

CFCI VOLUNTEER AGREEMENT

Thank you for your willingness to volunteer at CFCI. The purpose of this agreement is to establish the expectations for volunteers and to help ensure that effective educational activities take place in a safe, secure and welcoming environment.

I understand and agree to all of the following provisions while volunteering at CFCI.

1. I will check in at the front office when I arrive at school, sign in to the security station and wear my ID sticker in a visible manner so that only authorized individuals will be allowed on school grounds.
2. At all times, I recognize that I serve under the direct supervision of a staff member
3. A school staff member will determine my schedule, work location, and duties, and I am responsible to comply with these.
4. I will notify the school as soon as possible if I must be late or absent.
5. I will not give medications or medical treatment to a student.
6. I will not promote any commercial product or brand names.
7. I will not make referrals or suggestions for referral to any private or public treatment program, individual or agency.
8. I will not promote or otherwise share my religious or political beliefs.
9. I will immediately report directly to the school director or another administrator any information disclosed to me concerning a child's safety. Specifically, any information, evidence or suspicion of child abuse, sexual abuse or neglect must be reported to an administrator immediately.
10. I will notify the school director of any potential student disciplinary issues, and will seek the aid of appropriate school personnel in the case of serious discipline problems, or suspected mental health or drug/alcohol problems.
11. I will not lend or give money to students.
12. I am responsible for knowing and following all policies while volunteering.
13. I will not harass nor discriminate against any student, staff member, or volunteer on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disabling condition, sexual orientation, or social or family background.
14. I will respect the confidentiality of any student or staff member information to which I have access in the course of my volunteer work.
15. I will not disclose student or staff information which is provided to me to anyone other than the teacher or school administrator with whom I am working. Should I inadvertently acquire any such information through the use of technology, or any other means, I understand that this fact must be reported immediately to a school administrator.

16. I will never take any confidential student records off campus.
17. I understand that prior to serving as a Volunteer, or at any time during my service as a Volunteer, CFCI may seek or conduct a background check on me for any reason. This background check may include obtaining a report from a reporting agency that may include information concerning my criminal history. By providing the information requested and signing below, I consent to CFCI conducting a background check. I further agree to provide any additional information that may be necessary in order that CFCI can seek or conduct such background check. Any falsification on this form may result in consequences up to and including termination of the volunteer relationship.
18. I understand that CFCI reserves the right to decline my volunteer service at any time.
19. I understand that I am expected to be familiar with the school building's fire drill, evacuation, and lockdown procedures.
20. I understand that as a Volunteer I am covered by CFCI's liability insurance as long as I follow Volunteer protocol and I immediately notify the Director or Administrator of any occurrence that may result in a claim.
21. I understand that I am not authorized to transport children, staff or school guests in my own vehicle unless I have complied with the requirements of CFCI.
22. I understand I cannot communicate with a student outside the regular school day. Permission to communicate can only be granted by the student's parent/guardian.
23. I understand and agree that any injury I may sustain while performing service as a Volunteer will be my responsibility and not be covered by CFCI's Workers' Compensation insurance unless such coverage is provided under state law.
24. I will not engage in any inappropriate communication or interaction with CFCI staff or students. This specifically includes but is not limited to verbal and or physical harassment, abuse or assault.
25. I will complete a Volunteer Application and complete a criminal background check as directed by Policy 283

Volunteer signature

Date

Printed Name