

Music on Wheels, LLC

Volunteer Agreement

1000 Cobb Parkway N Ste F Marietta, GA 30062

678-697-4706

“Building Dreams Through Quality Music Education”

Music on Wheels, LLC **welcomes** you to our team of dedicated, hardworking, and dependable staff volunteer workers. ***‘Thank you’*** for volunteering your time. Your title is **Volunteer Assistant**. As a **Volunteer Assistant**, there is **no monetary compensation** given. Instead, you will receive:

- Beneficial and enrichment experiences
- Opportunity for training development
- Opportunity for professional development
- Opportunity for social interaction with other volunteers and teachers
- Ability to provide specific job responsibility

As a **Volunteer Assistant**, your responsibilities are as follows:

- To dress in appropriate attire that includes the Music on Wheels shirt and pants/jeans that fit in a respectable manner.
- To be present for staff meetings in person or via conference call. Staff meetings in person would normally be during business hours.
- To direct and lead students in class throughout the day.
- To assist all volunteers/teachers in organizing classes and managing behavior of students in a respectable manner.
- To assist the directors and teaching staff with paperwork, which may include: copying, designing, or distribution to students.
- To clean, straighten and organize classrooms and/or meeting areas of classes of students. At the end of class, volunteer assistants must insure all keyboards are packed.
- To report any discipline, First Aid, or emergency issues to the managing directors Gene & Sandra Burroughs.

As a volunteer assistant, I understand that I will not receive monetary compensation for any time spent volunteering, nor am I entitled to benefits, including employment insurance benefits upon the termination of this agreement or as a result of this volunteer service.

Volunteer Assistant: _____
Print Name Signature Date

Parent/Guardian of Volunteer Assistant under age 17: _____

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Name: _____

Address: _____

City, State, Zip: _____

Contact Phone Number: _____

E-Mail Address: _____

Date of Birth: _____

Social Security Number: _____

Occupation: _____

Employer: _____

Previous Volunteer Experience: _____

Do you have a valid driver's license? Yes / No (circle one)

Have you ever been convicted of or plead guilty to any crime(s) involving or against a minor? Yes / No

If yes, describe each completely: _____

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor? Yes / No (circle one)

If yes, describe each completely: _____

Please list any reference(s) with knowledge of your participation as a volunteer(Name & Phone Number):

1): _____

2): _____

As a condition of Volunteering, I give permission for Music on Wheels, LLC to conduct a full background check(s) on me now and as long as I continue to be active with Music on Wheels, LLC. I understand that, if I acknowledge I have answered all questions completely and honestly. I release and agree to hold harmless from liability Music on Wheels, LLC, officers, staff, volunteers, and any affiliates of Music on Wheels, LLC. I also understand that Music on Wheels, LLC is not obligated to appoint me to a volunteer position.

Applicant Signature: _____ Date: _____

Parent/Guardian of Applicant under age 17: _____ Date: _____

Applicant Name(print): _____

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Confidentiality Clause

All information concerning Music on Wheels is confidential. This includes curriculums, customer/clients, etc. or any information discussed in and outside of meetings that is the business of Music on Wheels, LLC.

Dress Code

Dress attire is Slacks or Khakis only. Skirts are permissible. No low cut clothing. No tight, revealing, nor immodest (short shorts/skirts, low-cut tops, etc) clothing. No jeans.

Clothing should be clean, neat, and fit properly.

Music on Wheels' shirts will be provided for mandatory wear of all staff/volunteer members.

Cell Phones/Phone Use

Cell phones cannot be used during instructional class time.

Causes for Termination as a Volunteer

Termination can occur for the following reasons, including, but not limited to:

- Providing inaccurate or false information

- Not adhering to the Code of Ethics

- Threatening to harm or harming a child in any way (physical or verbal)

- Failing to provide children with appropriate supervision

- Tardiness

- Failure to report to designated assigned area

- Failure to call 24 hours before assigned class(emergencies will be considered if it includes: death/hospitalization)

- Theft

- Rebellious behavior towards authority

Music on Wheels, LLC Property

No items are to be taken from Music on Wheels premises without permission of directors Gene or Sandra Burroughs

I am aware that participation as a volunteer may require periods of standing, lifting and carrying up to 50 pounds and will require the exercise of reasonable care to avoid injury. I am voluntarily participating in this activity with knowledge of the hazards and potential dangers involved, and agree to accept any and all risks of personal injury and property damage.

