chen@yale.edu) **AT LEAST 24 HOURS in advance** and should be reserved for illness or special onetime conflicts. We will notify Hospice for you.
3. You must do a **make-up shift** for each additional absence in order to continue volunteering with us.

Barring extraordinary circumstances volunteers not meeting these expectations will not be allowed to sign up for shifts the following term.

This may sound harsh, but we feel that it is necessary to promote a reliable, stable volunteer force for Hospice. If you are currently expecting a large amount of travel in your schedule (i.e. doing medical school interviews) please consider moving your shift away from weekends/projected travel days or simply deferring volunteering until next term.

Thank you and best wishes for a fulfilling term of volunteering,
The YUCH 2015-2016 Executive Board

New Volunteer Supplement: You may visit our website (yuch.sites.yale.edu) for an overview of our club, our FAQ section, and the general idea of the time commitment and dedication required to be a YUCH team member. Volunteering at Hospice is a weekly 4-hour commitment (budget 1 hour travel and a 3 hour shift). Do not sign up to volunteer if you cannot make this commitment.

_____ Signature	_____ Date	_____ Email
_____ Printed Name	_____ College, Year	_____ Cell Phone