

## **Volunteer Agreement & Background Check Authorization**

Promontory School of Expeditionary Learning values our volunteers' time and commitment. All volunteers must review and sign this agreement before providing service, including those who volunteer as drivers for fieldwork. Visitors on campus for non-volunteer purposes are not required to complete this form.

As a volunteer, I will ensure that the school has my current and accurate contact information on file, including my full legal name, phone number, email address, and mailing address. I understand that I will be required to provide a valid government-issued photo ID and that this information will be used to conduct a background check.

As a volunteer at Promontory School of Expeditionary Learning, I understand and agree to the following:

- **Acknowledgment of School Policies**
  - All volunteers who spend significant time with students, including fieldwork drivers, must complete a fingerprint-based background check each year. Continued participation depends on passing this check.
  - Volunteers must follow all school policies for visitors and volunteers, including rules about bullying, harassment, discrimination, student safety, and appropriate conduct.
- **Volunteer Role & Supervision**
  - Volunteers must sign in at the office and wear a volunteer tag while on school property and/or while performing volunteer duties (including fieldwork).
  - Perform all duties under the supervision and direction of a designated school representative and follow staff directions.
- **Confidentiality**
  - Volunteers may have access to confidential information about students, staff, or families and must maintain confidentiality, sharing information only as required for assigned duties.
- **Professional Conduct**
  - Model respectful, responsible, and safe behavior consistent with Promontory's RISE FAR values; dress, speak, and act in a manner that reflects positively on the school and serves as a good example for students.
  - Bring concerns or issues, if any, to the staff supervising volunteer activities and direct any disciplinary issues to an appropriate staff member.
- **Discretionary Service**
  - Volunteers must be 18 years or older, with exceptions allowed at the discretion of the Director.
  - Service is voluntary and unpaid, except for pre-approved expenses.
  - Volunteer service is at the discretion of Promontory School of Expeditionary Learning; if concerns or conflicts of interest arise, volunteers may be temporarily or permanently removed from service pending administrative review.

## **Volunteer Drivers**

*Please acknowledge the following in the event you act as a volunteer driver for Promontory.*

### **I understand and agree to the following while transporting students for fieldwork:**

- I will provide a copy of my current driver license and other required documentation to the front office.
- I maintain active auto insurance and have provided a copy to the school.  
*(Recommended insurance coverage: \$100,000 per person / \$300,000 per accident / \$100,000 property damage)*
- My vehicle is safe, well-maintained, and fit for use.
- I will obey all traffic laws and drive safely.
- I will not use my cell phone while driving, except in emergencies.
- Only my own child may sit in the front seat if they meet legal allowances; no other students may do so.

*Note: If you have been convicted of a felony such as a DUI or drug infraction within the last ten years, have ever been convicted of child or spouse abuse, or have a case pending in any of these areas, please do not volunteer to chaperone.*