



Volunteer Packet

Flagstaff Christian School

3500 N. 4th Street ♦ Flagstaff, AZ ♦ 86004

(928) 522-5968 ♦ office@flagchristian.org ♦ [www. flagstaffchristianschool.org](http://www.flagstaffchristianschool.org)

FCS Volunteer:

Thank you for your heart to partner with the students and staff of FCS. We appreciate your desire to help. Your time is a valuable resource and we greatly appreciate your choice to volunteer at our school. This packet is designed to communicate our expectations and help us to gather all the necessary information from you. The time and seeds you sow into the students of FCS will have a significant effect in eternity!

Please note that any information that you provide will be kept in a confidential file. If you have any questions about this process, please contact the FCS office.

Thank you!

FCS Volunteer:

In addition to completing this packet, background checks will be performed on all volunteers who work with students outside of the guidance/supervision of a staff member or who could be in a position to work with students outside the guidance/supervision of a staff member. A background check is not necessary if your fingerprint clearance card has been done within the year.

Procedural Expectations of Volunteers at FCS

- Complete registration process (p.15-16 is for drivers only), ALL drivers need the entire packet, Volunteers who never wish to drive just need the portions complete up until the Driver packet.
- Be punctual and reliable for events
- Notify school in case of an absence
- Follow building sign-in/sign-out procedures
- Wear identification badges issued at school when applicable
- Practice the professional ethics of confidentiality regarding students, fellow volunteers, and staff
- Sign and follow Volunteer Code of Conduct
- Be familiar with the Parent/Student Handbook
- Utilize adult restroom facilities during school hours
- Notify school principal if arrested for a misdemeanor or felony sex, drug or weapon related offense as well as any ordinance violation involving illegal substances

A completed packet includes:

_____ Completion of Information Page, Signature Page, Volunteer Questionnaire,

_____ A copy of your driver's license or ID

_____ Permission to Obtain a Background Check Form

-or-

_____ I already have a DPS fingerprint clearance card within the last 12 months.

_____ (optional) Annual Volunteer Driver Waiver & Release of Liability Form (2 pages), a copy of your car insurance, and MVD report

Thanks so much for taking the time to go through this process. Once this packet is completed we will run the background check. We will only notify you if there are any issues with your background check. This packet will be good for 3 years. If you have any questions please let the FCS office know.

Information Page:

Date: _____

Name: _____

Address: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Student(s) Name: _____

Teacher's name of Student: _____

If you are going to be volunteering outside of your child's classroom, please list below where you plan on volunteering:

Have you already done a fingerprint clearance card in the last 12 months? Yes ☐ No ☐

Please provide a copy if yes. If no, you do not need one unless you are a FCS employee.

Signature Page

_____ (Please Initial) I affirm my personal agreement with the Flagstaff Christian School's Statement of Faith in the Volunteer Packet.

_____ (Please Initial) I affirm my personal agreement with the Flagstaff Christian School's Position on Critical Issues in the Volunteer Packet.

_____ (Please Initial) I have read, understand, and fully agree to abide by the provisions of the Code of Ethics for FCS Volunteers in the Volunteer Packet.

_____ (Please initial) I have received a copy of the FCS Anti-Harassment Policy in the Volunteer Packet. This policy is in effect for every employee, student, volunteer, and guest at Flagstaff Christian School. I clearly understand the information contained within this written policy and acknowledge that I am responsible to act in accordance with this policy.

I certify that I have read and agree to abide by the entire Volunteer Handbook/Code of Conduct. I certify that I have not been convicted of a violent crime and/or sex offense against children or adults. This signature also indicates my agreement to abide by the Code of Conduct set forth in this document.

