



Jaferia Islamic School Volunteer Guidelines

The administration of Jaferia Islamic School (JIS) is appreciative of all persons who are willing to commit time and energy to provide an environment conducive for the religious education for students of our community. It takes a combined community to accomplish this, and we welcome volunteers to join in the goal of making JIS be the best that it can be.

Volunteer Responsibilities:

1. Every volunteer must register in the JIS main office upon arrival. When entering the office, the volunteer must register in the Volunteer Sign-in Log.
2. Volunteers play a key role in the JIS classrooms and other school-related activities. The JIS administration will determine how to most effectively use your help as a volunteer and assign you task accordingly.
3. Please provide as much advanced notice as possible if you cannot volunteer for a scheduled time.
4. Volunteers shall exercise mature judgment in supervising children and shall in all instances respect each student's rights and privacy. It is essential that confidentiality is maintained. Volunteers should discuss any concerns directly and exclusively with the JIS administration.
5. Disciplinary action is strictly the responsibility of JIS administration. Volunteers should not be put in a position of having to enforce discipline. Under no circumstances verbally admonish or physically discipline a child. If you are having a problem, immediately inform the JIS administration.

Volunteer Tips:

To insure the most productive and positive experience as a JIS volunteers, the following suggestions may be useful:

1. Set up a preliminary conference with JIS Administration to discuss scheduling and duties. Since we plan around your help so please adhere to the schedule. Call or email the JIS office in advance if you need to cancel your volunteer time on a particular day.
2. Develop a set routine for receiving assignments, written or verbal. This allows you to begin tasks with a set schedule.
3. Never discuss any child's performance or behavior. Remember all children belong to the community.
4. JIS Administration and Teachers, not volunteers, are responsible for communication to parents. If you have an issue, please discuss it with the JIS Administration.

I have read the above information and agree to the guidelines and responsibilities.

Volunteer's Name _____

Volunteer Signature

Date