

Volunteer Agreement and Acknowledgment

Thank you for sharing your time and talents in support of Serra's students and community.

This agreement outlines the expectations for parents, guardians and friends of Serra who serve as a volunteer for Junipero Serra High School (Serra). Volunteer roles are coordinated and supervised by the school and may vary depending on the activity and the level of student contact.

1. Volunteer Role and Required Clearance

Serra determines the appropriate volunteer category and any required training or clearance before service begins. Volunteers may not begin an assignment until the school confirms that all applicable requirements have been completed.

Volunteer category	General expectations
Direct student contact	Examples include field trips, retreats, clubs, coaching, tutoring, and other roles involving direct supervision or recurring contact with students. Completion of Live Scan fingerprinting, VIRTUS training, and any other required clearance must be confirmed before service begins.
Indirect student contact	Examples include taking tickets, working concessions, assisting with admissions and advancement events, setup, hospitality, and similar roles that do not involve supervising students. Volunteers must complete any orientation required by Serra and may never be alone with a student.

2. Volunteer Status

At no time are you considered an employee of Junipero Serra High School or the Archdiocese of San Francisco. Volunteer service does not create an employment relationship and does not entitle you to wages, employee benefits, or rights under any collective bargaining agreement. Any reimbursement of a preapproved expense does not change your volunteer status.

3. Conduct and Student Safety

As a Serra volunteer, I agree to:

- Support Serra's Catholic mission and treat students, families, employees, guests, and other volunteers with dignity and respect.
- Follow the directions of the supervising Serra employee or approved event lead and remain within the scope of my assigned role.
- Maintain appropriate adult-student boundaries and avoid being alone with a student. If an unexpected circumstance arises, I will move to an observable location and immediately notify a Serra employee.
- Use appropriate language and conduct and refrain from harassment, discrimination, intimidation, bullying, corporal punishment, or inappropriate physical contact.
- Not provide students with alcohol, cannabis, nicotine, controlled substances, weapons, or other prohibited items, and not volunteer while impaired.
- Not transport students, administer medication, collect money, make purchases, or represent the school unless specifically authorized for the assignment.

4. Confidentiality, Privacy, and Communication

- Protect confidential or sensitive information learned through volunteer service, including information about students, families, employees, school operations, safety procedures, and incidents.
- Use student or family contact information only for the school-approved purpose for which it was provided and not copy, retain, distribute, or use it for personal, political, commercial, or unrelated purposes.
- Not photograph, record, post, tag, or otherwise share images, names, information, or communications involving students or school activities unless expressly authorized by Serra.
- Direct student, parent, employee, safety, discipline, or program concerns to the designated Serra employee rather than attempting to investigate, mediate, or resolve them independently.

5. Safety and Reporting Responsibilities

I will promptly report any injury, accident, unsafe condition, suspected policy violation, boundary concern, or concerning behavior to the supervising Serra employee or school administrator. If I have a reasonable suspicion of child abuse or neglect, I will immediately notify a school administrator and follow any reporting instructions or legal obligations applicable to my role. In an emergency, I will call 911 when appropriate and then notify the school.

6. School Policies, Property, and Access

I will comply with applicable Serra and Archdiocese of San Francisco policies, event procedures, emergency directions, and safety rules communicated to me. Any keys, badges, credentials, records, equipment, funds, or other school property entrusted to me will be safeguarded, used only for the assigned purpose, and returned immediately upon request or at the conclusion of the assignment. Access credentials may not be shared.

7. Assignment and Conclusion of Service

Volunteer assignments are made at Serra's discretion based on school needs, role requirements, and student safety. Serra may modify, suspend, or end a volunteer assignment at any time. A volunteer may also end service at any time by notifying the supervising Serra employee. This agreement does not guarantee a particular assignment, schedule, or duration of service.

Volunteer acknowledgment

I have read and understand this agreement. I agree to follow these expectations and any additional instructions or policies provided for my assignment. I understand that completion of this form does not authorize me to begin volunteering until Serra confirms my assignment and any required clearance.

Volunteer Information and Signatures

Volunteer name: _____

Student name and graduation year (if applicable): _____

Email: _____

Cell phone: _____

Volunteer signature: _____ Date: _____

Serra representative: _____ Date: _____