

**New Glarus School District**  
**Volunteer Profile Form/Emergency Information Form**

Today's Date \_\_\_\_\_

(Please Print)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Male / Female

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Hospital choice-name, city \_\_\_\_\_

Health concerns \_\_\_\_\_

*Emergency Contact #1*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Relationship to volunteer: \_\_\_\_\_

*Emergency Contact #2*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Relationship to volunteer: \_\_\_\_\_

**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 a 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 example.
12. Both the student and I will always understand my role is never to do the students work.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date