

**GARRETT COUNTY PUBLIC SCHOOLS  
VOLUNTEER ASSISTANT AGREEMENT**

Dear: \_\_\_\_\_

You are hereby approved as a volunteer to assist in the \_\_\_\_\_

\_\_\_\_\_ at \_\_\_\_\_  
program school

for the school year \_\_\_\_\_ or for the period from \_\_\_\_\_  
date

to \_\_\_\_\_  
date

In view of the nature of your work with the Garrett County Public Schools, please be advised that you will not be entitled to pay or other benefits extended to permanent employees.

The following guidelines will define your responsibilities as a volunteer assistant:

All volunteers must have prior recommendation of the appropriate administrator and/or staff personnel who are responsible for the direction of the activity involved **and be at least 21 years of age, shall have completed or be enrolled in the prevention and care of athletic injuries, complete a current CRIMINAL BACKGROUND CHECK, and remain under the SUPERVISION of a COMPENSATED COACH/SPONSOR.**

Volunteer participation is limited to only those responsibilities assigned by the staff personnel or administrator under whom this assignment is affected. Authorization for volunteer work in one activity does not assume any other authority to participate in related or unrelated activities.

The participation of any volunteer may be discontinued at any time at the discretion of the building principal under whom the activity is being conducted.

The general goals of the volunteer program are:

- a. to assist in providing more individualization and enrichment of instruction to students;
- b. to relieve many non-professional duties and tasks;
- c. to enrich participant's experiences through the unique resources which can be contributed by volunteers; and
- d. to strengthen the school-community relations through positive participation.

The general duties of the volunteer in any area must be supportive in nature; never directive. The following types of duties may be appropriately delegated to volunteers by coaches and directors of the various activities of the school:

- A. Clerical details – handling communications for the regular staff members.
- B. Operating details – physical arrangements for the teacher, coach, or sponsor.
- C. Supervisory details – student management.
- D. Training details – conditioning and safety.

In general, Volunteers should not perform professional activities which include:

- A. diagnosing the needs of participants;
- B. prescribing instructional programs or techniques;
- C. selecting appropriate materials or activities;
- D. presenting or teaching content;
- E. counseling with students;
- F. evaluating student progress or achievement; and
- G. initiating, determining the why, the how, the where, and the when.

In volunteering to assist in this program, I understand that in conjunction with and pursuant to *Section 4-105.1 of the Education Article of the Annotated Code of Maryland* that I can only act upon the duties and responsibilities assigned directly by my immediate supervisor and those duties and responsibilities must be within the Board of Education's control and direction. In this regard, in addition to the general assignment stated above, my volunteer service is specified below:

- 1. Clerical Details
- 2. Operating Details
- 3. Supervising Details
- 4. Training Details
- 5. Enrichment Activities
- 6. Other as assigned by immediate supervisor

VOLUNTEER \_\_\_\_\_ Date \_\_\_\_\_

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Date of Birth \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

IMMEDIATE SUPERVISOR \_\_\_\_\_ Date \_\_\_\_\_

PRINCIPAL \_\_\_\_\_ Date \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ Date \_\_\_\_\_