



STUDENT VOLUNTEER PROGRAM

Agreement, Permission & Service Log | 2026-27

SERVING SCHOOLS • SUPPORTING STUDENTS • STRENGTHENING COMMUNITY

Higley Unified School District | 2935 S. Recker Road, Gilbert, AZ 85295 | 480.279.7000



Leadership Through Service

HUSD student volunteers contribute to their school community while developing responsibility, leadership, and workplace skills. A student volunteer opportunity must be created and supervised by a current HUSD staff member and approved by the school administrator.

Student volunteers must be currently enrolled in HUSD and remain under direct staff supervision at all times.

Before Service Begins

1. The student identifies a school-approved volunteer opportunity and a supervising HUSD staff member.
2. The student and parent/guardian complete the information and permission sections.
3. The student reviews and signs the Student Volunteer Conduct Agreement.
4. The supervising staff member accepts the responsibilities described in this packet.
5. The school administrator approves the volunteer placement.
6. The school retains the complete packet for one year. The student may use the final page to document service hours.
7. Each additional volunteer opportunity requires a new application.



Student Volunteer Information & Parent Permission

Student Full Name	Student ID, if applicable
School	Grade
Student HUSD Email	
Volunteer Site / School	Volunteer Role or Activity
Supervising Teacher	Expected Dates

Parent/Guardian Permission

I give permission for my student to serve as an HUSD student volunteer under the direct supervision of the staff member identified above. I understand the volunteer opportunity is unpaid, may be ended at any time, and does not create an employment relationship.

Parent/Guardian Name	Primary Phone
Email Address	Relationship to Student
Emergency Contact Name	Emergency Contact Phone
Alternate Contact	Alternate Contact Phone

Medical information relevant to safe participation (allergies, conditions, medications, restrictions):

Parent/Guardian Signature

Date



Student Volunteer Conduct Agreement

- ☐ Maintain a positive attitude and treat students, staff, families, and community members respectfully.
- ☐ Follow the HUSD Student Code of Conduct, school dress code, technology rules, safety procedures, and directions from staff.
- ☐ Arrive on time, remain in assigned areas, and notify the supervising staff member if I cannot attend.
- ☐ Remain under direct staff supervision and never supervise or be left alone with other students.
- ☐ Assist staff but do not replace staff, make disciplinary decisions, or provide instruction unless directly guided by the supervising staff member.
- ☐ Maintain confidentiality and not discuss, photograph, record, post, or share private student or staff information.
- ☐ Not transport students or communicate with students through personal cell phone, email, social media, messaging, or gaming accounts.
- ☐ Not engage in hazing, pranks, harassment, bullying, discrimination, retaliation, or behavior that may cause physical or emotional harm.
- ☐ Immediately report unsafe, inappropriate, or concerning conduct to the supervising staff member or administrator.
- ☐ Understand that failure to meet these expectations may result in removal from the volunteer opportunity and school discipline when appropriate.

By signing below, I confirm that I understand and agree to these expectations.

Student Signature

Date

Printed Student Name



Supervising Staff Responsibilities & Administrator Approval

Supervising Staff Member

- ☐ Create a defined, age-appropriate volunteer assignment with clear duties and boundaries.
- ☐ Provide direct supervision at all times and never leave the student volunteer alone with other students.
- ☐ Provide a physically and emotionally safe environment and respond immediately to concerns.
- ☐ Communicate expectations clearly and professionally and model appropriate conduct.
- ☐ Use school-approved communication platforms and avoid personal cell phone or social-media communication with the student volunteer.
- ☐ Coordinate with the student’s parent/guardian and school administrator when needed.
- ☐ Verify service hours accurately and notify the administrator if the placement should be modified or ended.
- ☐ Coordinate with student and parent to ensure proper pick-up and drop-off times.

Supervising Staff Name	Position
Department / Program	School
Supervising Staff Signature	Date

Administrator Approval

Administrator Name	Title
Approved Start Date	Approved End Date

Decision: ☐ Approved ☐ Not approved

Administrator Signature	Date
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School staff: retain the full packet at the school site for one year. Provide the service log to the student as needed.



Student Volunteer Service Log

Student Name: _____ School: _____

Date	Time In	Time Out	Total Hours	Activity / Position	Student Initials	Staff Signature

Total Verified Hours: _____

Additional notes or expectations: _____