

Staff & Volunteer Contract

As per System Regulation 24.01.06, An individual hired or assigned to an employee or volunteer position involving contact with minors at a camp and program for minors is required to complete training and examination on sexual abuse and child molestation

By initialing next to each statement, you agree to adhere to the rules set forward:

_____ **Punctuality:** Always be punctual by arriving at least 15 minutes before camp is scheduled. If you know you will be out a day or running late please notify the camp coordinator to make arrangements

_____ **Dress code:** 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 females: no shorts (unless they are crop pants), short skirts (nothing above the knee), spaghetti straps, low cut shirts, or mid drifts. For males: wear your pants at the waist. Wear simple jewelry.

_____ **Respect:** Show respect to all teachers, parents, supervisors and peers. No foul language and no discussion of adult topics around children, peers, parents, or others. Public display of affection won't 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. **Potential volunteers and unauthorized visitors must go through all processes and cannot participate in the camp until approved by the Office of Continuing Education.**

_____ **Volunteer Hours:** Make sure you log in your hours daily and a staff member signs off on your Sign In/Sign Out Sheets. If the Sign In/ Sign Out sheet is not signed, we cannot account for your hours.

_____ **ACCOMPANY 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.) All Staff and Volunteers must avoid being left alone with one student in a classroom or similar setting.**

_____ **Electronics:** Cell phones should remain out of sight unless you need to carry them for an emergency previously discussed. They must remain on silent or vibrate if on your person. Other electronics should not be seen. Continuing Education/ Texas A&M International University (TAMIU) are not responsible if stolen or damaged while participating in camp or program.

_____ **Personal Outside Communication with Minors:** Communication, including social media between minors and employee, staff, counselors, or volunteers outside of official communication of the camp or program for minors is prohibited.

_____ **No distribution of Medicine:** No distribution of medicine at camp unless previously discussed by Director, Parent, and/ or Continuing Education.

_____ **Computer Labs:** Students are expected to be supervised and adhere to appropriate behavior and following all rules established by TAMIU.

I, _____, have read and understand the above listed requirements of volunteering with the TAMIU Camps and Programs for Minors. I understand that misconduct or breaking any of these rules will result in dismissal from camp or program.

Print

Signature

Date

Phone #: _____

E-mail: _____