
Accepting Volunteer Positions – Agreement

Policy # 14001.1



Bismillahir Rahmanir Rahim

Assalaamu Alaikum wa Rahmatullahi wa Barakaatuh

The following document is an agreement/trust between THM Sadaqa Group and _____ for the volunteer services of _____.

Proposed Volunteer Assignment

_____ Regular Volunteer
_____ PT Volunteer/Semester

Jazakillahu Khayrun and Thank you for offering to serve as a Volunteer at THM Sadaqa Group for the homeschool programs or adult participation courses. The purpose of this Volunteer Agreement is to establish expectations for Volunteers, which will help ensure that effective learning and teaching take place in a safe, secure and welcoming environment.

A Volunteer is a person who works on an occasional or regular basis at THM Sadaqa Group sites or other educational facilities online to support the efforts of the administrative staff.

As a Volunteer for THM Sadaqa Group, I understand and agree to the following:

- I will receive authorization from the Administrator prior to providing service as a Volunteer.
- At all times, I will serve under the direct supervision of a THM staff member.
- I understand that THM reserves the right to decline my volunteer service at any time.
- I understand that I must follow all THM policies, particularly those applicable to Volunteers (as well as implement the regulations, goals, priorities and guidelines of Quran wa Sunnah and the path of the pious predecessors (Salaf).
- I understand that I am expected to be familiar with the homeschool's procedures for participants.

Confidential Information: I may, under limited circumstances, have access to student education records in connection with my service as a Volunteer. Student education records include all names, addresses, records, files, documents, and other materials that contain personally identifiable information on any student, as well as the personally identifiable information itself (including student grades and test scores). I agree to maintain the confidentiality of all student education records that I may generate or to which I may be given access as a Volunteer.

This means that I agree not to disclose student education records or personally identifiable student information in such records to any person other than the homeschool administrator(s) with whom I am working. Should I inadvertently acquire any confidential information concerning students or staff

Please reference VPS 14001.2 – VPS14001.7 along with this file.

through the use of technology, I understand the access of such information must be reported immediately to the administrator. I will never take any confidential student records away from your work area (home computer) unless specifically authorized by the administrator(s) with whom I am working. I understand and agree that my failure to maintain the confidentiality of all student education records to which I may be given access may disqualify me from further service as a Volunteer as it is a violation of our trust and agreement.

- I will not receive any compensation or remuneration from the homeschool, the administrator, a parent or any fundraising organization for performing volunteer service.
- I will conduct myself in a friendly, courteous manner and not show partiality toward any student nor share my personal religious beliefs or beliefs that are not in accordance to Quran wa Sunnah and Upon the understanding of the Salaf.
- I will refer any potential student disciplinary issue to the Administrator.
- I understand that I am expected to make every reasonable effort to ensure that the homeschools technology resources are understood and used appropriately and responsibly.
- I understand that it is my responsibility to inform the Administrator of any health or medical issue that may impact my services as a Volunteer.

Legal Name (please print) Date of Birth

(Kunya) you prefer

Signature Date

Home Address Home Email Address

Contact (phone no.): _____