Name: _____

Signature: _____

Date: ____/____/____

Emergency Contacts

Name: _____ Relationship: _____

Contact #: _____

Name: _____ Relationship: _____

Contact #: _____

Permission to Obtain a Background Check

****This form authorizes Flagstaff Christian School to obtain background information and must be completed by the applicant. FCS must keep this completed form on file for at least two years after requesting a background check.**

I, the undersigned applicant (also known as "consumer"), authorize Flagstaff Christian School to procure background information (also known as a "consumer report and/or investigative consumer report") about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to Flagstaff Christian School, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Name: _____

Signature: _____

Date: ____/____/____

Identifying Information for Background Information Agency
(also known as "Consumer Reporting Agency")

Print Name: First Middle Last

Current Address: Street /P. O. Box City State Zip Code County Dates

Previous Address: Street /P. O. Box City State Zip Code County Dates

Social Security Number: _____ Daytime Telephone Number: _____

Driver's License #: _____ State of Issuance: ____ Date of Birth: ____/____/____ Gender ____

Volunteer Questionnaire

1. Why do you want to volunteer at FCS?

2. What previous relevant experience do you have?

3. What are your strengths?

4. What are your weaknesses?

5. Have you ever been convicted of a crime? _____ If yes, please explain.

Our Mission

FCS is Family-Focused, Christ-Centered, and Shepherding Scholars.

Our Vision

To see all students know their identity in Christ and impact the world for His glory.

FCS Volunteer Code of Ethics

Flagstaff Christian School is a Christian academic institution committed to the teachings and principles of the Bible. Therefore, all FCS volunteers are required to affirm their commitment to the school's Mission Statement, Statement of Faith, and Position on Critical Issues. Such affirmation, of course, demands a high standard of personal professional conduct.

This Code of Ethics for FCS volunteers has been developed and implemented to identify and emphasize certain behaviors that we desire as we attempt to maximize our "role model" responsibilities to our students and their families. Therefore, an FCS volunteer affirms the following:

I will faithfully discharge my voluntary duties effectively and in strict accordance with the rules and regulations established by the appropriate member of the FCS administrative staff.

- I will make a strong and positive contribution to this school, its students, and their parents/guardians.
- I will strive to be a cooperative, joyful volunteer committed to serving the school in accordance with God's will.
- I will affirm other volunteers in their roles, as well as encourage, commend, and regularly pray for them.
- I commit to handle all interpersonal relationship issues according to the scriptural mandate found in Matthew 18.
- My decorum, including attitudes, actions, and appropriate standards of dress, will be exemplary and representative of FCS "role model" caliber.
- I will follow, both in letter and spirit, the operational policies and procedures of the Board of Directors, the Administrator, and my immediate administrative supervisors.
- I will maintain appropriate confidentiality with all important school matters, including information about students, parents/guardians, FCS employees, and general operation of the school.
- I will maintain the moral and ethical standards of FCS in all school and community settings so that the name of Christ, the reputation of the school, students and families, and my name will not come into disrepute.
- I will strive to be a living example to all school constituencies of the characteristics the school seeks to produce in the lives of its students.
- I have read and understand the School Policies in the FCS Parent/Student Handbook

Violation of any of these provisions of the Code of Ethics for FCS Volunteers will jeopardize the volunteer relationship with the school and may result in a significant altering of future volunteer relationships, the determination of which will be made by the Flagstaff Christian School Administrator.

FCS Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15; II Peter 1:21).
2. We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His Ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe regeneration, by the Holy Spirit, through faith in Jesus Christ, is absolutely essential for the salvation of lost and sinful people (John 16:5-15, 20:21-23; Romans 8:1-17).
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).
6. We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
7. We believe Christian unity is necessary to accomplish the mission Jesus has entrusted to His church here on earth (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).

Position on Critical Issues

One of the strengths of Flagstaff Christian School is its place as a non-denominational institution. The joy of sharing the person of Christ and living in unity as a body of believers is, in part, the realization that we have differences in areas nonessential to salvation and that through this recognition and acceptance we can mutually experience that which brings about patience, understanding and love among believers (Rom. 15:5). It is equally important to clearly articulate our position on certain critical issues that are foundational to the mission and values of FCS.

Foundational

The Board of Flagstaff Christian School takes a clear position on each of the following: (1) Biblical biological definition of male/female (Gen 1:26-27), (2) drunkenness (Eph. 5:18); (3) abortion (Lev. 18:21); (4) premarital sex/extramarital sex (I Thes. 4:3); (5) homosexuality (Rom. 1:26, 27; Lev. 18:22); (6) pornography (Ps. 101:3a).

Qualified

The Board of Flagstaff Christian School takes a qualified position on the following issues: (1) legal vices; (2) euthanasia; (3) marriage; (4) divorce; (5) creation.

