

Transformative Leadership Academy Parent Volunteer Agreement

1. Introduction

Thank you for your interest in volunteering at the Transformative Leadership Academy (TLA). We greatly value the support and dedication of our parent volunteers, as they play a crucial role in enhancing our educational environment. This agreement outlines the expectations and responsibilities associated with volunteering at TLA.

2. Confidentiality

As a volunteer, you may have access to sensitive information about students, staff, and the school's operations. It is essential to maintain confidentiality regarding:

- **Student Information:** Do not discuss or disclose any information about students' academic performance, behavior, or personal details outside of the volunteer setting.
- **Staff Information:** Respect the privacy of TLA staff by not sharing personal or professional information about them.
- **School Operations:** Keep any internal matters, including staff meetings, school policies, and administrative issues, confidential.

Failure to uphold confidentiality may result in the termination of your volunteer role.

3. Professionalism

To ensure a positive and respectful environment, volunteers are expected to:

- **Dress Appropriately:** Wear attire that is suitable for a school setting and aligns with TLA's dress code.
- **Be Punctual:** Arrive on time for scheduled volunteer activities and notify the appropriate contact if you are unable to attend.
- **Respect School Policies:** Follow all TLA policies and procedures, including those related to health and safety, behavior, and use of school resources.
- **Interact Positively:** Maintain a positive and respectful demeanor when interacting with students, staff, and other volunteers. Avoid any behavior that could be perceived as discriminatory or inappropriate.

4. Nature of Volunteer Work

Volunteers at TLA will be involved in various activities, which may include:

- **Classroom Assistance:** Supporting teachers with classroom management, tutoring, or other instructional activities.
- **Event Support:** Helping with school events, fundraisers, or extracurricular activities.
- **Administrative Tasks:** Assisting with tasks such as organizing materials, managing paperwork, or other office-related duties.

Please note that the nature and scope of volunteer work may vary based on the needs of the school and the volunteer's skills and availability. Volunteers are expected to complete any assigned tasks to the best of their ability and communicate openly with school staff.

5. Termination of Volunteer Role

TLA reserves the right to terminate a volunteer's role at any time if the volunteer fails to adhere to this agreement or engages in behavior that is not in line with the school's values and expectations.

6. Acknowledgment

By signing this agreement, you acknowledge that you have read, understood, and agreed to the terms and conditions outlined above. Your commitment to maintaining confidentiality, professionalism, and fulfilling the nature of volunteer work is crucial to the success of our school community.

Volunteer Name: _____

Signature: _____

Date: _____