



# Volunteer Agreement

The staff is grateful for the time volunteers are able to spend at our Our Lady of Fatima School. You are welcome and appreciated!

Please note that all volunteers are required to have a completed background check on file at the school. Some volunteer positions also require completing the Archdiocese of Seattle's Safe Environment Program. We will let you know if you need to do that.

In order to provide the best possible atmosphere for our students, volunteer guidelines have been established. We ask all volunteers to read these and sign below.

1. Your commitment is valued. Please be on time.
2. If you are not able to meet your volunteer commitment, please make every effort to find another parent to substitute. If you need help, please contact the school office and we can get you in touch with the Parent-Teacher Club Commitment Hours Coordinator.
3. Volunteers should sign in at the office when arriving at the school and sign-out at the office before leaving. We ask that you wear a visitor's sticker when you are at the school.
4. Our students are happy to see parents and other helpers during the day. Your assistance and/or oversight should extend to all students identified by the teacher or principal, whether in the classroom, lunchroom, or on the playground.
5. Younger siblings should be left in the care of others while you are working in the classroom. For the safety of all children, younger siblings are not allowed on field trips or on the playground during student recesses.
6. Cell phones are to be turned off while on school grounds or field trips.
7. Our school emphasizes an open door policy. We are a vital part of the community and must be respectful of our students and their families. What happens in the classroom or among students is confidential and should not be discussed outside the school. If you have a concern, please see the teacher or principal.
8. As a volunteer, please know that you have the capacity to impact the success of many students. Your willingness to contribute is highly regarded by all.

Thank you so much again for your time. Please sign to show your agreement with these guidelines and return this form to the school office.

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Name

\_\_\_\_\_  
Date