Legal Vices: There does not appear to be a clear Biblical directive regarding gambling or the use of tobacco and alcoholic beverages, except in the case of drunkenness. However, inasmuch as our current society has experienced serious health and personal economic problems related to addiction to these vices, we would discourage the use of alcohol or tobacco or participation in gambling.

Euthanasia: There is a wide variance in the definition of the term euthanasia. The definition, which FCS would take a stand against, which would be the willful act of inducing or speeding up the death process.

Marriage: God's design for marriage is the union of one man and one woman.

Divorce: God's best for His children would have a man and a woman married only to each other for a lifetime. Inasmuch as there are different interpretations of the Biblical reasons for divorce and God's view of the same, the issue would be referred back to the individual, the home, or the church for a final decision.

Creation: We teach that man was created by God and in His image (Gen 1:27) and believe there is compelling evidence for Creation and the Flood (Gen 6-8); all things in the universe were created and made by God in the six literal days of the creation week described in Genesis 1:1-2:3, and confirmed in Exodus 20:11. We believe that none of the biblical accounts of Creation and the Flood needs compromising. What we teach in this regard is consistent with the Bible record.

Neutral

The Board of Flagstaff Christian School takes no position relative to the following issues: (1) speaking in tongues; (2) form of baptism, i.e., sprinkling or immersion; (3) election; (4) the church and politics; (5) political endorsements by FCS; (6) healing (7) communion.

"No position" is defined as viewing an issue to be nonessential to salvation, which has much variance among Christian evangelical groups as they interpret the Scriptures. Therefore, any formal discussions would be referred back to the home and church for that individual to determine for himself. This would not prevent an individual, if asked, from giving his/her personal point of view.

What is a Volunteer?

We define a volunteer as one who voluntarily offers a service to the school without compensation and has direct contact with students. Individuals are defined as volunteers if participating in activities in which all students are not under the supervision of their parents/guardians. For instance, if a book fair takes place during the school day and a class comes to the fair, volunteers would have to possess a registered volunteer status to work with these students. A book fair in the evening in which students are accompanied by parents would not require volunteers with registered volunteer status.

Examples of Volunteers Requiring Registered Status:

Included but not limited to:

- Classroom Volunteers
- Classroom Reading Volunteers
- Cafeteria/Playground Volunteers
- Field Trip Chaperones
- Field Trip Drivers
- Clerical Helpers
- Extra-curricular coaches

Examples of Volunteer Involvement NOT Requiring Registered Status:

- Cultural Diversity Special Presenters
- Evening Events
- Footgolf or Bikeathon Fundraisers
- Volunteers from vetted Organizations (i.e. Kohl's Cares)

Rewards of Volunteering

There are many rewarding experiences that come from volunteering time and talents. Among these are:

- The opportunity to serve God by serving His children
- Chance to utilize your specific skills and talents
- Time spent sharing educational and spiritual experiences with your children
- Opportunity to strengthen a better understanding of how children learn

Volunteer Safety and Conduct Guidelines:

Commitment

- We are most grateful to our volunteers for making every effort to honor the commitments they have made. If, for some reason, a volunteer cannot meet a commitment, we ask that he/she inform the teacher or other staff person. This should be done as early as possible so that alternate arrangements can be made.
- Volunteers should be prompt; due to scheduling requirements, it is important to make every minute count.

Confidentiality

- Volunteers often have the opportunity to observe interaction among students, among teachers, or between teachers and students. They are sometimes party to privileged information which needs to remain confidential. It is also a breach of ethics to discuss confidential school situations with other parents.
- Confidentiality is a priority in your relationship with your student. Some students share sensitive information about issues and concerns in their personal lives. Any question concerning a child's behavior, achievement, and/or needs should be immediately directed to the teacher.
- Volunteers must be especially careful to honor confidentiality. Breaching confidentiality can be hurtful to children, their families, and the staff.
- Cell phones may not be used by students, staff, or volunteers to take photos or videos of FCS students or staff at any time without their verbal or written permission. Students, Staff members, and volunteers are prohibited from taking, with any device, photographs or videos of children/youth at FCS functions and/or posting them anywhere online, including on the FCS website, social networking sites, or on the staff member's private social networking sites unless a liability waiver/permission form has been signed by the parents and the staff member(s) has/have been authorized by the Ministry to do so. In addition, no photographs or videos may be photo shopped or altered using AI technology before posting them or using them in any manner, even after permission for use has been given.

