



Transforming lives, transforming communities.

On Point for College & Volunteer Mutual Expectations Agreement Form

I (the Volunteer):

- Understand the role I serve in is of a voluntary, unpaid status.
- Agree to complete training specific to volunteer role I am placed in.
- Agree to protect both internal data and external communications regarding program participants I interact with. This includes not leaving data in view of the public, using the “bcc” function when sending mass emails, and protecting personal details shared by participants.
- Agree to keep social media interactions with participants strictly professional.
- Agree to dress professionally when visiting the office in order to provide program participants with a positive example of professional attire.
- Agree to communicate professionally towards staff and program participants.
- Agree to notify staff when I have questions or concerns following an interaction with a program participant.
- Agree to notify my staff supervisor if I am unable to fulfil a scheduled commitment.
- Agree to communicate to staff a summary of my interactions with program participants, including hours spent volunteering.
- Agree to reach out to the Volunteer Coordinator if I have questions or concerns regarding my volunteer placement.
- Agree to give notice to the Volunteer Coordinator if I would like to end my commitment to On Point for College.

On Point for College:

- Agrees to provide training and support for all volunteer roles.
- Agrees to respect volunteer privacy, including keeping personal information confidential.
- Agrees to volunteer develop and implement volunteer roles that are engaging and impactful.
- Agrees to provide volunteers with the information needed to perform tasks at the highest level.
- Agrees to provide constructive feedback on volunteer performance as needed or asked for.
- Agrees to communicate new volunteer opportunities in a timely manner.
- Agrees to provide recognition for commitment to service.
- Agrees to maintain our commitment to the health and safety of all staff, volunteers, and program participants.

Volunteer Signature

Date

On Point for College Staff Signature

Date