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POLICY/PROCEDURE

Focus Area:
Site and Member Services

See Also: Member Service Agreement

POL – 131

MANAGING MEMBER APPEARANCE AND USE OF SERVICE GEAR

This Policy/Procedure all Washington Service Corps (WSC) AmeriCorps members, including Washington Reading Corps (WRC) and any other AmeriCorps project area managed by WSC.

Members wear service gear to provide visibility, look professional, and build unity within the program. As community leaders, role models, and representatives of WSC and national service, members must maintain a positive public image.

Site staff and WSC staff are strongly encouraged to follow the spirit and intent of this policy by setting an example for members.

Members are required to wear WSC logo gear. Members serving in secondary grant areas like the Washington Reading Corps may wear gear designed for the secondary grant area if it is available and approved by WSC.

PROCEDURE:

1. Member Wears Service Gear During All Service Hours and Events

- a. Ensure members follow the Service Gear requirements outlined in the Member Service Agreement.

2. Member Wears Appropriate Clothing During All Service Hours and Events

- a. Dress appropriately for daily activities, according to guidelines provided by the Sponsoring Organization and service site.
- b. Wear appropriate personal protective equipment required for service. Site staff are required to provide such equipment/clothing and members are required to wear it per sponsoring organization policy.
- c. Do not wear clothing that:
 - i. Portrays, suggests or represents alcohol, tobacco, marijuana, or other drugs; violent images

- ii. Promotes negative or controversial images based on age, gender, religion, sexuality, creed or political beliefs.

3. Sponsoring Organization Provides Guidance on Service Site Clothing

- a. Provide guidance on:
 - i. Appropriate clothing for the service environment
 - ii. Appropriate footwear for service activities and environment
 - iii. Personal appearance and hygiene
 - iv. Safety requirements, including wearing of jewelry

4. Member and Sponsoring Organization Do Not Alter WSC or AmeriCorps Logos

- a. Do not alter or enhance the AmeriCorps or WSC names or logos. Copyright and trademark laws protect the logos, slogans and name of these entities.