ANDREW CARNEGIE MIDDLE SCHOOL

ANNUAL VOLUNTEER AGREEMENT

Thank you for your willingness to volunteer your time and talents at our school. Our family and community volunteers provide a valuable service in our district and are critical to the operation of many programs in our schools. We are committed to providing our volunteers with the necessary guidance and training to be successful in this role. Based on board policy, volunteers cannot be assigned duties that are generally completed by a staff person and are to be assigned a staff member to oversee their volunteer work.

Parents or community members who volunteer regularly, or who will ever be alone with children, must have current fingerprint clearance on file with Carnegie. Please review the volunteer guidelines below, sign, and return to our office. We ask that these agreements be reviewed and signed annually.

Volunteer Name: __________________________________________ Phone: ____________________________

Role at School (circle one): PARENT FAMILY MEMBER COMMUNITY MEMBER

Volunteers are asked to:

- Share with your staff supervisor what type of volunteer work you’d like to do.
- Show up for volunteer assignments on time and contact the school if you are unable to keep your commitment.
- Stay positive with students, staff and other volunteers. Acknowledge and reinforce good behavior in students. You are a caring adult at the school and your praise can go a long way with students.
- Protect the confidentiality of all students. Please do not share information about any children other than your own with other parents, community members or volunteers.
- Immediately bring any concerns about student behavior or safety to your staff supervisor and/or administration.

School Staff agree to:

- Assign specific duties that support students and the school.
- Provide you with training necessary for you to fulfill your volunteer role.
- Explain school rules, processes and procedures.
- Be available to you as needed to answer questions.
- Thank you for all you do!

__________________________________________________________
Volunteer Signature Date

__________________________________________________________
Staff Supervisor Signature Date

FINGERPRINTING

Adults who have **NOT** been fingerprinted by the SJUSD must collect the appropriate form from the Carnegie office and submit to the district office. The HR department will only be able to fingerprint you when you present the correct form.

Adults who **HAVE** been fingerprinted by the SJUSD but for another school site **SHOULD NOT HAVE TO BE FINGERPRINTED AGAIN**. Please provide the information requested below so we may request that your clearance be transferred to Carnegie.

Date of Birth: ___________________________ Student Name and Grade: ___________________________

SSN (Last 4 digits): ___________________________ School Site Fingerprinted for Previously: ___________________________