

Volunteer Contract

Summer 2011

By initialing below you adhere to the rules set forward:

_____ **Punctuality:** Always be punctual by arriving at least 20 minutes before camp is scheduled. If you know that you will be out a day or running late please notify Kimberly Martin del Campo (Program Coordinator) at 956-206-1434 so we can find someone to cover for you.

_____ **Dress attire:** Please be comfortable in what you wear, but keep in mind you will be doing lots of moving around. (T-shirt, jeans and tennis) For girls no short shorts (unless they are crop pants), spaghetti straps, low cut shirts, wear simple jewelry.

_____ **Respect:** Show respect to all teachers, parents, supervisors and peers. No foul language and no discussion of adult topics around the children or peers, parents, and other adults. Public display of attention will not be tolerated.

_____ **Responsibilities:** Always complete your responsibilities and duties to the fullest. This includes cleaning up the rooms after use, picking up the trash, cleaning the lunch area, etc.

_____ **Volunteer Hours:** Make sure you log in your hours daily and your teacher signs off on your timecard. If the time card is not signed we cannot account for your hours.

_____ **PLEASE BE WITH CHILDREN AT ALL TIMES, NEVER LEAVE THE CHILDREN UNATTENDED, REMEMBER THEY ALWAYS COME FIRST! (Restroom Policy: Walk children to the door; stay in the hallway and walk them back to the classroom.)**

_____ **Electronics:** Cell phones should remain out of sight unless you need to carry them for an emergency previously discussed. They must remain on silent if on your person. Other electronics should not be seen. Continuing Education/ TAMIU are not held responsible if damaged while you are volunteering.

I _____ have read and understand the above listed requirements of volunteering with the TAMIU Summer Camps. I understand that misconduct or breaking any of these rules will result in dismissal of my volunteer services.

Phone #: _____

E-mail: _____

Signature

Date

Volunteer Coordinator

Date