Volunteer Assistant: _____
Print Name

Signature

Date

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Inappropriate Behaviors

The behavior listed below demonstrates disrespect or lack of professionalism in conduct with students. These acts are considered inappropriate. They include, but are not limited to the following:

- Unwanted physical contact (e.g. hitting, slapping, kicking, pushing) or the verbal threat of the same
- Sexual harassment (including romantic relationships between teachers, volunteers, and learners and/or harassment based on age, gender, race, ethnicity, national origin, religion, disability or sexual orientation)
- Loss of personal civility including shouting, personal attacks or insults, displays of temper (such as throwing objects)
- Discrimination of any form including in teaching and assessment based upon age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation
- Request for students to perform inappropriate personal errands unrelated to the classroom lessons or programs
- Grading/evaluation on factors unrelated to performance, effort, or level of achievement

Please conduct yourself appropriately and understand that you are responsible to following these guidelines as a volunteer assistant for Music on Wheels, LLC.

By signing, I agree I have read and understand the listed guidelines of inappropriate behavior. I also agree I have received the Code of Ethics Guideline and _____.

Volunteer Assistant: _____
Print Name Signature Date

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Please choose the day(s) you are available for Volunteer assignments.

Please note that the day(s) you choose will be the day you are committed to if volunteer work is needed or required.

Monday 2:15 – 3:45

Tuesday 3:15 – 5:00

Wednesday 2:15 – 3:30

Wednesday 3:30 – 4:15

Thursday 2:15 – 4:45

Thursday 3:30 – 6:15

Friday 2:15 – 3:45

Friday 3:00 – 4:30

There may be times when we may have to ask for volunteers on days/times not specified on this schedule.

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TEACHER/VOLUNTEER GUIDENCE SHEET

- No students should be playing, running, or wandering around.
- No food or drink in the lobby area.
- Make sure lights in rooms are always turned off when not in use, and doors should remain shut when room is empty.
- In the beginning of the day, the air should not be turned less than 75 degrees. At the end of the day, the last instructor and volunteer are held accountable to making sure the air conditioner is turned to 80 degrees.
- Send a child to the director if you are having discipline problems. Do not allow them to distract the class.
- Be on time for classes so that classes are always on schedule.
- All instructors and volunteers must wear issued *Music on Wheels*' shirts.
- Volunteer workers **will not** receive monetary compensation.

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Teacher/Volunteer Ethical Code & Behavior

The professional educator/volunteer accepts personal responsibility for teaching students character qualities that will help them evaluate the consequences of and accept the responsibility for their actions and choices. We strongly affirm parents as the primary moral educators of their children. Nevertheless, we believe all educators are obligated to help foster civic virtues such as integrity, diligence, responsibility, cooperation, loyalty, fidelity, and respect-for the law, for human life, for others, and for self. The professional educator/volunteer, in accepting his or her position of public trust, measures success not only by the progress of each student toward realization of his or her personal potential, but also as a citizen of the greater community of the republic.

1. The professional educator/volunteer deals considerately and justly with each student, and seeks to resolve problems, including discipline, according to law and school policy.
2. The professional educator/volunteer does not intentionally expose the student to disparagement.
3. The professional educator/volunteer does not reveal confidential information concerning students, unless required by law.
4. The professional educator/volunteer makes a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
5. The professional educator/volunteer endeavors to present facts without distortion, bias, or personal prejudice.
6. The professional educator/volunteer shall always maintain a professional relationship with all students, both in and outside the classroom.
7. The professional educator/volunteer shall not commit an act of child abuse, including physical and verbal abuse.
8. The professional educator/volunteer shall not commit any act of cruelty to children or any act of child endangerment.
9. The professional educator/volunteer shall not commit any sexual act with a student or soliciting such from a student.
10. The professional educator/volunteer shall not engage in or permit harassment of or misconduct toward a student that would violate a state or federal law.
11. The professional educator/volunteer shall not solicit, encourage, or consummate an inappropriate written, verbal, electronic, or physical relationship with a student.
12. The professional educator/volunteer shall not furnish tobacco, alcohol, or illegal/unauthorized drugs to any student; or fail to prevent the use of alcohol or illegal or unauthorized drugs by students who are under the educator's supervision or in any other public or private setting.
13. The professional educator/volunteer shall not take students home, or in their car to a public or private place.