

Volunteer Code of Ethics

1. Punctuality is essential of my part, not only out of courtesy, but also as an example for students to follow.
2. If an appointment cannot be kept, I will inform the staff member or contact the school office.
3. I will respect the confidentiality of the students' records.
4. I will rely on the staff member to give me instructions as to what my duties entail.
5. My work as a volunteer in the school does not involve diagnosing or evaluating.
6. My work as a volunteer in the school does not include acting as a disciplinarian. If there is a problem I will inform the staff member.
7. I understand that good communication between the staff member and myself is important.
8. When tutoring a student, subject proficiency and knowledge have top priority in my task as a volunteer.
9. The students deserve and will receive my total attention.
10. The student will be constantly encouraged, but never insulted with false hope or empty flattery.
11. Any individuals that I tutor may not have my personal value system or lifestyle imposed; I can only offer a neutral or worthwhile example.
12. Both the student and I will always understand my role is never to do the students work.

Signature of Volunteer

Date

Staff Member Signature

Administrator Approval

Financial Director/Business Manager Signature (background check)