To help, here are some sample issues that can arise:

- "Wasn't it cute when John ..." No matter how innocent, cute, funny or charming a classroom event may be, it is not okay to repeat stories about students.
- When parents ask you questions ... Many parents are tempted to ask you about how their children behave in school. This is especially likely if you are friends outside of school. It is not acceptable to put volunteers in this awkward position. If parents do have concerns, encourage them to talk to the class teacher.
- When you see or overhear something ... As a volunteer, you might see or hear things from staff or students that they would not want to have repeated outside the school. What happens in the classroom (or the hall, or the cafeteria) stays at school.
- When a student tells you about their family, pet, vacation, etc., as students become comfortable working with you, they might decide to share something personal. You need to keep this information private.
- When you have a concern ... If a student tells you something that causes you concern, or if you observe something that troubles you, tell the classroom teacher or inform the administrator if appropriate.

Discipline

- Rules and procedures related to student discipline have been established by the school and individual classroom teachers. Classroom teachers and school administrators are responsible for student discipline. These guidelines are maintained for the safety and welfare of all students. Please seek assistance from a classroom teacher if discipline may be needed.

Fire and Emergency Procedures

- Volunteers should make themselves familiar with the fire and emergency exit routes posted in every classroom.
- If an emergency is to arise, volunteers must follow the directions of the school staff member present.
- In the event that a member of the school staff is not present, emergency procedures can be found in each classroom.

Open Area Rule

- While working with students, volunteers should be in the open where others can see them interact with students.

Restroom Supervision and Guidance

Volunteers should avoid taking children to the restroom. Elementary students may be accompanied to the restroom for supervision and assistance when needed. (However, the student should receive the minimum amount of assistance needed based upon their individual capabilities.) If for any reason that a volunteer must go to the restroom to check up on an individual child, they should:

1. Seek out another person to accompany them.
2. If another person is not available to accompany them they should go to the exterior restroom door, knock, and ask if the child needs assistance.
3. If the child requires assistance, the worker should leave the exterior restroom door open when entering the bathroom area and try to verbally assist the child in completing their activities while the child remains behind the door of the restroom stall.
4. Any assistance with the straightening or fastening of garments should only be done in the presence of a teacher or another adult employed by FCS.

Transportation and Field Trips

Volunteers provide a valuable service by helping to supervise students on educational and recreational field trips. In order to maintain the security and safety of our students, it is critical that the following procedures be followed:

Chaperones and Drivers are different positions on a Field Trip:

Chaperones will be responsible for a set of students. We will make every effort to try to place your child in your group. Chaperones may not have non-school-age siblings with them.

Drivers may also be Chaperones. Drivers will need to have the driver packet filed with the office. Drivers may have non-school age siblings in the car with them.

- A student should never be alone in a vehicle with an adult. Volunteers should have another adult present, or if possible, multiple students. As often as practical, two adults will be assigned to supervise or lead activities involving children or youth.
- Students should be transported directly to their destination. No unauthorized stops should be made.
- Students should never be transported without parental permission.
- Volunteers should avoid physical contact with students while in vehicles.
- Drivers must not have any convictions during the preceding three years for driving under the influence of alcohol or a controlled substance.
- Drivers are to obey all traffic laws and are to make every reasonable effort to assure the safety of their passengers, including a seat belt for every passenger. Arizona law requires that every passenger wear a seat belt. Children under 8 must be in a booster seat or car seat.
- Any driver of students in a vehicle must submit a copy of his/her driver's license, proof of insurance, and a driver record (\$3 online from az mvd) to the school office PRIOR to the trip.
- Chaperones must complete and submit a Volunteer Registration/Acknowledgement Form PRIOR to the trip. The service of chaperones who fail to do this may be refused.
- Volunteers are prohibited from being intoxicated or under the influence of controlled substances while volunteering.
- FCS is a tobacco free school. Tobacco products shall not be used on school premises.
- Volunteers are prohibited from the use, possession, or sale of an illegal controlled substance in any quantity.

