

VOLUNTEER CONFIDENTIALITY AGREEMENT

Volunteer agrees that any and all knowledge or information that may be obtained with respect to the conduct and details of the organization and with respect to its clients and services will be forever held inviolate, and be concealed from any and all other persons, and that he or she will not impart the knowledge acquired to any other person or other organization.

WAIVER AND RELEASE FOR VOLUNTEERS

In consideration of my being allowed to be involved in the literacy program sponsored by the Literacy Council of Sumner County (LCSC), I hereby agree to release and forever discharge the LCSC and all its volunteers, employees, officials, directors and agents, for any and all claims, demands, actions and lawsuits for injuries and expenses sustained and/or incurred to my person and/or property as a result of my involvement with LCSC. I understand that as a volunteer my activities may involve physical activity, contact with unidentified and unfamiliar persons, travel, and other potential risks of injury to me and my property, and I hereby assume all such risks.

Signature

Print Name: _____

Address: _____

Parent or Guardian (if minor)

City, St, Zip: _____

Date

Witnessed By

VOLUNTEER TUTOR AGREEMENT

As a volunteer tutor, I agree to:

1. Tutor an adult or child at least ___ hours a week for a minimum of ___ weeks.
2. Prepare adequately in advance for each lesson using LCSC and other materials.
3. Inform the student in advance if a lesson must be missed or rescheduled.
4. Notify LCSC at least 2 weeks in advance or terminating tutoring services.
5. Attend required LCSC training workshops.
6. Complete and submit monthly volunteer time sheets.

In return, LCSC agrees to:

1. Provide training, materials, and confidential support.
2. Sponsor training workshops at least twice a year.
3. Contact the tutor monthly to discuss student progress, provide information about materials and lesson preparation, answer questions, and record hours volunteered.
4. Encourage volunteer input and suggestions with regard to student's instructional plans and general tutoring operation.

LCSC Board of Directors does not approve approve of:

1. Meeting in a home or other non public location
2. Allowing tutor or student to provide transportation for tutoring session
3. Conducting tutoring session of a minor without parental (or guardian) supervision.

Signature _____

Date: _____