

MARENGO ELEMENTARY SCHOOL

VOLUNTEER AGREEMENT



Welcome! Your time volunteering is appreciated and is important to the students and staff of Marengo Elementary School. Our goal is that your time at Marengo will be enjoyable and rewarding for you, students, and staff.

It is our belief that this agreement helps to establish respect and support that all of our volunteers, teachers, and students deserve, as well as to build the kind of professional atmosphere that is important in a school setting. If you choose to be a volunteer, please read and sign this agreement so you will clearly understand the expectations of Marengo volunteers. Thank you for your commitment to our school!

Your Name: _____

Phone #: _____

E-mail address: _____

Please each box to show that you agree:

- As a volunteer, I agree to sign in at the Main Office and obtain a volunteer tag. For safety purposes, this will enable staff and students to identify me as a school volunteer.
- I realize that my attendance is important and I will make every attempt to give 24 hours notice if I am unable to fulfill my commitment.
- I agree to maintain the confidentiality of all the students, teachers, administrative staff and volunteers that I work with and/or observe. Under no circumstances should the personal issues (behavioral, social, and/or academic) of children and staff members be discussed with anyone except the appropriate staff members in a proper setting.
- I agree to follow the rules and procedures for the area for which I am volunteering.
- In the event of behavior requiring disciplinary action, I agree to speak with the child's teacher to explain the behavior so the teacher can handle the situation.
- I am required, while acting in a volunteer capacity, to report to the appropriate authority and the principal if I know of or reasonably suspect a student's health or welfare has been or appears to have been harmed as a result of abuse or neglect.
- As a volunteer, I am here because I care about the children of this school and want to help in the educational capacity I have chosen.

Signed: _____

Date: _____