



West Ridge Academy

6905 8th Street • Greeley, CO 80634 • 970.330.3671 • Fax 970.330.3679

Volunteer Agreement Form

Volunteers at West Ridge Academy shall:

- Be on-time and reliable in fulfilling volunteer commitments.
- Exercise kindness while volunteering for West Ridge.
- Respect and abide by the confidential nature of anything they might see or hear while volunteering.
- Be prompt and dependable for the times they agree to volunteer.
- Conduct themselves in a businesslike and fair manner, without partiality to individual students.
- Motivate children to work and help them succeed in school.
- Graciously accept direction and constructive criticism from staff members for which they are volunteering.
- Acknowledge the teacher as the authority in the classroom.
- Not confront a teacher regarding disagreements or differences of opinion in the presence of children.
- Be respectful of the classroom by not disrupting a teacher's instructional time or student learning.
- Schedule all in-classroom volunteer hours through the classroom's volunteer coordinator (CVC) or the teacher.
- Dress modestly and appropriately for a school environment (i.e. Midriff covered, no short shorts/skirts, workout wear, no spaghetti straps).
- Wear a current volunteer nametag at all times when volunteering at the school.
- Sign in and out at the front office when volunteering at the school.
- Record all WRA volunteer hours, including those worked outside of school, on the logbook in the front office.
- Ensure each child in the car has a properly functioning seatbelt when transporting students.
- Provide a copy of a valid driver's license and proof of insurance to the front office if transporting students **before** the day of the event.
- Ensure all children (e.g. younger siblings, non-students) accompanying the volunteer on school premises are supervised at all times. Children may only accompany volunteers in specific volunteer areas. Please verify with the front office for approval before bringing a child when volunteering.
- Arrange for a replacement in the event the volunteer cannot meet their scheduled obligations.
- Call the school (970-330-3671) 24 hours in advance and inform appropriate staff of any volunteer replacements.

I understand and agree to the provisions set forth in the. I have read, understand, and agree to the requirements and policies outlined in the Volunteer Agreement Form.

Parent or Guardian Signature

Date

Student(s) Name: _____