



SCHOOL/VOLUNTEER AGREEMENT

Class (or Location): _____

Volunteer's Supervisor: _____

1. Duties and Responsibilities: _____

2. Criminal Background Check completed as of: _____
 (date)

3. Time Commitment:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Other					

4. Start Date: _____

5. Absence procedure for reporting absence: _____

6. The volunteer agrees to:

- a) Respect the privacy and confidentiality of all information that may be received regarding any students or staff while a volunteer.
- b) Abide by the Board's policies and procedures.
- c) Notify the appropriate person at school as soon as possible when circumstances necessitate absence from duties.
- d) Act in accordance with the norms and expectations of the school as outlined by the Principal and in the Volunteer Handbook.

7. The school agrees to:

- a) Provide initial orientation and appropriate training and support for a volunteer.
- b) Show respect and appreciation by giving volunteers suitable assignments in line with a volunteer's area of interests and skills.
- c) Inform volunteers in advance of all scheduled changes (holidays, special events, etc.).
- d) Ensure that students treat all volunteers with respect and co-operation.

I, _____, acknowledge having received and read the Volunteer's Handbook.

I understand that I may ask the Principal for a copy of the related Administrative Procedures and Guidelines (APG): APG # HR18 - *Volunteers in a School Setting* for full detail on the administrative procedures and guidelines related to Volunteers. I may also ask for a copy of other APGs such as Workplace Anti-Harassment and Appropriate Conduct and Workplace Anti-Violence.

I confirm that I completed the following training for volunteers on the Board's website by clicking on the links and reviewing the material. The training included:

1. Workplace Violence and Harassment Awareness for Workers PowerPoint
2. Accessibility for Ontarian's with Disabilities Act (AODA) Training:
 - a. Part 1: Customer Service Standard
<http://www.accessforward.ca/customerService/>
 - b. Part 2: Human Rights Code <http://www.ohrc.on.ca/en/learning/working-together-ontario-human-rights-code-and-accessibility-ontarians-disabilities-act>

I confirm that I had the opportunity to ask the Principal any questions that I had in regards to volunteering, the contents of the Volunteer Handbook, and/or the training.

Signature - Volunteer

Date

Name of Principal

Signature - Principal

Date