

ECS VOLUNTEER AGREEMENT

Elizabethton City Schools appreciates, and is greatly indebted to, the many individuals that serve as volunteers in our system. We value the many hours of service they provide in assisting our faculty, staff, and students. While not an employee of the board, a volunteer shall maintain the same confidentiality standards expected of school personnel. Volunteers will be approved by, and work at the discretion of, the building principal. This volunteer agreement helps protect the safety of our volunteers, as well as the safety and confidentiality of our 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.
- 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.

Further, I understand:

- I may, with principal approval, ride school transportation when chaperoning students for school events. A minimum of one school employee, excluding the bus driver, must be present on each city vehicle.
- 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 city's workers compensation policy.
- I am at my own risk if I use my personal vehicle for transportation of equipment. My own auto liability insurance will be exhausted before the City's secondary coverage is accessible.
- I waive all claims for damages against the city and its officers and employees, as well as 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 if initiated by the school system.

Have you ever been convicted of a felony or been convicted of a misdemeanor in the last 5 years? Yes No

If yes, please explain. _____

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

If yes, please explain. _____

Signature of Volunteer

Print Name

Date

ECS VOLUNTEER

PLEASE NOTE

THIS IS NOT A FULL-TIME POSITION. TIME MAY BE ADJUSTED AND IT MAY BE ALLOWED AT THE DISCRETION OF THE BUILDING PRINCIPAL. ALL VOLUNTEER REQUESTS SHALL BE APPROVED (IN ADVANCE) BY THE BUILDING PRINCIPAL.

ROLES/ACTIVITIES

ROLES OF A SCHOOL VOLUNTEER (working in close proximity of a teacher):

- Mentor: Work one-on-one with a student
- Reading Mentor/Tutor
- English Spoken As A Second Language Volunteer
- Reading Mentor/Tutor
- Math Tutor
- Book Fairs

ROLES OF A SCHOOL VOLUNTEER (WORKING UNDER THE DIRECTION OF TEACHER):

- Classroom Assistant
- Coach (when/if needed – requires TSSAA cert./training)
- Physical Education Assistant
- Media Center Assistant:
 - Work with book fairs
 - Organize books
 - Read to students
 - Listen to children read
- Special Activities
- Exceptional Student Education Volunteer
- Book fairs
- Band events
- Decorating
- Chaperone &/or assist with:
 - School activities
 - Field trips
 - Field day
 - Harvest parties
 - Emergency drills
 - Dances
 - Walk-a-thon



OTHER ROLES:

- Room Mother/Father
- Guest Speaker (share career, vocation, hobbies, talents, travel experiences etc.)
- Volunteer Storyteller
- Collection and distribution of donated items:
 - Bottle tops
 - Soup labels
 - Box tops
 - Pull tabs, etc.
- Become a School Business Partner
- Adopt A Class
- Adopt A School
- Make copies of materials for classrooms
- Work on classroom displays and bulletin boards
- Help with sound, lights, props, etc. for school performances
- Deliver lunches & cleanup alternative school
- Athletic field maintenance
- Share "Human Resources"
- Business Partner
- Concessions
- Booster's organizations (Band, Athletic, etc):
 - Planning/organizing events
 - Fundraising
- Parent/Teacher organizations (PTA, PTO, PTAC):
- Set up:
 - Equipment or supplies for school functions
 - Planning/organizing events
 - Fundraising
- Planning/Teams:
 - TN School Improvement Planning Process (TSIPP) component team member
 - Southern Association component team (SACS) component team member
 - TN. Comprehensive System-wide Planning Process (TCSPP) component team member
 - Healthy School Team member
 - Family Engagement Committee team members
 - Other school related committees



WHY DO WE NEED SCHOOL VOLUNTEERS?



- To provide an extra set of hands to assist students
- To enrich the students' curriculum and broaden their awareness and experiences
- To improve students' self-evaluation and self-worth by increasing achievement
- To increase students' self-motivation for learning by providing a positive attitude
- To encourage the development of self-control and independence in students
- To provide students with an opportunity to develop social competency
- To relieve the teacher of some non-instructional tasks so they may focus on teaching
- To reinforce lesson skills
- To stimulate interest, concern, and support
- To provide an opportunity for interested community partners to become involved
- To strengthen school-community relations through direct and positive participation
- To enhance all aspects of the education process

WHAT QUALIFICATIONS DO I NEED?

Although there are no educational requirements for school volunteers, there are certain human qualities that enhance a volunteer's efforts.

- Good health
- A warm and understanding personality
- Willingness to accept supervision
- Ability to get along with others
- Patience
- Sense of humor
- Ability to be flexible
- Dependability and reliability
- Desire to motivate children and help them to succeed in school
- Sincerity
- Like children and be able to accept them as they are
- Understand that children will imitate and learn from what they see/hear



AS A REGULAR SCHOOL VOLUNTEER, YOU WILL BE JOINING A TEAM OF PROFESSIONAL EDUCATORS. YOU WILL BE WORKING WITH OTHER VOLUNTEERS, COMMUNITY PARTNERS AND SCHOOL STAFF.