

Basic and Transitional Studies Division Tutoring Program

Volunteer Contract

As a volunteer in the Basic and Transitional Studies Division (BTSD) Tutoring Program, your contributions to the students' learning and success are highly valued. To make everyone's experiences as positive as possible, you will be agreeing to abide by the following rules while volunteering with our program. Volunteers who violate these rules will be asked to speak with the BTSD Tutoring Program Coordinator and if the issue cannot be resolved, you may be asked to leave the program. If you have any questions, please ask us!

- **I am** committing to volunteer for the quarter and understand the importance of consistent attendance. If a conflict arises, I will communicate my absence to the student(s) and/or teacher I am working with. If I can't reach them directly, I will tell the Program Coordinator.
- **I will** tell the Program Coordinator immediately if I need to stop volunteering for the quarter.
- **I will** inform the Program Coordinator if the student I am working with stops coming to tutoring.
- **I will** maintain professional relationships with BTSD students at all times.
- **I will** respect other people's beliefs and not impose my religious or political beliefs on others.
- **I will not** use my cell phone during tutoring sessions unless I am looking up something related to tutoring.
- **I will** talk to the Program Coordinator or BTSD Manager if a BTSD student tells me anything that concerns me, causes discomfort, or raises question I cannot answer.
- **I will** inform the Program Coordinator, BTSD Manager, or other Division staff immediately if I notice other volunteers or students violating these rules or engaging in other dangerous behaviors. As a volunteer, it is not my job to intervene.

Please print your name, sign, date, and return this page to the Tutoring Office.

Name of Volunteer

Signature of Volunteer

Date