

# H ALLEN HIGHT (CHEETAH) PTA VOLUNTEER CODE OF CONDUCT

The H Allen Hight (Cheetah) PTA believes that participation in the PTA is an important and integral part of the total school program. Participation as a volunteer in the activities of the Cheetah PTA (including all leadership roles) is subject to the observance of this Volunteer Code of Conduct.

**MISSION STATEMENT** The Cheetah PTA will help facilitate and provide strong leadership in the areas of parent communication, classroom support, and student enrichment. Our focus for the 2021-2022 school-year will be increasing enrichment opportunities for students.

## RELATIONSHIP WITH OUR SCHOOL

Our PTA partners with our school's staff and administrators to achieve many of the PTA's goals. When PTA volunteers are present at school, they are *guests* of the school and must adhere to all school policies and procedures, including the District's volunteer screening process. PTA volunteers must work cooperatively and under the direction of staff and administrators, particularly when present in the classroom.

## BEHAVIOR: Sustaining a Culture of Integrity

Our PTA is an all-volunteer organization. Despite this, it is considered a business due to its organization as a corporation and its status as a 501(c)(3) non-profit organization. As such, all PTA Board members, program chairs and volunteers will conduct themselves in a professional manner. We will use good judgment, be accountable for our actions, and conduct business with integrity. Ethical behavior is modeled from the top and demonstrated by example. We earn credibility with our community by keeping our commitments, acting with honesty and integrity, and pursuing our organization goals solely through honorable conduct. We should continually ask ourselves the following questions: What actions would you take, how would you handle a problem, and what type of correspondence would you send if you worked in a professional environment? We earn credibility with our community by keeping our commitments, using good judgment, and honoring our core values of integrity, respect, collaboration, inclusivity, accountability, and commitment. A volunteer can demonstrate these values by following a few simple rules:

- 1) A volunteer will act in a professional and civil manner in his/her relations with students, staff, and other volunteers.
- 2) A volunteer will find out how he/she can best serve the activity for which he/she has volunteered, and will commit to doing only what he/she can actually fulfill.
- 3) A volunteer will remember that he/she is a helper in the school and will work cooperatively and under the direction of those in charge.
- 4) A volunteer will remember that students, staff, and other volunteers are relying on his/her commitment to an activity on a regular and consistent basis.
- 5) A volunteer must contact PTA leadership directing the activity if he/she is unclear about roles or expectations or when help is needed.
- 6) A volunteer will maintain confidentiality with respect to students, staff, and the school.

It is our belief that the core ingredients of character should be displayed when interacting with faculty and students via these core ethical values: confidentiality, trust, respect, responsibility, fairness, caring, teamwork, and hard work.

Finally, we believe that sincere and good faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well-being of the dynamic relationships with our staff and students. PTA Volunteers have an expectation to treat others with dignity and respect. As members of the PTA our behavior is reflective of the PTA and our school community.

## ETHICAL CONCERNS AND CONFLICT RESOLUTION

All PTA members and volunteers should feel comfortable to share their opinion, particularly with respect to ethical concerns and conflicts. If you feel a person or an activity you are involved with is not honoring this code, it is important for you to address your grievances with the other party, or with the appropriate PTA chairperson or President. Our PTA will not tolerate harassment, physical threats, public slander, or any of the like, in any form. If any inappropriate behavior or incident violates Natomas Unified School District volunteer policy, you must immediately report it to the H Allen Hight Elementary School Principal. If any inappropriate behavior or incident occurs at a PTA-sponsored event, you must also immediately report it to the Cheetah PTA President.

I, the volunteer, have read and agree to abide by this policy and understand that the failure to adhere to the above guidelines may result in the termination of my volunteer position.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

(\_\_\_\_\_)\_\_\_\_\_  
Phone Number

**H ALLEN HIGHT (CHEETAH) PTA VOLUNTEER  
EVENT-SPECIFIC WAIVER & CONDUCT/EXPECTATION AGREEMENT**

**2022 Cheetah 5th-Grade Grad Night - Friday, May 20, 2022**

The 2022 Cheetah 5th-Grade Grad Night event is a PTA-sponsored celebration for Hight 5th graders. The pandemic eliminated many of the opportunities for our students to enjoy school enrichment and extracurricular activities. The grad night event is free and only available to those students who adhered to the behavioral expectations set forth by the school and teachers for the last couple of months of school.

Volunteers are needed for this event to happen. We are grateful for your time and energy in helping to give these students a fun evening. Because resources are limited, we want to ensure everyone knows the expectations for this particular event.

- 1) Volunteers must participate in the Zoom volunteer orientation prior to the event.
- 2) Please check-in with PTA leadership upon arrival.
- 3) All volunteer forms must be completed & brought to event before volunteering. Extra copies will be onsite, if needed.
- 4) Each volunteer will have a role. If a change is needed for any reason, the volunteer must check-in with PTA leadership to ensure that role is covered.
- 5) Volunteers will be provided with food and drink, but please keep in mind that quantities may be limited.
- 6) Activities are designated for the 5th-grade attendees only unless you, the volunteer, are leading it.
- 7) Prizes are designated for the 5th-grade attendees only.
- 8) Please stay for the duration of the time you initially designated.
- 9) Family members and other individuals will not be allowed to accompany you to this event unless they have completed the Zoom volunteer orientation and completed all forms.
- 10) Other children will not be allowed to accompany you. This event is only for the Hight 5th-grade students.
- 11) Smoke or use tobacco or marijuana products while volunteering and/or on school property.
- 12) Use, possess, or be under the influence of alcohol, marijuana or other drugs at any time while volunteering.

I, the undersigned volunteer, assumes all risks in connection with the volunteer's participation in this Cheetah PTA-sponsored event. I hereby release and discharge the California State PTA, all PTA/Cheetah PTA officers, employees, and agents from all liability, claims or demands for any damage, loss or injury to the volunteer or the volunteer's property, unless caused by the negligence of the Cheetah PTA.

I do hereby certify that, to the best of my knowledge and belief, that I am in good health.

I give my permission to receive emergency medical attention by medical staff and/or a duly licensed physician by calling 911:  
Yes  No  (check one).

If the persons listed below in the **Emergency Medical Information** section cannot be reached, medical care **may** be obtained from the emergency hospital of the chaperones' choice: Yes  No  (check one).

It is further understood and agreed that the undersigned will assume full responsibility for any such action, including payment of costs.

I hereby advise that I have the following allergies (**include food allergies**), medicine reactions, or unusual physical condition which should be made known to a treating physician or which could limit participation (**if none, please write "none" below**):

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

\_\_\_\_\_  
Print Name ( )  
Phone Number

\_\_\_\_\_  
Address City State Zip Email

<b>Emergency Medical Information</b>		
<b>Should I become ill or injured during this event, my emergency contacts will be notified.</b>		
Name: _____	Phone: _____	Relationship: _____
Name: _____	Phone: _____	Relationship: _____
Personal Physician's Name: _____	Phone: _____	
Health Plan /Insurance Co.: _____	Health Plan No.: _____	