



# Volunteer Agreement

Volunteer's Name \_\_\_\_\_

Best phone number: \_\_\_\_\_

Volunteer task: \_\_\_\_\_

Details this task includes: when, how often, with whom, things to remember, etc.

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What this task does not include: (the boundaries of your responsibilities and authority)

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I agree to do this job to the best of my abilities from

Start date \_\_\_\_\_ to end/evaluation date: \_\_\_\_\_

If I cannot show up as I've agreed here, I will:

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With my signature, I indicate my understanding of the expectations outlined above and on page 2, including the requirements of a background check and confidentiality, and agree to abide by the guidelines set forth.

\_\_\_\_\_  
Volunteer's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's signature

\_\_\_\_\_  
Date

*Original to office; copy to volunteer*



## Volunteer Agreement

### **Your commitment and contribution is valued. Thank you!**

- Younger children should be left in the care of others while working at school.
- Volunteers are asked to check in with school staff when arriving **and** departing.
- As a volunteer, you have the opportunity to impact the success of many students. Your willingness to contribute is highly regarded by all. Remember, we are modeling the behavior we are expecting from our children. Volunteers should model respect for teaching and learning by reporting to their designated area only.
- Please remember to focus on the children and save adult conversation for later. It is important to recognize when the children are presenting positive behaviors and “catch them” being positive members of our community.
- If there is an incident that requires disciplinary action, please inform school personnel and they will provide appropriate intervention.
- A volunteer shall not be in a one-on-one situation with a child during or outside of a school day unless the volunteer assignment requires it (e.g., mentor program). Volunteers should not be with a student/s unless in the presence of a classroom teacher, administrator, or appropriate school personnel.

### **Volunteer Agreement/Statement of Confidentiality**

Our school is a vital part of the community. Respecting one’s privacy and confidentiality is very important:

- Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees.
- Even when discussing a student with those directly involved in a student’s education, you **may not** share otherwise confidential information with them unless it is relevant to the student’s educational growth, safety, or well-being.
- You may not share information about a student, even with others who are genuinely interested in the student’s welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student’s care, is the only exception).
- Thus, you must refer all such questions to the students’ teacher or school director.
- Parents, friends, or community members may, in good faith, ask you questions about a student’s problems or progress. You may not share confidential information about a student, even with members of your own family or his/her family.

### **Volunteer Liability and Indemnification**

A volunteer shall at all times indemnify and hold harmless Fiddlehead Montessori and its officers, agents and employees from any and all claims, damages and expenses arising out of injuries to persons or damage to property which resulted from any omissions or negligent acts of the volunteer. I understand the expectations outlined above, including the requirements of a background check and confidentiality, and agree to abide by the guidelines set forth.