

## **Volunteer Guidelines and Responsibilities**

### *Qualifications:*

A volunteer will be genuinely interested in students and their welfare. A volunteer must be a responsible person who is willing to provide assistance for school district personnel in academic and non-academic areas. He/she will be willing to follow direction.

### **A volunteer's responsibilities are to:**

1. observe rules of confidentiality.
2. be neat and clean.
3. be prompt - if unable to attend, call as soon as possible.
4. follow school rules.
5. know school emergency procedures.
6. work under direction and supervision of a staff member.
7. report to the designated area as prearranged upon contact.
8. record hours of service on the designated form at the appropriate school building.

### **Volunteers are expected not to:**

1. promote any commercial products or brand names.
2. promote political parties or candidates.
3. promote religious doctrines or beliefs.
4. give medical treatment or medications to students except emergency care.
5. lend money to students.

### **Volunteers shall be:**

1. treated with respect as co-workers.
2. given a considerate assignment suited to his/her abilities and interests.
3. given training for duties expected of them.
4. given information about the policies and programs of the School District of Lodi.
5. given guidance when needed or requested.
6. given an opportunity to make suggestions and help with some planning.
7. given recognition for a job well done.