Child Abuse and Neglect Reporting

Any volunteer who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report such a case to the Arizona Department of Child Safety. The volunteer shall also promptly notify the school administrator that a report has been made. Resources and training can be found at <https://dcs.az.gov/report-child-abuse> The DCS Hotline is: 1-888-767-2445.

Resources are also available at the school office upon request.

Guidance for Community Life

PRAYER

Lord, help the school to exercise its proper authority while building and maintaining open, loving relationships with the faculty, staff, parents and students. May it be said of the school: "Behold how they love one another." John 15:12

We are to be in the world, but not of the world (II Corinthians 10:3). The school is dedicated to proclaiming "kingdom values" and to witness them in daily life. This means that the school community should have a different spirit than is present in the secular world in which most of us earn our living and spend so much of our week.

This spirit is one of love and respect between brothers and sisters in Christ. It should permit God honoring procedures for working through the inevitable differences and misunderstandings that come up in any community. Therefore, fear should not characterize the relations between and among FCS families, faculty, staff, administration, and the Board.

It is understandable how all of us can let fear into our relations, because that is often the way of the world. However, among Christians:

“There is no fear in love, but perfect love drives out fear, because fear has to do with punishment. The one who fears is not made perfect in love.” I John 4:18 (NIV)

“For God has not given us a spirit of fear, but of power and of love and of a sound mind.” II Timothy 1:7 (NKJV)

Therefore, the FCS Board, administration, faculty and staff are committed to honoring and respecting students and families when they bring sincere and well founded suggestions and differences of opinions. This means that each is committed to ensuring that there is no basis for retribution or fear--for each recognizes that someday an account must be given for one's life and actions.

Harmony built on a basis of love and respect can be arrived at by following those principles and steps given by our Lord Jesus and recorded in Matthew 18:15-20. We expect all to implement these principles and steps as we deal one with the other.

Principles

1. Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. “A hypocrite with his mouth destroyeth his neighbor: but through knowledge shall the just be delivered.” (Proverbs 11:9)
2. Keep the circle small. “. . . if thy brother shall trespass against thee, go and tell him his fault between thee and him alone. . . .” The first step and often the only step needed in solving a person to person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two people level.
3. Be straightforward. “. . . tell him his fault . . .” Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly presented. The Scripture says, “. . . faithful are the wounds of a friend. . . .” (Proverbs 27:6)
4. Be forgiving. “. . . If he shall hear thee, thou hast gained thy brother.” This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, “. . . If a man be overtaken in a fault, ye which are spiritual, restore such a one in the spirit of meekness; considering thyself, lest thou also be tempted.”

Problems:

Step 1

School problems should be resolved at the lowest level. By this we mean that the two parties involved should do their best to settle the differences between them. Forgiveness and restoration are the desired results.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.”

Step 2

If the two parties have met, but the disagreement is unresolved, the problem should be taken to the Administrator for mediation. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter, and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to Godly principles will most often reach an amicable solution.

"But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."

Step 3

If the problem is still unresolved, the aggrieved party may contact the Board President who will determine an appropriate course of action. The ultimate goals are for the parties to resolve, correct, forgive, and wholeheartedly restore the relationship.

"If he refuses to listen to them, tell it to the church."

In summary, the Matthew 18 principle requires that parents talk to the responsible party (teacher, coach, and staff) about student problems before they talk to administrators. If unresolved at the two people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people to people problems.

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.

Based on "The Matthew 18 Principle for Solving School Problems" by Dr. Paul A. Kienel.

Employee Anti-Harassment Policy

Policy:

The policy of Flagstaff Christian School is to provide an environment free from harassment, whether based on sex (gender), race, color, national or ethnic origin, age, or disability. (As a nonprofit, religious entity, the school can and does discriminate on the basis of religion as permitted by Title VII of the Civil Rights Act, state law and/or the U.S. Constitution or state constitutions.) This policy applies to the actions of administration, teachers, staff, parents, outsiders, and any other individual who comes in contact with one of our employees while that employee is performing his or her job duties.

Harassment based on an volunteer/employee's sex (gender), race, color, national or ethnic origin, age, or disability is illegal under federal and state equal employment laws because it subjects employees to unfair treatment and is not related to an employee's work performance or qualifications. Administration, teachers, staff, volunteers, and others who might engage in harassment should be aware that they might be sued and held personally responsible for harassment.

