



# LINCOLN CHRISTIAN ACADEMY

Raising Servant Leaders through Christian Education

*...as servants of Christ and stewards of the mysteries of God. 1 Corinthians 4:1*

## Volunteer Responsibilities

### Safety

- **Live Scan** - All volunteers must complete fingerprinting and background checks prior to working in the classrooms, on-campus, or during a field trip.
- **Sign-in / Sign-out Log** - Every volunteer (and guest) must sign-in at the main office upon arrival and sign-out when leaving.
- **Badge or Sticker** - All volunteers must wear a volunteer badge or visitor sticker with their name on it (visitor stickers will have the date the person is visiting).
- **Discipline** - Disciplinary action is the legal responsibility of administrators and school staff. Volunteers should not enforce discipline. Immediately inform the teacher or appropriate staff member if you need assistance or have a concern.
- **Confidentiality** - Volunteers shall exercise mature judgment in supervising children and shall in all instances respect each student's rights and privacy. It is essential that confidentiality is maintained.
- **Concerns** - Volunteers should discuss any and all concerns directly and exclusively with the supervising teacher/staff.
- **Photos** - Photos of children who are not your own should not be posted anywhere. Please respect that not all of our parents signed the photo release form and you could be held legally responsible.

## Respect for the Classroom

- **Concepts** - Consistency is key to learning fundamental concepts. Please ask for a demonstration and/or clarification at an appropriate break if you have questions regarding the activity.
- **Notice of Cancellation** - Volunteers play a key role in the classroom and other school-related activities. Please provide advance notice, if possible, when you cannot volunteer for a scheduled time. Teachers and other staff will do the same, should their volunteer requirements change.
- **Child care** - Please make outside arrangements for child care of non-school aged children.
- **Cell Phones** - To keep distractions at a minimum during class, please silence your cell phone.

## Volunteer Tips

### Classroom Tips

To ensure the most productive and positive experience for classroom volunteers, the following suggestions may be useful.

- Set up a preliminary conference with the teacher to discuss scheduling and duties.
- Treat your child as you would every other child in the class. Too much interaction can be disruptive to your child as well as his or her classmates.
- Save all questions regarding your child's performance or behavior in school for a conference. Make appointments to confer with your child's teacher before or after school, not during your volunteer time.
- Never discuss any child's classroom performance or behavior.
- Teachers, not volunteers, are responsible for communication to parents regarding a student's academic career and classroom behavior. If you have an issue, please discuss it with the teacher.
- Please dress comfortably and modestly.

### Field Trip Volunteer Tips

- Start your volunteer approval to drive students ASAP! The best time to start this process is at Volunteer or Parent Orientation before school starts. However, this can be done anytime.
- Have clear expectations for each field trip before you commit to drive or chaperone.



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## Volunteer Responsibilities Agreement

The administration and staff of Lincoln Christian Academy are thankful for and appreciative of our volunteers. Volunteers are a vital part of the Lincoln Christian family in providing an excellent place of learning for our students. Your offer of time and energy to the mission of “Raising Servant Leaders” through Christian education as well as student success is extremely valuable. It takes a combined community to accomplish this, and we welcome volunteers to join in the goal of making our school be the best that it can be. Not only do the children love seeing their parents on campus, but faculty and staff are very grateful for your serving hearts.

As a good faith commitment to your volunteer service, please read the “Volunteer Handbook”, and sign below that you have read and agree to abide by the expectations of an LCA Volunteer.

I, \_\_\_\_\_ have read and understand the “Volunteer Handbook”.

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

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date