



HORIZONS

Volunteer Code of Conduct and Expectations Form

- 1) Volunteers must attend the Orientation Meeting as scheduled by the Executive Director.
- 2) Per assignment, the Volunteer will assist in the duties/activities as requested by the lead person(s) of that area (Teacher / Specials Leader-Instructor / Program Director).
- 3) Volunteers must sign in every morning at the Horizons Office with Assistant Director. There is a binder to log your hours. Volunteers must also sign out before leaving Horizons for the day.
- 4) Volunteers are required to attend each day of their assigned schedule. The staff and the students are counting on you to be there.
- 5) If a volunteer is to be absent for any reason, a phone call must be placed to the Horizons office (585) 442-1770 x3014 by 8:00am the morning of the absence. The volunteer or their parent/guardian must make the phone call.
- 6) Volunteers must stay with their assigned supervisor/teacher for the duration of their time at Horizons.
- 7) Volunteers are not permitted to leave Horizons until their volunteer shift is complete.
- 8) Whenever physically possible volunteers are expected to actively participate in sports and academic activities. This includes playing alongside students, coaching and cheering students, providing academic help in the classroom, reading to students, etc. Also may include helping younger students change for sports and swim. In addition, acting as a bathroom monitor, especially in the lower grades.
- 9) Act as a positive role model for the students. No cursing, use of proper language, use of proper table manners when dining with students, appropriate dress code and appropriate conversations with your peers when in the presence of Horizons students.
- 10) Dress code is presentable, casual and comfortable. No mini skirts, ripped clothing etc.
- 11) No cell phones should be visible or used in front of the students
- 12) The safety of the students should be always in the forefront of your mind. If an accident does occur, it is your responsibility to report the injury immediately to the Lead Teacher and or nurse for care. All injuries must be reported immediately.

**** I HAVE READ AND UNDERSTAND THE VOLUNTEER CODE OF CONDUCT:**

NAME of VOLUNTEER: (please print) _____

SIGNATURE: _____ DATE _____