

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

- **Volunteers under the age of 16 must be escorted by an adult during their entire service time.**
The minimum age to volunteer is 10 years old for liability purposes.
- Enter through the front of our building and head straight into the Volunteer Center.
- Please wear comfortable clothing that is weather appropriate. Our building is temperature controlled in some areas, but not in others. Volunteers should wear closed toed, comfortable footwear, especially when working in the warehouse. In addition we would ask that please join our staff in presenting an appropriate image for our ministry by refraining from wearing: short shorts; transparent, low-cut or revealing clothing, (such as midriff cut tops, high cut shorts or any clothing that exposes under garments or personal body parts). We are excited to have you volunteer with us! Thank you in advance for your compliance.
- Parking is allowed at the GraceWorks Ministries Administration office which is located across the parking lot from our main facility. Groups are encouraged to car pool if they can due to limited parking spaces.
- 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 615-503-0055.

We cannot thank you enough!

GraceWorks Ministries

104 Southeast Parkway

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