

## **VOLUNTEER AGREEMENT**

Thank you for offering to serve as a Volunteer for Peak to Peak Charter School! The purpose of this Volunteer Agreement is to establish expectations for Volunteers, in order to ensure that effective learning and teaching take place in a safe, secure and welcoming environment.

A Volunteer is a person who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of the professional staff.

### **As a Volunteer for Peak to Peak and the Boulder Valley School District, I understand and agree to the following:**

- 1) I will receive authorization from the Volunteer Coordinator, Level Principal or Administrator prior to providing service as a Volunteer.
- 2) At all times, I will serve under the direct supervision of a School staff member.
- 3) I understand that the School reserves the right to decline my volunteer service at any time.
- 4) I understand that I must follow all Peak to Peak building regulations, goals, priorities and guidelines.
- 5) I understand that I am expected to be familiar with the School building's evacuation and lockdown procedures.
- 6) I will not receive any compensation or remuneration from the School, the School District, a parent or any fundraising organization for performing volunteer service.
- 7) I will conduct myself in a friendly, courteous manner and not show partiality toward any student nor share my personal religious or political beliefs.
- 8) I will refer any potential student disciplinary issue to a supervising staff member or the Principal/Administrator.
- 9) While serving as a Volunteer, I will wear my volunteer badge at all times.
- 10) I understand that I am expected to make every reasonable effort to ensure that the School and School District's technology resources are used appropriately and responsibly.
- 11) I understand that it is my responsibility to inform the Principal/Administrator of any health or medical issues that may impact my services as a Volunteer.
- 12) I understand that as a Volunteer I am covered by the School District's liability insurance as long as I follow Volunteer protocol and I immediately notify the Principal/Administrator of any occurrence that may result in a claim.

- 13) I understand that I am not authorized to drive School vehicles or to transport children, staff or school guests in my own vehicle (unless I have complied with the requirements of the Board Policy EEAE – Student Transportation in Private Vehicles).
- 14) I understand and agree that any injury I may sustain while performing service as a Volunteer will not be covered by the School's Worker's Compensation insurance and will be my sole responsibility.
- 15) I understand that I am a Volunteer, and am not considered an employee while providing volunteer services.

### **Confidential Information**

I may, under limited circumstances, have access to student education records or confidential staff information in connection with my service as a Volunteer. Student education records include all names, addresses, records, files, documents and other materials that contain personally identifiable information on any student, as well as the personally identifiable information itself (including student grades and test scores). Confidential staff information includes any information, whether written or spoken, that is specific and private to Peak to Peak staff as individuals or as a collective staff group. I agree to maintain the confidentiality of all student education records and confidential staff information that I may generate or to which I may be given access as a Volunteer. This means that I agree not to disclose student education records, personally identifiable student information in such records, or confidential staff information to any person other than the School Administrator(s) with whom I am working. Should I inadvertently acquire any confidential information concerning students or staff through the use of district technology, I understand the access of such information must be reported immediately to a School Administrator. I will never take any confidential student records off campus unless specifically authorized by the School Administrator(s) with whom I am working. I understand and agree that my failure to maintain the confidentiality of all student education records or confidential staff information to which I may be given access may disqualify me from further service as a Volunteer at the School.

### **Background Checks**

I understand that prior to serving as a Volunteer or at any time during my service as a Volunteer, The School may conduct a background check on me for any reason. This background check may include obtaining a report from a reporting agency that may include information concerning my criminal history. I agree to complete the **FAIRCREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION DISCLOSURE** for these purposes.

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Name (Please Print)

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Date

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Signature

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Phone Number and Email Address