

Music Foundation of America, Inc

Volunteer Agreement

1000 Cobb Parkway N Ste F Marietta, GA 30062

678-697-4706

“Building Dreams Through Quality Music Education”

Music Foundation of America, Inc is a Christian Organization, organized exclusively to function as a nonprofit that will help fund scholarships for students in the arts, fund music programs for schools or clubs, provide music programs, summer camp, and workshops that will mentor educate, and enhance artistic skills of youth. We will also fund music projects to Independent Music Artist and/or groups pursuing a career in the music industry with the purpose of bringing Christian music that will have a positive impact on our communities.

Music Foundation of America, Inc **welcomes** you to our team of dedicated, hardworking, and dependable staff volunteer workers. **‘Thank you’** for volunteering your time. As a **Volunteer Assistant**, there is **no monetary compensation** given. Instead, you will receive:

- Beneficial and enrichment experiences
- Opportunity for training development
- Opportunity to participate in productions and special events
- Opportunity for professional development
- Opportunity for social interaction with other volunteers and teachers
- Ability to provide specific job responsibility

As a **Volunteer Assistant**, your responsibilities are as follows:

- To dress in appropriate attire that includes the Music Foundation of America, Inc shirt and pants/jeans that fit in a respectable manner.
- To be present for staff meetings in person or via conference call. Staff meetings in person would normally be during business hours.
- To direct and lead students in class throughout the day.
- To assist all volunteers/staff in organizing classes and productions; and managing behavior of students in a respectable manner.
- To assist the directors and teaching staff with paperwork, which may include: copying, designing, distribution, research, marketing, social media.
- To clean, straighten and organize classrooms, venues, and/or meeting areas of classes of students. At the end of class, volunteer assistants must insure all equipments are packed.
- To report any discipline, First Aid, or emergency issues to the managing directors Gene & Sandra Burroughs.

As a volunteer assistant, I understand that I will not receive monetary compensation for any time spent volunteering, nor am I entitled to benefits, including employment insurance benefits upon the termination of this agreement or as a result of this volunteer service. I also acknowledge that I am at least 21 years of age.

Volunteer Assistant: _____
Print Name Signature Date

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Please write legibly

Name: _____ Contact Phone Number: _____

Address: _____ Alternative Number: _____

City, State, Zip: _____ Date of Birth: _____

Social Security Number: _____ Gender: _____

Emergency Contact Person: _____ Contact Number: _____

E-Mail Address: _____

College Attending: _____ GPA: _____

Years in School: _____ Major: _____

Occupation: _____ Length of Employment: _____

Employer: _____ Employer Phone Number: _____

Have you previously volunteered? **Yes** **No**

Describe your previous volunteer experience:

What do you hope to gain from volunteering?

Other organizations to which you have provided volunteer services:

Supervisor: _____ Contact Phone Number: _____

List Skills:

Indicate Proficiency level: Example: **Skilled, Can Teach**

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Language Proficiency? **French** **Spanish** **Other:** _____

Do you have a valid state issued driver's license? **Yes / No** (circle one)

Do you have car insurance? **Yes / No** (circle one)

Are you willing to travel if necessary? **Yes / No** (circle one)

Have you ever been convicted of or plead guilty to any crime(s) involving or against a minor? **Yes / No** (circle one)

If yes, describe completely: _____

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor? **Yes / No** (circle one)

If yes, describe completely: _____

Have you ever been convicted of any other criminal offense other than a minor traffic violation fine of \$200.00 or less? **Yes / No**

If yes, describe completely: _____

Are you certified in any of the following:

First Aid **Yes / No**

CPR **Yes / No**

What is your physical condition? **Excellent**____ **Good**____ **Fair**____ **Poor**____

List any conditions/ailments you may have: (Example: asthma, heart condition, etc.)

Please list a minimum of two employer, volunteer, employment reference(s) with knowledge of your participation as a volunteer(**Name, Occupation & Phone Number**). References may be contacted.

1): _____ (Not a relative)

2): _____ (Not a relative)

As a condition of Volunteering, I give permission for Music Foundation of America, Inc to conduct a full background check(s) on me now and as long as I continue to be active with Music Foundation of America, Inc. I understand and acknowledge I have answered all questions completely and honestly. I release and agree to hold harmless from liability Music Foundation of America, Inc, officers, staff, volunteers, and any affiliates of Music Foundation of America, Inc. I also understand that Music Foundation of America, Inc is not obligated to appoint me to a volunteer position.

Applicant Signature: _____ Date: _____

Applicant Name(print): _____

Under federal law - race color, religion, sex, age, and disability is prohibited.

Music Foundation of America, Inc reserves the right to changes its privacy practices and revise terms, at any time, as allowed by law.

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Confidentiality Clause

All information concerning Music Foundation of America, Inc is confidential. This includes curriculums, customer/clients, etc. or any information discussed in and outside of meetings that is the business of Music Foundation of America, Inc.

Appropriate Dress Attire

Jeans

Khakis

Slacks

Skirts

No low cut clothing. No tight, revealing, nor immodest (short shorts/skirts, low-cut tops, etc) clothing. Clothing should be clean, neat, and fit properly.

Music Foundation of America, Inc; at its discretion; may provide shirts for different venues or functions for all staff/volunteer members. Certain colors may be required for wear for certain occasions or promotions.

Cell Phones/Phone Use

Cell phones cannot be used during volunteering time. Emergencies calls can be directed to 770-314-8686.