The school does not tolerate harassment of its employees, nor does it tolerate reprisals against any employee

who makes a harassment complaint. Administration, teachers, staff, and others who violate this policy are subject to disciplinary action, including discharge from employment.

Any administrative person who receives a complaint of harassment and fails to appropriately report it or take corrective action pursuant to this policy is also subject to disciplinary action, up to and including discharge. A performance evaluation of an administrative person shall include consideration of the individual's compliance with and support for this anti-harassment policy.

Binding Arbitration Provision

I have read and agree to be bound by the following statement:

I agree that I will never make demands, threaten to sue, or actually litigate any matter whatsoever relating to or resulting from a student's enrollment at School. I understand that making demands, threatening to sue, or actually litigating a matter against School violates biblical teaching and practice and shall constitute sufficient grounds for immediate suspension or expulsion of Student's enrollment. The parties agree to resolve all potential claims, disputes, or causes of action through binding arbitration using the procedures outlined in the School's binding arbitration procedures. Binding arbitration shall be the sole remedy for any and all controversies or claims arising out of the student's enrollment relationship or this enrollment agreement. The parties expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Volunteer Tips for Success

- Relax and be yourself
- Be friendly toward all students
- Encourage the student to try and do the activity to the best of his or her ability
- Praise individual students for a job well done
- Remember that a student often responds better to suggestions, rather than commands
- Proceed at the student's rate of speed
- Don't do for a student what he or she can do for him or herself
- Call the student by name at each opportunity
- Set a good example for the students in every way
- Be impartial while dealing with students and strive to be fair while judging their actions
- Give your full attention to the students you are working with. Avoid the temptation of being distracted by cell phones, tablets, books, and the like
- Be patient – remember teachers and students are human. They will have good days as well as bad days, and will not perform at 100% efficiency at all times
- Under no circumstances should ongoing instruction be interrupted. If you have questions wait until there is an appropriate moment
- Teacher's time without students is still work time, please limit distractions unless the teacher is ready for a break
- Respect that a teacher's desk and/or work area is private

As a volunteer, I have read and agree to the terms laid out in this document:

Volunteer (print)

Date

Volunteer (sign)

Date

****THIS PORTION ONLY NEEDS FILLED OUT IF YOU PLAN ON BEING A DRIVER****

Annual Volunteer Driver Waiver & Release of Liability Form

School Year _____ to _____

Volunteer driver information (please print):

Name: _____

Address: _____

Telephone: _____

Driver License No.: _____ (indicate state or country)

Please attach a copy of your Driver's License

Part 1 (We need this yearly)

Auto insurance company: _____

Policy number: _____

Please attach a copy of your Auto Insurance card

If you are not the vehicle owner:

Owner's Name: _____

Address: _____

Phone Number: _____

Vehicle License Plate Number: _____

Part 2 (This part is good for 3 years)

You will need to go online, log in to your MVD account and pull your 3 year driver record. It will cost \$3 (paid directly to the online portal) enter your info, print the record, and bring in the Motor Vehicle Record.

<https://azmvdnow.gov/guest/customeranonymous/drivers/drivermvr/start>

Annual Volunteer Driver Waiver & Release of Liability Form

I, _____ (print name), waive, release and discharge Flagstaff Christian School (FCS), its trustees, officers and employees from any claims, demands, costs, causes of action, or damage as a result of property loss or damage, or personal injuries sustained to myself and to passengers of a vehicle that I am driving during participation in or traveling to and from locations of the field activity named above. Furthermore, I intend this waiver and release to be legally binding on my heirs, executors, administrators, estate, and assigns.

I, the undersigned, hereby state that I am an adult over the age of eighteen (18) years, that I am mentally competent to make this release, and that I am driving a vehicle with the owner's permission for the field activity under my own volition. I further state that I have at least a Class D driver's license that is valid in the State of Arizona, and that I have at least the minimum amount of liability insurance specified by the Arizona Motor Vehicle Safety Responsibility Act. I agree to notify FCS in writing if there is a change in the status of my driver's license or vehicle liability insurance.

Volunteer Driver (print)	Date
--------------------------	------

Volunteer Driver (sign)	Date
-------------------------	------

Witness 18 years or older (print)	Date
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Witness 18 years or older (sign)	Date
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