



## VOLUNTEER CONFIDENTIALITY AGREEMENT

*This agreement is intended to indicate the seriousness with which we treat our volunteers. The intent of the agreement is to assure you both of our deep appreciation for your volunteer services and our commitment to do the very best we can to make your volunteer experience here a productive and rewarding one.*

### **Salem Lutheran School commits to the following:**

- \*To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of his or her duties.
- \*To ensure diligent supervisory aid to the volunteer and to provide feedback on performance.
- \*To respect the skills, dignity and individual needs of the volunteer, and to do our best to adjust to these individual needs.
- \*To be receptive to comments from the volunteer regarding ways in which we might mutually better accomplish our respective tasks.
- \*To treat the volunteer as an equal partner with school staff, jointly responsible for accomplishment of the mission of our school.

### **The Volunteer commits to the following:**

- \*To perform my volunteer duties to the best of my ability.
- \*To adhere to Salem Lutheran School's policies and procedures, including record keeping requirements and confidentiality of student, faculty and staff information.**
- \*To meet time and duty commitment, or to provide adequate notice so that alternative arrangements can be made.
- \*To act at all times as a partner of the professional team responsible for accomplishing the school's mission, and to uphold the school with a positive attitude and encouraging words.**

**Name (please print)** \_\_\_\_\_

**Volunteer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*The Volunteer Work Service Program exists to serve the Lord through a volunteer ministry, working toward a common goal of reflecting God's love while supporting the academic and spiritual growth of Salem Lutheran School.*