



NAME: 05.03 VOLUNTEER POLICY	VERSION: 2
ADOPTED: JANUARY 18, 2007; AMENDED: APRIL 28, 2014	REVIEW: 2019-2020

REVIEW EVERY 5 YEARS

PREAMBLE

Volunteers work alongside staff to enhance and enrich the educational opportunities provided to Richmond Christian School students. Each volunteer is a valued member of the Richmond Christian School team. As a member of the team, parents and guardians are asked to follow guidelines similar to those practiced by Richmond Christian School staff. This proactive approach to expectations contributes to the quality and success of our program and helps to create a safe and positive environment for the students, parents, families, staff, community, and volunteers.

EXPECTATIONS OF VOLUNTEERS - BEHAVIOUR

1. Given the importance of the roles and responsibilities of volunteers, they are expected to:
 - a. Support the mission and vision of the school.
 - i. Volunteers are expected to model Christian values and standards.
 - ii. Have a genuine interest in children and the value of Christian education.
 - b. Conduct should provide for and reinforce the safety and security of all students.
 - c. Be prayerful and follow Biblical principles when resolving issues and problems.
 - d. Maintain Christ-honoring relationships with employees, volunteers, students, parents, and Richmond Christian School leadership.
 - e. Abide by to all school policies and procedures.
 - i. Each campus Family Handbook is an essential resource for volunteers and should be reviewed prior to offering their services to the school.

EXPECTATIONS OF VOLUNTEERS - DUTIES

2. Duties will depend on the nature of the assignment accepted. Classroom support, Board or Committee work, campus specific needs to community services may be provided by parent volunteers.

3. All volunteers are asked to:
 - a. Be reliable and respect their commitment to the school.
 - b. Accept the guidance and direction of Richmond Christian School staff and follow their requests.
 - c. Respect classroom procedures and protocols for the effective execution of the duty.
4. Volunteers are reminded to record their hours in the tracking binder, a copy of which is available at each campus.