



# Volunteer Contract

A Ministry of Bridges Community Church

## Classroom Volunteers:

1. Please arrive on time. If you are not able to make it on a day you are scheduled, contact the teacher and room parents as soon as possible.
2. Please sign in with the school office and ask for a volunteer badge. When finished with your shift, please stop by the school office to sign out as you leave. This is a security and safety protocol for all visitors.
3. Please enter the classroom quietly and draw as little attention to yourself as possible in order not to interrupt any lesson that may be taking place.
4. Remember that when you are in the classroom, you may glean information about the students. This information may be of a behavioral, academic, or personal nature. No matter what, you must not divulge any information about any student based on your classroom volunteer time. If a student's parents ask you questions about your observations of their child, you should refer them to the teacher. Under no circumstances should you share information about any student with other parents. Think of how you would want your student's privacy respected.
5. After you have worked with a group or class, the teacher may want to "debrief" you on work completion, behavior, and/or any other issues. This feedback is important for the teacher to help plan for future lessons and should not be interpreted as a request for anything else.
6. The teacher will have specific directions for the activity or center that you will be working. Please follow those directions as closely as possible.
7. Please dress appropriately.
8. If you or your student find it difficult to work together in the classroom, please talk to the teacher about adjusting your duties in the classroom.

## Field Trip Chaperones/Drivers

1. Please arrive on time. If you are not able to make it for a trip you are scheduled, contact the teacher and room parents as soon as possible.
2. Unless otherwise directed, please wait for the students to exit the building outside or in the lobby downstairs,
3. Please follow the aforementioned privacy policy outlined in Section 4 under Classroom Volunteers.

## Specifics for Drivers:

**Remember at all times that you have been entrusted with the safety and welfare of students and other adults, both volunteers and school staff. Drive with care and in compliance with all existing laws. Follow the map directions you have been given, and do not make any unscheduled stops (i.e. gas or Starbucks) either on the way to or from the field trip destination. In case of emergency, take appropriate action and then contact the teacher or the LACS office as soon as possible.**

Volunteer Name (please print): \_\_\_\_\_

Student Name (if applicable, please print): \_\_\_\_\_

Teacher (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_