



Archway Glendale Volunteer Agreement

The success of our volunteer program depends very much on our ability to maintain confidentiality, remain impartial, and avoid conflicts of interest. While not all volunteering involves activities of a confidential nature, matters of confidentiality and potential conflicts of interest can arise at any time when a volunteer may be present. Therefore, volunteers are expected to follow the guidelines listed below. Possible situations are too numerous to specify individually.

By initialing next to each line, I agree to follow the expectations below:

- Exercise judgment in situations where public statements of personal opinion may be detrimental to the reputation of Archway Glendale. **Initials** _____
- Leave children who are not students at home while volunteering or chaperoning. **Initials** _____
- Maintain full cooperation with the faculty/staff regarding following specific directions, making judgments regarding “fairness” or “appropriateness” of assignments, classroom management techniques, or equity in treatment of individual students (if concerns arise, please submit in writing to the Headmaster). **Initials** _____
- Not use volunteer time as extra quality time or one on one time with my student or to initiate an impromptu discussion with the teacher regarding my student’s performance (please schedule an appointment instead). **Initials** _____
- Refer student discipline to faculty and staff. **Initials** _____
- Refrain from participating in discussions that include any personal information or suspected wrongdoings regarding any member of the Archway Glendale community (students, teachers, staff, other volunteers, etc.) as well as, in settings where confidential information might be jeopardized. **Initials** _____
- Sign in (receive volunteer sticker/badge) and out (leave volunteer sticker/badge) with the school office staff and always wear the volunteer sticker/badge in a visible location while volunteering or chaperoning. **Initials** _____
- Wear appropriate clothing. “Business casual” is recommended. Workout attire, revealing, or skin-tight clothing (leggings) should NOT be worn when volunteering. **Initials** _____
- Will not post photos of other students on any social media platforms without the parent’s permission. **Initials** _____

I understand that I may be required to follow additional expectations if chaperoning a field trip. **Initials** _____

I have read and understand this agreement. I have watched the volunteer orientation video and asked any clarifying questions necessary. **Initials** _____

I understand that due to the seriousness of violations in confidentiality and conflicts of interest, the consequence of such behavior as well as not adhering to this agreement may be removal from volunteering. **Initials** _____

By signing below, I agree to maintain confidentiality and understand the consequences of not doing so.

Printed Name: _____ Signature: _____ Date: _____