

POLICY MANUAL

Subject: Recovery Guidelines for
Volunteers

Effective Date: 1/1/97

Initiated By: Sydnor Horn
Alumni/Volunteer Coordinator

Approved By: James B. Moore
Chief Executive Officer

Review Dates: 12/02; 05/06 CSF; 06/09 GSF; 11/15 JG

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08/13 CB; 12/14 CB

POLICY:

Cumberland Heights Volunteer Services Program maintains recovery guidelines for those volunteers who are former patients and family members as well as for individuals and groups in the local communities.

PROCEDURE:

Recommended recovery time for:

1. Clerical Services (i.e., filing, copying) – successful completion of a treatment program and approved by Clinical Executive team member
2. Pastoral Services (i.e., study groups, charity projects, church services) – six (6) months of abstinence
3. Adolescent/Team Projects (i.e., gardening, study groups, guest speakers) – six (6) months of abstinence with exceptions approved by Program Director
4. Clinical Services (i.e., study groups, guest speakers) – six (6) months of abstinence
5. Aftercare (i.e., group leaders, data entry) – one (1) year of abstinence
6. Development (i.e., fundraising, special events, data entry) – six (6) months of abstinence
7. Alumni Association (i.e., fundraising, special events) – three (3) months of abstinence
8. Childcare (i.e., Wednesday night aftercare, Children's Program) - six (6) months of abstinence with exceptions approved by Program Director
9. Support Services (i.e., cleaning) – three (3) months of abstinence
10. Bookstore – one (1) year of abstinence
11. Other – to be determined by the Volunteer Services Program Committee