

VOLUNTEER AGREEMENT

Volunteers play a very important role in the Lebanon Special School District. We value our volunteers and the many hours of service they provide, and, therefore have developed the following agreement as part of our procedures for working successfully with volunteers. The purpose for this volunteer agreement is to help protect the safety of our volunteers, students, and employees.

Volunteers may be used for the following activities with principal approval:

- Tutoring
- Chaperoning or assisting with school/classroom activities and field trips
- Coaching
- Setting up equipment or supplies for school functions

As a school volunteer, I will:

- Sign a volunteer agreement prior to volunteering on a yearly basis.
- Follow the employee dress code with the exception that volunteers may wear jeans.
- Sign in and out at the school's designated area.
- Wear a nametag or other school identification while volunteering.
- Serve under the supervision of the professional personnel.
- Never work with students in secluded areas.
- Maintain confidentiality concerning students and staff.
- Never assume the responsibility of the supervision of a class.
- Voice my concerns to the supervising teacher or administrator if I am uncomfortable doing the task asked of me.
- Follow the Computer Acceptable Use procedures (A copy is attached to this agreement).

Further, I understand:

- I may, with principal approval, ride school transportation when chaperoning students for school events.
- I am not permitted to work in the school clinic due to medical confidentiality issues.
- 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.
- I am not covered under the system's workers' compensation policy.
- I am at my own risk if I use my personal vehicle for transportation of equipment.
- I waive all claims for damages against the school system and its officers and employees for injury to my person or property, including death and destruction that may arise from these activities, and I hold them harmless from any such liability.
- I agree to submit to a criminal background check initiated by the school system which requires the submission of my full name and address.

Have you been convicted of a felony or a misdemeanor in the last 5 years? Yes No
(If yes, please explain below)

Are you required to register as a sex offender? Yes No

If yes, please explain.

Signature of Volunteer

Date

Print Full Name (First, Middle, & Last)

Print Complete Address (Street #, Street, City, Zip)