



MAGGIE L. WALKER GOVERNOR'S SCHOOL VOLUNTEER AGREEMENT

This Agreement is made on _____ [Date] between **Maggie L. Walker Governor's School** ("MLWGS") and _____ [Volunteer's Full Name] ("Volunteer").

1. Purpose

The purpose of this agreement is to outline the expectations, responsibilities, and conditions under which the Volunteer will serve at MLWGS, including circumstances where the Volunteer may be alone with students and entrusted with a loaner key.

2. Volunteer Status

- The Volunteer serves without compensation and is **not an employee** of MLWGS or any participating school division.
- This agreement does not create an employment relationship or entitlement to benefits.

3. Contact Person

The Volunteer's primary point of contact will be:

Name: _____

Title: _____ Contracted Employee **Role**

Phone/Email: _____

This individual will provide assignments, approve schedules, and serve as the Volunteer's liaison with school administration.

4. Eligibility Requirements

Before beginning service, the Volunteer must:

- Complete the **MLWGS Volunteer Application**.
- Pass a **criminal background check** and **Virginia Child Abuse & Neglect Registry search**.
- Complete a **TB Screening** with the MLWGS nurse.
- Attend required **orientation and training**, including MLWGS policies on student safety, confidentiality, and emergency procedures.

5. Duties & Scope of Service

The Volunteer agrees to:

- Perform **described duties**, _____ [e.g., **tutoring, mentoring, supervising activities**] as assigned by the Contact Person.
- Follow all MLWGS and participating division policies, including the **Code of Student Conduct** and **Volunteer Guidelines**.

- Only be alone with students in **approved, visible, and designated areas** and only when authorized by the Contact Person or school administration.

6. Loaner Key Access

- A loaner key may be issued for access to designated areas.
- The key must be kept secure, **never duplicated or loaned**, and returned immediately upon request or at the end of service to the Contact Person.
- Any lost or stolen key must be reported to the Contact Person and the executive director immediately.
- Unauthorized use of the key may result in termination of volunteer privileges and possible legal action.

7. Confidentiality

The Volunteer will maintain strict confidentiality regarding student records, personal information, and any sensitive matters observed during service, in compliance with **FERPA** and MLWGS policy.

8. Conduct & Safety

- Maintain professional boundaries with students at all times.
- Avoid any appearance of impropriety.
- Report suspected abuse, neglect, or safety concerns immediately to the Contact Person or principal.
- Follow all building safety and emergency protocols.

9. Term & Termination

- This agreement is effective from _____ **[start date]** to _____ **[end date]**, unless terminated earlier.
- MLWGS reserves the right to end volunteer service at any time, with or without cause.

10. Acknowledgment

By signing below, the Volunteer affirms that they have read, understood, and agree to comply with this agreement and all MLWGS policies.

Volunteer Name: _____ **Signature:** _____
Date: _____

Contact Person Name: _____ **Signature:** _____
Date: _____

Administrator Name: _____ **Signature:** _____
Date: _____