



Volunteer Form

PLEASE PRINT

Title _____ First Name _____ Last Name _____ Male ___ Female ___

Home Address _____ City _____ ZIP _____

Home Phone # _____ Email _____

Employer _____ Title _____

Business Address _____ City _____ ZIP _____

Direct Work # _____ Fax# _____ E-mail _____

Best way to reach you: Work () E-mail () Home ()

With which school will you be volunteering? _____

Have you been recruited by your: Child's School College Place of Business (circle one)

If you have a child participating in JA BizTown today, what is their name? _____

Which shop will your child be working in? _____

What will your child's job be in JA BizTown? _____

Have you previously volunteered for JA? _____ If yes, what program did you teach? _____

Where? _____

How did you initially become involved in Junior Achievement? _____

Are you a JA alum? Yes _____ No _____

VOLUNTEER CONDUCT STANDARDS

Junior Achievement serves youth. Our volunteers teach valuable lessons with each word and especially with their conduct. Adult misconduct with youth carries serious consequences. Because Junior Achievement cares that its volunteers have healthy relationships with the youth they serve, it has established these standards.

1. *Young people look to adults for examples of appropriate behavior.* JA volunteers must use appropriate language and model honorable behavior, such as respect, integrity, honesty, and excellence. Profanity or sexualized language or jokes is inappropriate around students. Violating state law regarding interactions with youth, *e.g.*, providing them alcohol or illegal drugs, is forbidden.
2. *Volunteers must take particular care when touching youth.* Most people understand the difference between appropriate touching, like a handshake or pat on the back, and touching which is sexual or disrespectful. Volunteers must also consider how any physical contact may be perceived.
3. *Interactions with students must both be appropriate and appear appropriate.* Volunteers will spend most time with groups of students, although occasionally one-to-one situations may occur. Prior to any one-to-one interaction, a JA volunteer generally should ensure another adult is present or aware of the situation. Favoritism, or the appearance of favoritism, should be avoided.
4. *Volunteers are responsible for the quality of interactions.* Students often find it difficult to state discomfort or objections. Volunteers must be especially sensitive to physical and verbal cues that youth provide.

These are examples only, not a comprehensive list. Other actions not listed could result in suspension or dismissal as a volunteer.

Junior Achievement takes all complaints of misconduct seriously. Credible allegations of misconduct will be promptly investigated by the appropriate authorities. During any such investigation, the JA volunteer will be placed on leave. If an investigation determines misconduct occurred, it will result in the immediate and permanent dismissal as a JA volunteer.

Any JA staff member or volunteer who reasonably suspects misconduct must report these suspicions immediately to the appropriate JA staff person at the local office.

----- **Sign** -----

I have received a copy of Junior Achievement's Volunteer Conduct Standards and have read, understand, and will abide by these standards. Please return this form to the Junior Achievement office.

By signing this, I hereby certify that I have never been charged with a crime of violence or a crime involving a child or young person, or, if I have, that I have fully disclosed in writing the facts regarding such a charge to the local Junior Achievement office.

Signature: _____

Date: _____

Name: _____

(please print)