

## VOLUNTEER EXPECTATIONS CONTRACT



Dear Charlotte Lab School Volunteer,

Thank you for choosing to donate your time to Charlotte Lab School. We know that parents and families have many demands on their schedules, and we appreciate your service to the school. Our community will be stronger because of your interest in and dedication to helping us fulfill our mission to build an innovative learning environment. As we embark on these exciting and rewarding times, I would like to take a moment to share the norms and expectations that we have for our volunteer program.

### What You Can Expect From Us:

- ✓ We will respect & appreciate the time that you give to us.
- ✓ We will try to communicate with you as clearly as possible about your tasks and responsibilities.
- ✓ We will listen to your feedback related to improvements we can make to our volunteer program.
- ✓ We will try to make it rewarding and fun.

### What We Expect From You:

- ✓ You will act as an ambassador for the school at all times.
- ✓ If you sign-up to do something, you will show up or try to find a substitute volunteer to fill your spot.
- ✓ You will contact a member of the Leadership Team if you see or hear something that causes you concern, and you will not contribute to gossip or rumors.
- ✓ You will show respect and empathy for all students and staff by valuing their privacy, and under no circumstances will you discuss with other volunteers any concerns related to other students, families, or staff at school or school functions.
- ✓ You will treat each student just as you would like your own child treated.
- ✓ If as part of your volunteer responsibilities, you become privy to private or confidential information\* related to the school, a student, or a staff member, you will keep it confidential.

Sincerely,

Dr. Mary Moss Brown  
Head of School  
Charlotte Lab School

I have read the *Volunteer Expectations Contract* and agree to uphold these expectations. I further understand that failure to comply with these expectations may mean that I am unable to continue to volunteer at Charlotte Lab School.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* Confidential Information includes, by way of illustration, such information, whether in written, oral or electronic form, relating to (i) the School's finances, including financial statements, balance sheets, sales data, forecasts, and cost analyses; (ii) the School's plans and projections for business opportunities for new or developing business, including marketing concepts and business plans; (iii) the School's teaching methods, materials, sketches, and documents; and (iv) the School's students, staff and donors.