

Mount Ararat Baptist Church

Youth Café Entrepreneur and Scholarship Program



Code of Conduct:

- All customers must be treated with courtesy and respect
- Insubordination and/or disrespect will not be tolerated and may result in immediate termination from the program.
- No discounts or free food will be offered.
- Theft of any kind will result in immediate termination from the program.
- The use of profanity or abusive language is strictly prohibited.
- All participants must adhere to the dress code and uniform.

Attendance:

- All participants must sign in and out on the designated work logs and have signed by the supervisor on duty.
- It is the responsibility of the participant to notify the scheduling supervisor of days and times when they are unable to work prior to the schedule being set.
- Participants must notify the supervisor a minimum of **1 hour prior to the start** of their shift if they are going to be late.
- If a participant is calling off from work the day of or the day prior to when they are scheduled to work, it is their responsibility to find a replacement and notify the supervisor.
- Being tardy **3 times in a one-month period** will result in disciplinary action.
- Excessive tardiness or absenteeism may result in termination from the program.

General Policies:

- All participants will be required to obtain a work permit.
- Participants will receive a stipend for the time they work as deemed appropriate by the church.
- Report cards must be submitted no later than two weeks after they are distributed. Stipends will be withheld until received.
- A minimum of a **2.5 grade point average** must be maintained to participate in the program.
- Performance reviews will be administered. Unacceptable ratings may result in termination from the program.
- Participants will forfeit scholarship funds if terminated from the program due to non-conformance to the policies and procedures.

I agree to the aforementioned guidelines and regulations and understand that any violation will result in disciplinary action up to and including termination from the program. Furthermore, I understand that it is up to the discretion of the Manager and the Pastor of Youth to make the decisions regarding the action taken on violations.

Participant Signature: _____ Date: _____

Parent/ Guardian Signature: _____ Date: _____