

Volunteer Code of Ethics

- Volunteers agree that they have a responsibility to be present when promised, or to let the teacher or chairperson know otherwise. Please give at least a 24 hour notice when possible, or find another volunteer to replace you.

- Volunteers agree that the achievements of children are to be valued and their rights respected, and that any information about them is CONFIDENTIAL.

- Volunteers agree that concerns they may have about what is taking place in the classroom should be discussed privately with the teacher.

- Volunteers agree that any authority they are given is at the discretion of the teacher who is directly responsible for the instruction, safety and discipline of the students. Become familiar with your teacher's disciplinary actions and discuss with the teacher how they prefer to have disciplinary actions handled.

- Volunteers agree that the regulations and procedures of the school should be followed at all times. This includes the following:
 - * Completing the Volunteer Information Form and attaching a copy of your Driver's License or State ID#. Turn the form in to the Front Office.

 - * Parking in designated parking spaces to accommodate the time requirements of your volunteer duties.

 - * Signing in at the office and securing a volunteer badge prior to ANY volunteer activities.

 - * Reporting directly to the classroom where volunteering.

 - * Returning to the office to sign out after volunteering.

 - * When a teacher isn't present, there should be at least two volunteers with the students who are in attendance.

 - * At least two volunteers must be present when money is handled.

 - * Any volunteer who drives non-family members must provide copies of a valid CA driver's license and valid car insurance with the proper required coverage.

 - * Any child not enrolled at Fallon cannot accompany the volunteer while fulfilling their volunteer commitment.

Committee Guidelines – for Activities & Events

- Each committee shall have a purpose statement. Each committee shall have and follow certain guidelines specific to that committee.
- Each committee shall have a Chairperson(s) and/or a Faculty advisor(s).
- Each Chairperson(s) and/or Faculty advisor(s) will keep track of committee needs in written form (i.e. list of volunteers, supplies, etc.).
- Any financial aspects of any committee must go through the PFC Treasurer.
- PFC set-up for events is coordinated through the school secretary with authorization by the Principal.
- ALL NOTES SENT HOME WITH STUDENTS need the Principal's approval. Please turn in your notes, flyers or forms to the school secretary at least 24 hours prior to your distribution date.
- Newsletter items must be turned in by Tuesday AM to the school secretary. E-mail or hard copy is accepted.
- Each committee's Director of Volunteers advisor will act as a liaison between the PFC, school staff and the committee chairperson(s).

Reports

Purpose: To keep the PFC Board informed and/or communicate committee concerns/questions.

- Before you present your report to the PFC, please advise your Committee's Director of Volunteers so that you can be scheduled on the agenda for the upcoming meeting. PFC meetings are the first Tuesday of each month, 6:30pm, in the Media Center.
- Reports should be presented in written form at the appropriate PFC Board meeting, presented by the Chairperson(s) or Representative. Provide 10 copies.
- Report should include details of how the event went, including:
 - o What went well?
 - o What improvements could be made in the future?
 - o Was the budget adequate?
 - o Financial reports