



Szkoła M. Skłodowskiej-Curie, Inc.

Polish Language School

Tarpon Springs, FL

## Teen Volunteer Application and Contract

*Must be going into 9th grade or higher*

### Volunteer Information (Please Print)

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Phone \_\_\_\_\_ Email (required) \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Have you been a Teen volunteer before? Where? \_\_\_\_\_

Emergency Contact & Phone # \_\_\_\_\_

Teens and Parents: Please read the following and sign at the bottom to indicate your agreement. Szkoła M. Skłodowskiej Curie, Inc appreciates your willingness to volunteer your services to assist the Polish School, children, and Polish community. In signing this form as a volunteer, you are acknowledging that your services for the Polish School are free and are intended as a contribution by you for the public service for the community. It is understood that you are not an employee of the school and that while we will try to provide you with necessary information and guidance to perform your volunteer services, at times there may be limited supervision during your scheduled volunteer time. Either you or the school may terminate this volunteer agreement for any reason. While on school's premises you will agree to abide by all of the rules of conduct governing the staff and employees. As a volunteer, you hereby acknowledge that you will perform your services in good faith and to the best of your ability under general guidelines provided to you.

Teen Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/ Guardian Name \_\_\_\_\_

Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

I do give / do not give permission for my child's photograph to be used in the Szkoła M. Skłodowskiej-Curie, Inc. promotional materials and website.

## Teen Volunteer Code of Conduct

Szkoła M. Skłodowskiej-Curie, Inc. appreciates your help!

Teen Volunteers make the Polish School and its programs great!

1. Please be sure that your parent or guardian knows when you are to work. If you would like to work, you are expected to let the school director know at least the day before, so the appropriate assignments can be made. Be here on time. If you will be late or will not be able to come, please call/text the school's director at (727) 364 5323 as soon as possible.
2. Please understand that at times the school might not have work for you even if you are available to work, and we will not schedule you for that day.
3. Please understand that at times the school may not have work for you to do all the time. Be creative. Ask if you can organize something, make copies, clean, assist in an art project, engage with the children during the recess, come up with a fun game for the kids, post things on the bulletin board. When everything else fails you are welcome to stay and read a book!
4. When you are not sure on what your role is for a day, please ask one of the teachers or school director for assigning you a task.
5. While you are working you may use your cell telephone for emergencies or for quick calls to home for a ride, etc. Please do not watch your phone or browse the internet while at work. Especially, when you are in the classroom with children. Your attention needs to be directed to work, ways you can assist Polish School, and not on your phone.
6. Ask the teacher or director that you are assisting that day, when it would be the best time for you to go to lunch, so the day can be planned accordingly, and you are not absent when you are needed.
7. Always set a good example for others, especially younger kids. This means no inappropriate clothing, language, fighting (including play fighting), running inside, yelling, being distracted by the phone, etc.
8. A volunteer gets one warning for making a bad behavior or language choice, after that he or she will not be allowed to continue volunteering at the Polish School.
9. Please treat the school staff with courtesy and respect, and cooperate with them at all times.
10. When you are working, you are representing the Polish School and you must act in a professional manner.

Volunteers who do not adhere to these rules will be terminated and will not be given references or recommendations.

Thank you for your cooperation and willingness to help!

Polish School is lucky to have you!