

## Walden Academy - Volunteer Agreement

This agreement outlines our commitment to you and expectations for the services you will be performing on behalf of Walden Academy. We appreciate your services and want to do the very best in making your volunteer experience here productive and rewarding.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Street Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Child/Children: \_\_\_\_\_

### Walden Academy's Responsibilities:

- To provide volunteer with information about Walden Academy's purpose, work, and values
- To provide volunteer with a description of the volunteer role
- To provide training as necessary
- To treat volunteer as a valued part of the school
- To appreciate and value the volunteer's work
- To provide an environment where volunteer may express his/her view and opinions
- To allow the volunteer to make mistakes and learn from them
- To provide volunteer with regular and constructive feedback on performance
- To consult volunteer on matters that directly or indirectly affect his/her work
- To ensure volunteer's privacy and confidentiality
- To ensure that volunteer is free from discrimination on the grounds of gender, marital status, race, ethnicity, sexual preference, religion, age, and disability

### Volunteer's Responsibilities:

- To maintain **strict confidentiality** regarding students, families, and school business generally and share confidential information only with authorized persons
- To perform volunteer duties as outlined in the description of the volunteer role
- To be reliable
- To report to Walden Academy at the agreed upon times
- To carry out work to the best of his/her ability and do so in a way that supports the mission of Walden Academy
- To attend trainings, meetings etc. as part of the volunteer's role
- To ask for help when needed
- To adhere to Walden Academy's policies and procedures
- To notify supervisor immediately when sick, unable to appear to volunteer, or running late
- To respect the role of the volunteer and contribute to the cooperative relationship between volunteers and the school
- To try to provide 40 hours per year of volunteer time for the first enrolled child and 20 hours for each additional enrolled child not exceeding 80 hours per year per family.

Agreed to by:

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date