

Rights and Responsibilities

To ensure student safety, schools and volunteers, including those from business partnerships have important and inter-related responsibilities.

Volunteer Responsibilities

- Complete an annual Volunteer Application on line at HYPERLINK <http://www.getinvolvedineducation.com/volunteers/application.htm>
- Sign in and out at the front desk each time they visit school
- Attend a partner orientation and any specific volunteer training required
- Assist in a supervised, observable setting
- Maintain confidentiality and privacy with regards to school and student information
- Follow all school and District policies and guidelines
- Participate in projects with enthusiasm and commitment
- Fulfill time and task commitments
- Be open and honest about your expectations and abilities
- Agree to do only what you are qualified to competently handle and realistically accomplish
- Provide timely and constructive feedback if necessary

Volunteer Rights

- To be treated with respect
- To be oriented to the school or department – its mission, goals, staff, activities, and policies
- To do meaningful and satisfying work that meets your interests and needs
- To receive a job description for specified positions
- To receive training, guidance and direction for the job assigned
- To work in a safe and secure environment and to leave if you ever feel uncomfortable
- To receive supervision and guidance throughout your experience
- To voice your opinion and have input into program planning and implementation
- To have your service recognized and appreciation

School Responsibilities

- Train school staff to utilize partner volunteers effectively and not waste their time
- Orient and train volunteers to the school and to the individual tasks assigned
- Obtain feedback from volunteers
- Provide volunteers with feedback on the outcomes of their involvement
- Conduct either Level 1 or Level 2 screening as appropriate for the volunteer assignment
- Designate a School Partner Liaison to interface with the partner company or organization