



248 East Capitol Street, Suite 940  
Jackson, MS 39225

## Volunteer Information Form

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Office Fax: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Other (please specify): \_\_\_\_\_

e-mail: \_\_\_\_\_

Previous MS Scholars Experience: ( ) Volunteer Consultant/How Long? \_\_\_\_\_ ( ) Student

**Please read the reverse side of this sheet (volunteer conduct sheet) and sign.**

Please indicate below the person who recruited you for MS Scholars

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Can you refer someone to the program? \_\_\_\_\_

Please indicate that person's name and phone number: Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

---

### **For office use only:**

School: \_\_\_\_\_ School District \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade \_\_\_\_\_

Previous Volunteer:  yes  no Training complete:  yes  no Individual ID: \_\_\_\_\_

Organization Entered in Database  Individual Entered in Database  Date \_\_\_\_\_

Program manager \_\_\_\_\_ County \_\_\_\_\_ District \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# MISSISSIPPI SCHOLARS PROGRAM VOLUNTEER CONDUCT STANDARDS

*These standards are designed to help volunteers understand the practices expected to be employed in the classroom. These standards shall be conveyed verbally and in writing by Mississippi Scholars staff to volunteers teaching for the first time.*

Volunteers should not:

- \* have any inappropriate contact inside or outside the classroom with any student met through their Mississippi Scholars presentation, including those students 18 years of age or older.
- \* be in contact with any student inside or outside the classroom unless that student's teacher, another school-sanctioned adult, or the student's parent/guardian is present or aware of the situation.
- \* be in contact with any student inside or outside the classroom without prior knowledge or consent of the local Mississippi Scholars staff.

Exceptions would include routine business activity or bona fide job interviews for students 15 years of age or older, conducted at a regular place of business and during regular business hours.

Some examples of inappropriate conduct include:

- \* Violations of state laws regarding child abuse, providing alcohol to minors, or having alcohol on school campus, etc.
- \* Dress that violates school dress codes or is inconsistent with normal business attire.
- \* Physical contact which is inappropriate to a teacher-pupil professional relationship.

These are examples only and not intended to be a comprehensive list. There could be other actions not listed herein which could result in suspension or dismissal as a volunteer.

Allegations of violation of these standards will result in immediate suspension as a Mississippi Scholar's volunteer. If an investigation by the proper authorities determines a violation occurred, it will result in the immediate and permanent dismissal as a Mississippi Scholars volunteer.

### **Please sign and return**

I have received a copy of Mississippi Scholar's Volunteer Conduct Standards and have read them, understood them and will abide by these standards.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Drivers License #: \_\_\_\_\_