**Project E3: Volunteer Agreement**

****PLEASE PRINT CLEARLY!

**Volunteer Information:**

|  |  |
| --- | --- |
| First Name: | Last Name: |
| Grade: | Gender: |
| Home Phone: | Date of Birth: Male or Female  |
| Cell Phone: | Dietary Restrictions: |
| Address/City/Zip Code | Medical Conditions/Allergies:  |

Definition of ‘Volunteer’:

A ‘volunteer’ is anyone who performs tasks at the direction of and on behalf of Project E3, without receiving payment or expectation of receiving payment. I understand I am not considered an employee of Austin, Albert Lea, Hayfield, Southland, or Lyle Public School Districts and am not eligible for benefits including Worker’s Compensation.

Representing Project E3:

* Attire – Volunteers must dress appropriately according to the weather and activities – dress comfortable and modest.
* Cell Phone Usage – Volunteers may access and use their phones during non-student contact times.
* Language – volunteers must refrain from using swear words and other derogatory words/phrases that would be offensive to others.

Absences:

If you are not able to volunteer for unforeseen circumstances [illness, family emergency] please call David Wolff at his home and cell phone numbers.

Confidentiality:

Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, or student. Failure to maintain confidentiality may result in corrective action or termination. *Bottom-line:* *You shouldn’t be passing any information to anyone except as the information is used for your job. Respect the students’ right to privacy, and do everything possible to maintain the confidentiality of their information.*

Volunteer Responsibilities:

* The volunteer will be under the direction of Project E3 Staff: David Wolff, Joni Irvin, and Erin Johnson
* The volunteer will perform the following responsibilities:
	+ Bus Supervision: ride the bus to and from Austin and Albert Lea; offering a welcome/greeting to all students; to assist the driver in monitoring student behaviors
	+ Teacher Aide: assist teachers with activities, lessons, and other tasks; interact with students during lessons; monitor student behavior during lessons, and at lunch/breaks

Volunteer Schedule:

Project E3 Volunteers need to commit to a regular schedule so staff is able to depend on your attendance.

Please respond to the following prompts:

* I am interested in volunteering as a Teacher’s Aide, Bus Supervisor, or both. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I am available to volunteer on Saturdays, during June/July, or both. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I will begin volunteering on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Month/Day]
* I anticipate stopping volunteering on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Month/Day]
* Additional Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to follow all terms described above. Volunteer Signature X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian signature, if volunteer is under 18 years old. X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RETURN to Mr. Anderson or Mrs. Conradt by November 13, 2015.**

WHY I VOLUNTEER

It’s not for money, not for fame,

It’s not for any personal gain.

It’s just for love of fellow man,

It’s just to lend a helping hand.

It’s just to give a tithe of self,

That’s something you can’t buy with wealth.

It’s not for medals won with pride,

It’s just for the feeling deep inside.

It’s that reward within your heart,

It’s feeling you have been a part,

Of helping others far and near,

That makes you a VOLUNTEER.

…Anonymous