



# CCE Extended Day Student Volunteer Agreement 2024-2025

## VOLUNTEER GUIDELINES AND EXPECTATIONS

As a Cunningham Creek Volunteer, it is important to remember that as a volunteer you are setting an example for our young children to look up to and respect. Be sure that all students with whom you are involved are treated with equal considerations and fairness.

This opportunity to volunteer should not be considered as a social opportunity to "hang out" with other volunteers and is not the time for you to do your schoolwork. Remember your purpose while you are here, to be of assistance and helpful whenever you are needed.

- \* Upon arrival at CCE, you must sign in through the "Keeping Track" system on the computers in the main entrance. You will need to wait for your name badge to print out. You will also sign out through this when you leave. Check in with the Extended Day Coordinator after signing in and before leaving.
- \* Attitude is everything. Be receptive and willing to take an assignment when it is given to you by a staff member. Act responsibly and demonstrate you are dependable. Enthusiasm is highly regarded.
- \* Your supervising staff member must know your location at all times.
- \* You may not perform duties anywhere on campus without a supervising staff member present.
- \* Cell phones must be stored and turned off. Only with permission from a supervising staff member may you turn it on and use it, as described in SJCS Code of Conduct. Your ONLY reason for obtaining permission to use your cell phone is to contact your parent and must be done in the presence of the supervising staff member. Texting or calling others will not be permitted.
- \* Refrain from choosing favorites among the children or being partial toward any particular child. Favoritism can demean the spirit of the other children who do not receive your special attention.
- \* Remember to keep your conversations to appropriate content while working with our children. Do not use profanity. Do not discuss other children or students of your peer group while here.
- \* Failure to comply with these guidelines and expectations will result in revocation of your volunteer status with us.
- \* **ALL volunteers must be picked up by 5:00 P.M.\*\*.** (Except for the last day before winter break and the last day of school, we close an hour early, you must be picked up by 4:00 P.M.\*\*)  
\*\*Exceptions may be made for volunteers that have siblings enrolled in Extended Day.

## Student Volunteer Information

**\*\*You will need to go to <https://stjohns.keepntrack.com/apply> to register as a volunteer\*\***  
(If you are 18, they will do a background check on you before approving you.)

Student Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Street Address: \_\_\_\_\_ Grade: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Cell #: \_\_\_\_\_

Current School: \_\_\_\_\_

Allergies and/or Medical Conditions: \_\_\_\_\_

I, \_\_\_\_\_, have read and understand the above Guidelines and Expectations for volunteering in Extended Day at Cunningham Creek. I agree to model the character count pillars while volunteering at CCE. I understand that failure to comply with the above rules will result in my immediate and permanent dismissal from volunteering with Extended Day at CCE.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

## Parent Information

Parent's Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

Parent Email: \_\_\_\_\_ Home #: \_\_\_\_\_

I, \_\_\_\_\_, give my consent for my child to volunteer for Cunningham Creek Extended Day. I have read the above Guidelines and Expectations and understand that if my child does not comply with these rules, the result will be their immediate and permanent dismissal from volunteering with Extended Day at CCE. I understand the hours of service ends at **5:00 PM\*\***, and my child must be picked-up by that time. (\*\*Exceptions may be made for volunteers that have siblings enrolled in Extended Day.)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

## Provisional Transportation Waiver

<https://surveys.stjohns.k12.fl.us/TakeSurvey.aspx?SurveyID=ptwaiver>