

## **Saint John Regional Correctional Centre Volunteer Guidelines**

### **Do's**

- Bring identification (i.e.- driver's license)
- Sign up through The Elizabeth Fry Society office for volunteer shifts at S.J.R.C.C.
- Keep in touch with other volunteers who will be accompanying you to S.J.R.C.C. Discuss travel arrangements and the activity being held during your shift.
- If you cannot make it to a shift, it is your responsibility to find another volunteer to replace you. An up-to-date list of current volunteers will be provided. Call the office with the name of the volunteer who will take your place. The office needs to know who volunteers at the facility for all shifts.
- Be on time for your volunteer shifts. Shifts usually commence around 7 p.m.
- You are required to have all items that are being brought in cleared by the guards. We would like to avoid any confusion around what volunteers are bringing into the facility.
- Introduce yourself to the women.
- Talk to more than one individual. Try to encourage group communication and group activity.
- Be attentive when speaking with women. You are at the facility on behalf of The Elizabeth Fry Society.
- Ask the women for their suggestions for Bingo prizes, snacks and other activities.
- For each shift you are required to complete a report. This report will detail what went on throughout your shift, and it is an opportunity for you as a volunteer to express any concerns, questions or suggestions.
- Anything you purchase for the shift (i.e.- tape, snacks), bring the receipt to The Elizabeth Fry Society for reimbursement.
- And most importantly, HAVE FUN!

### **Don'ts**

- Do not bring anything to the S.J.R.C.C. that has not been previously approved by The Elizabeth Fry Society office. We do not want to be blamed for bringing in contraband.
- Do not purchase prizes for bingo other than the one supplied by Elizabeth Fry. Bringing in your own prizes may foster favoritism among the volunteers coming into the facility.
- Do not bring anything out of the S.J.R.C.C. that you did not bring in with you. If women ask you to take something out with you, tell them that you are not allowed to do so. Advise them that they can speak to whoever visits on Thursday morning, when they visit that week.
- Listen and talk to the women, but try to not counsel or give advice to them. On Thursday, there will be appointed members who will be there to offer advice and mentorship.

- Do not give any woman your contact information (i.e.-telephone number, address).
- Do not make promises to the women you cannot keep.
- If the guards at the facility say or do something that you do not agree with, or if they give you a hard time, report this to The Elizabeth Fry office immediately.