

RUMSON BOARD OF EDUCATION

Rumson, New Jersey

FORM - 9180-A

FILE CODE: 9180

**VOLUNTEER AGREEMENT**

Volunteer Name: \_\_\_\_\_ Event volunteering for: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Day Time Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Welcome! Your time volunteering is appreciated and is important to the students and staff of the Rumson School District. We are pleased to have you complete this agreement. It is our belief that it helps to establish respect and support that all of our volunteers deserve as well as to build the kind of professional atmosphere that is important in a school setting.

If you choose to be a volunteer, please read and sign this agreement so you will clearly understand the expectations of volunteers. Our goal is that your time will be enjoyable and rewarding for you, the students and staff. Thank you for your commitment to our school!!

Sincerely,

The Staff of the Rumson School District.

**Volunteer Agreement**

- I agree to sign in at the main office and obtain a visitor’s pass. For safety purposes, this will enable staff and students to identify me as a school volunteer.
- I understand that volunteers have the full welcoming support of the Rumson staff and that the children have been instructed to treat me with respect and address me professionally such as Ms., Mrs., or Mr. Smith, for example.
- I realize that my attendance is important and I will make every attempt to give 24 hours’ notice if I am unable to fulfill my commitment.
- I understand that the use of physical contact to reprimand a child is not allowed. In the event of disciplinary action, I agree to report the incident/need to the child’s teacher and/or administrator to explain the behavior issue.
- I agree that the confidentiality of the children and staff must be absolutely upheld. I shall, under no circumstances discuss the personal issues of children and staff members with anyone outside the school or within the school except the appropriate staff members in a proper setting.
- I agree to follow the rules and procedures for the area for which I am volunteering.
- I agree to provide only the duties to which I am assigned and remain at all times under the supervision of the staff member to whom I am assigned.
- I understand that I am only authorized to be in the place of my assigned duties and I will not wander around the school or visit other school classrooms or other areas without the authorization of the principal.
- I have been informed of how to access the Rumson Parent, Staff, Student handbook on the school website, containing BOE Policies 5512 – Harassment, Intimidation & Bullying; 8462 – Reporting Potentially Missing or Abused Children; an outline of the Critical Emergency Response Manual, and 9100 Public Relations Policy and 9180 – School Volunteers Policy and have reviewed it to familiarize myself with the policies and procedures of the school.

As a volunteer, I am here because I care about the children of this school and want to help in the educational capacity I have chosen. I understand that if I violate this agreement; any school policies related to the health, safety and welfare of the students and staff; or if my behavior interferes with, or disrupts the educational program, I shall be discharged from my volunteer position.

We welcome you and thank you sincerely for your help!!

Signed: \_\_\_\_\_ Date: \_\_\_\_\_