

CODE OF CONDUCT AGREEMENT

To sign this contract please make a copy of it and sign it, then send that to us.

General Expectations for All Volunteers

To meet students through Google Meet during the time scheduled by their parents to fulfill the type of session requested. You are never allowed to meet up with the students in person. If you are hosting cooking sessions, clarifying with the parent for allergies of both the child and anyone in the household is of the utmost importance.

Conduct

All members must maintain the highest level of conduct during sessions, emails, and while representing Project Pals. This includes but is not limited to: being positive, polite, kind, patient, engaged, and enthusiastic, along with never cursing or participating in inappropriate behavior while representing Project Pals. Keep in mind that for younger kids even words like “stupid” and “shut up” are considered bad words, even though they are common to us.

Scheduling

If you are going to be absent, notify Project Pals at least three days in advance so a replacement volunteer can substitute in your place. If there is a pattern of absences or tardies during the agreed upon scheduled meetings, the result may be your dismissal from our program. If a student and their parent wishes to end their sessions, please forward that information to the Project Pals team. If you wish to discontinue your service with Project Pals, please email our Project Pals team at least three days before your next session, so we can find a replacement for your assigned student. If you are experiencing technical issues, please contact our gmail: info@project-pals.org.

Confidentiality of Student Information

You will be given confidential information about your student, including name, grade, and email address when Project Pals matches you with a student. Do not share this information with anyone outside of Project Pals for any reason.

Reporting Concerns for Students Well-Being

If the volunteer suspects any form of abuse or self harm or a child alleges abuse by an adult, they are required to tell the team. Then the team may contact the authorities and take the next steps. It is your duty to report any of these concerns in order to prevent physical, emotional, or sexual abuse against children. Signs of this can include but are not limited to: physical harm, verbal threats of harm, neglect, crying, sleeping during sessions, physical discomfort, radical behavior, suicidal talk, substance abuse, and concerns about family contact. When in doubt, report it to Project Pals and we will evaluate it.

Harassment

Project Pals will not tolerate harassment towards students, board members, parents or volunteers based on race, color, creed, religion, national origin, sex, sexual identity or orientation, disability, age, marital status, or status with regard to public assistance. If you experience this within our environment, please contact our team's gmail immediately.

Enforcement of Tutor Code of Conduct

Failure to meet any of this Code on Contract may result in temporarily or permanent termination from Project Pals. If Project Pals finds any reason to believe that you are not obeying this agreement, a temporary suspension may be placed on you from Project Pals while our team looks into it.

Service Hours Notice

Project Pals is happy to fill out any necessary community service hour forms/sheets to verify your hours. However, since we are not yet a nonprofit, some schools may not accept these hours. Be sure to check with your school's requirements.