

Thank you for volunteering your time to assist us at the Collier County Sheriff's Office Deputy Club summer program. As a representative/role model you will be held to a **higher standard of behavior**. You are here to work, supervise and entertain our Deputy Club members.

## Rules & Dress Code:

1. Must wear the issued Deputy Club t-shirt and name tag. (Given at meeting or when you 1<sup>st</sup> volunteer)
2. **Girls** - no short shorts- (thigh length)  
**Boys** - shorts and/or pants must be fitted or cinched at the waist with a belt.
3. **Must wear sneakers** – (flip flops) only allowed on the field trips to water park. You can also wear appropriate swim attire to swim with the club members.  
**If needed** (Bring extra change of clothes on that day.)
4. Hair shall be clean and neatly groomed.
5. Hats and/or clothing shall be free of inflammatory, suggestive, or other inappropriate writing, advertisement, or gang related.
6. Absolutely no obscene or abusive language (profanity).
7. No electronics (I-pods, MP3 or any type of hand held games) Sheriff's Office is not liable for any lost or stolen items. Cell phones must be turned off and put away.
8. You are required to comply with reasonable directions or commands of all Sheriff's Office personnel.
9. Any violation could result in you being sent home and/or termination from the summer program.

## Weekly Duties:

1. Naples volunteers report to location on time and in proper uniform.  
(Deputy Club t-shirt and shorts or pants)
2. **Volunteers Sign In/Out** daily at the T-Shirt station in order to get credit for your volunteer hours. You will pick up your name tag in the morning and return it in the afternoon.
3. You will need to pick up a **copy** of the activity schedule and squad assignment for the day.
4. You will be assigned to supervise a squad of club members, additional duties may include serve breakfast and/or lunch, assist one of the Deputies at one of the stations (Check In/Out, T-Shirt, Photo, etc...)
5. During our **field trips** each group is designated a **lunch time** it will be up to you to get your squad to the designated eating location on time. Upon completion you may take your squad back out to participate more in the scheduled activity.
6. All student volunteers will assist with setting up the room in the morning. You will also assist with cleaning up around your area. Additional duties will be assigned to different squads. (Bathrooms, trash taken out and floor vacuumed).
7. Squad leaders are responsible for cleaning up after their squad. So it is up to you to ensure that the club members pick up after themselves at the club and each field trip location.
8. We will have a brief debriefing after each week to go over any issues or concerns.
9. Any problems during the day please go to the Deputy assigned to your squad.

**(RESTROOMS- club members must be escorted by same sex volunteer to ensure the safety of the student and that there is no damage done to the restroom facility.)**