Causes for Termination as a Volunteer

Termination can occur for the following reasons, including, but not limited to:

Providing inaccurate or false information

Not adhering to the Code of Ethics

Threatening to harm or harming a child in any way (physical or verbal)

Failing to provide children with appropriate supervision

Tardiness

Failure to report to designated assigned area

Failure to call 24 hours before assigned volunteer assignment(emergencies will be considered if it includes: death/hospitalization)

Theft of property and/or equipment

Rebellious behavior towards authority

Sharing of client information

Sharing of company information

'Padding' time sheets

Music Foundation of America, Inc Property

No items are to be taken from Music Foundation of America, Inc premises without permission of Director Gene Burroughs.

I am aware that participation as a volunteer may require periods of sitting, standing, lifting and carrying up to 50 pounds and will require the exercise of reasonable care to avoid injury. I am voluntarily participating in this volunteer activity with knowledge of the hazards and potential dangers involved, and agree to accept any and all risks of personal injury and property damage.

Volunteer Assistant: _____
Print Name Signature Date

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Inappropriate Behaviors

The behavior listed below demonstrates disrespect or lack of professionalism in conduct with students. These acts are considered inappropriate. They include, but are not limited to the following:

- Unwanted physical contact (e.g. hitting, slapping, kicking, pushing) or the verbal threat of the same
- Sexual harassment (including romantic relationships between teachers, volunteers, and learners and/or harassment based on age, gender, race, ethnicity, national origin, religion, disability or sexual orientation)
- Loss of personal civility including shouting, personal attacks or insults, displays of temper (such as throwing objects)
- Discrimination of any form including in teaching and assessment based upon age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation
- Request for students to perform inappropriate personal errands unrelated to the classroom lessons or programs
- Grading/evaluation on factors unrelated to performance, effort, or level of achievement

Please conduct yourself appropriately and understand that you are responsible to following these guidelines as a volunteer assistant for Music Foundation of America, Inc.

By signing, I agree I have read and understand the listed guidelines of inappropriate behavior. I also agree I have received the Code of Ethics Guideline.

Volunteer Assistant: _____

Print Name

Signature

Date

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Please choose the day(s) you are available for Volunteer assignments.

Please note that the day(s) you choose will be the day(s) you are committed to if volunteer work is needed or required.

Sunday	_____	to	_____	All Day
Monday	_____	to	_____	All Day
Tuesday	_____	to	_____	All Day
Wednesday	_____	to	_____	All Day
Thursday	_____	to	_____	All Day
Friday	_____	to	_____	All Day
Saturday	_____	to	_____	All Day

Area to Volunteer

<input type="checkbox"/> Marketing/Social	<input type="checkbox"/> Youth Volunteering	<input type="checkbox"/> Special Events
<input type="checkbox"/> Media	<input type="checkbox"/> Research	<input type="checkbox"/> Classroom Volunteer
<input type="checkbox"/> Production Assistant	<input type="checkbox"/> Tutor	<input type="checkbox"/> Music Assistant
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Mentor	<input type="checkbox"/> Dance Assistant

There may be times when we may have to ask for volunteers on days/times not specified on this schedule.

Volunteer Assistant: _____

Print Name

Signature Date

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TEACHER/VOLUNTEER STUDENT GUIDENCE SHEET SUMMER WORKSHOP/CAMP

- No students should be playing, running, or wandering around.
- No food or drink in the lobby area of the office.
- Make sure lights in rooms are always turned off when not in use, and doors should remain shut when room is empty.
- At the office in the beginning of the day during the summer, the air should not be turned less than 75 degrees. At the end of the day, the last instructor and volunteer are held accountable to making sure the air conditioner is turned to 80 degrees.
- Send a child to the director if you are having discipline problems. Do not allow them to distract the class.
- Be on time for classes so that classes are always on schedule.
- All instructors and volunteers must wear issued *Music Foundation of America, Inc* shirts.
- Volunteer workers **will not** receive monetary compensation.

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Teacher/Volunteer Ethical Code & Behavior

The professional educator/volunteer accepts personal responsibility for teaching students character qualities that will help them evaluate the consequences of and accept the responsibility for their actions and choices. We strongly affirm parents as the primary moral educators of their children. Nevertheless, we believe all educators are obligated to help foster civic virtues such as integrity, diligence, responsibility, cooperation, loyalty, fidelity, and respect-for the law, for human life, for others, and for self. The professional educator/volunteer, in accepting his or her position of public trust, measures success not only by the progress of each student toward realization of his or her personal potential, but also as a citizen of the greater community of the republic.

1. The professional educator/volunteer deals considerately and justly with each student, and seeks to resolve problems, including discipline, according to law and school policy.
2. The professional educator/volunteer does not intentionally expose the student to disparagement.
3. The professional educator/volunteer does not reveal confidential information concerning students, unless required by law.
4. The professional educator/volunteer makes a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
5. The professional educator/volunteer endeavors to present facts without distortion, bias, or personal prejudice.
6. The professional educator/volunteer shall always maintain a professional relationship with all students, both in and outside the classroom.
7. The professional educator/volunteer shall not commit an act of child abuse, including physical and verbal abuse.
8. The professional educator/volunteer shall not commit any act of cruelty to children or any act of child endangerment.
9. The professional educator/volunteer shall not commit any sexual act with a student or soliciting such from a student.
10. The professional educator/volunteer shall not engage in or permit harassment of or misconduct toward a student that would violate a state or federal law.
11. The professional educator/volunteer shall not solicit, encourage, or consummate an inappropriate written, verbal, electronic, or physical relationship with a student.
12. The professional educator/volunteer shall not furnish tobacco, alcohol, or illegal/unauthorized drugs to any student; or fail to prevent the use of alcohol or illegal or unauthorized drugs by students who are under the educator's supervision or in any other public or private setting.
13. The professional educator/volunteer shall not take students home, or in their car to a public or private place.