



# ORLANDO MATH CIRCLE

## OMC Independent Contractor (IC) / Volunteer SOP

**OMC Communication:** Communications with other staff, volunteers or clients should be done via OMC email or OMC google hangouts or on an OMC sideline app. IC or Volunteers should not give out their personal phone number or personal email to clients or students.

Initials \_\_\_\_\_

**IC Logged Hours / Zoom:** Staff Hours must be entered immediately at the end of a class on the spreadsheet. Please ensure your recorded session is uploaded to your OMC Google Drive and ownership transfer to [Zoom@orlandomathcircle.org](mailto:Zoom@orlandomathcircle.org). Zoom recording procedure should be spelled out and the convention for naming files. Initials \_\_\_\_\_

**Volunteer Logged Hours / Zoom:** All volunteers who are teaching BEAST ACADEMY are required to run through sections that will be presented in class. Prep Time will be logged by OMC and counted towards Volunteer Hours once verified in your Beast Academy Account. Volunteer teaching hours will be logged and counted from start to finish. Please ensure all Volunteer hours are logged immediately post sessions through Google form.

Please ensure your recorded session is uploaded to your OMC Google Drive and ownership transfer to [Zoom@orlandomathcircle.org](mailto:Zoom@orlandomathcircle.org). Zoom recording procedure should be spelled out and the convention for naming files. Initials \_\_\_\_\_

**Payment :** All OMC IC will be paid by bi-weekly through AHC, Check or PayPal – please provide your email affiliated with your Bank Account/PayPal Account to ensure you are setup prompt in our Process. Initials \_\_\_\_\_

**Gifts:** As a rule, no OMC IC or Volunteer may solicit or accept, directly or indirectly, any gratuity, gift, favor, entertainment, loan, or anything of monetary value from any Customer or Vendor affiliated through OMC. Initials \_\_\_\_\_

**Background Information:** All OMC IC and Volunteers working with our Customer will be subject to a full Criminal Background check which may include Fingerprinting and Reference Check at the expense of OMC.

Authorization will be requested and required for each Background check. Initials \_\_\_\_\_

**RATES:** All rates should be approved by OMC Management. All rates are confidential and should only be confirmed with OMC Managements. Initials \_\_\_\_\_

**Student Attendance Logging Process:** Staff guiding the class or Admin will be required by the completion of the course to access the "Attendance" file and update the class "attendance". Initials \_\_\_\_\_

**Attendance:** Please note 24 hours cancellation is requested – should you not be able to meet your confirmed Class time please ensure to notify OMC management and your student as soon as possible for rescheduling. Initials \_\_\_\_\_

**Nondisclosure :** You agree to hold in confidence at all times, during and after participation, any confidential information you have access to as a volunteer of Orlando Math Circle, and to use and disclose such information only as expressly authorized by Orlando Math Circle. Initials \_\_\_\_\_

### Work product

You grant full and exclusive rights to Orlando Math Circle in any works you may create in the course of volunteer activities, and in any brochures, posters, reports, websites, software, presentations, or other materials you create or help to create for Orlando Math Circle, including any intellectual property rights in or derivatives of such materials. Initials \_\_\_\_\_

\_\_\_\_\_  
Signature (If minor, parent's Signature)

\_\_\_\_\_  
Date Signed

## ***FLOURISH THROUGH MATHEMATICS***

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