



LIBERTY TREE ACADEMY

Volunteer Application



Full Name: _____
Last First Middle

Address: _____

Phone Number: _____ Home () Cell () **Email:** _____

Emergency Contact Name: _____ **Phone Number:** _____

I am a (Check One)

___ Parent/Guardian

___ Relative (grandparent, aunt, uncle, sibling)

___ Other (Please specify) _____

Student Name	Teacher	Grade

Liberty Tree Academy (LTA) volunteers are in a unique position to influence the character and atmosphere of the school, both within its walls and out in the community. Therefore, volunteers must agree to uphold the following standards.

Security/Student Safety:

- All volunteers must complete the LTA volunteer application and background check release form. A criminal background check must come back free of criminal history prior to the first volunteer session.
- All volunteers are required to check in at the front office using a valid ID. Once they acquire a badge, they will be required to keep it on and visible at all times while in the building.
- Volunteers must avoid being alone with students.
- Volunteers must use staff restrooms or the restroom in the school foyer. Using a student restroom is prohibited.

Dress Code:

- LTA volunteers are expected to dress modestly and appropriately. Jeans are permitted but must be free of rips or tears. Tank tops, shirts that display cleavage, lingerie, and shorts are prohibited. During summer projects at LTA, capris may be worn in lieu of full-length pants.

Conduct:

- Volunteers are expected to model good character and professionalism.
- Volunteers must maintain respectful communications with and about all staff and students while in the building.
- Volunteers must accept the authority of teachers in the classroom and should avoid confrontations in front of students. If there are concerns that need to be addressed, volunteers will follow the proper procedure: communicating with the teacher first, and then elevating the concerns as necessary to the Dean, the Headmaster, or the LTA Board.
- All information gained about students and staff while volunteering must be kept confidential. Posting sensitive information on social media is prohibited, this includes students identifying information and student photographs.
- All matters relating to student discipline or behavior should be addressed by teachers or staff members and not by volunteers.
- Cell phone use is prohibited during volunteer hours, except in emergency situations. If an emergency arises, volunteers are exhorted to take calls outside of the classroom.
- Volunteers are expected to demonstrate respect for the authority of LTA teachers, administrators, and the LTA Board while volunteering and while in the community.

Photography:

- Photography is prohibited except in special situations in which volunteers have obtained permission from the teacher and front office.

I acknowledge that I have read and agreed to the above standards of conduct for volunteering with Liberty Tree Academy. I understand that violations of these guidelines may result in the revocation of my volunteer privileges.

Name (Printed) _____

Date _____

Signature _____

Office Use Only:

_____ Background check completed

_____ Application Approved