



Volunteer Information

Area Board _____
ACT _____
CC _____

2011-2012 Volunteer Standards Agreement

Name: _____ Male Female

Company Name: _____ Title: _____

Work Address: _____ Work Phone: _____

City State Zip: _____ Work Fax: _____

Work E-mail: _____ Company Website: _____

Ethnicity (optional):

___ African-American ___ American Indian ___ Asian ___ Hawaiian/Pacific Island ___ Hispanic/Latino ___ White

Home Address: _____

City State Zip: _____

Home Phone: _____ Home E-mail: _____

KIT PICK-UP PREFERENCE:

Mail the kit to my home Mail the kit to my work Other arrangements made

Where do you prefer to receive mail? Work Home

Where do you prefer to receive e-mail? Work Home

Do you have prior experience with JA? Yes No If yes, where?

PLEASE INDICATE ALL TERM(S) IN WHICH YOU WISH TO VOLUNTEER FOR JA:

Fall October - December **Winter** January - February **Spring** March - May

Please list the community, school, grade and/or teacher (if any) with whom you wish volunteer: _____

I have received a copy of Junior Achievement's Volunteer Conduct Standards and Child Abuse Policy and have read, understand, and will abide by these standards.

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)

This form will be kept on file at the Junior Achievement Office and will remain confidential.

**Please mail this form to: Junior Achievement of Maine, Inc. 82 Elm Street,
Portland, ME 04101 or fax to (207)347-4344**

Junior Achievement of Maine, Inc. Volunteer Conduct Standards

Each year Junior Achievement staff shall convey these standards in writing to all volunteers prior to their first visit to the classroom. Staff shall review these standards verbally, as well, with volunteers teaching for the first time.

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.

Child Abuse Policy

Junior Achievement of Maine, Inc. is an organization dedicated to making a difference in the lives of its participants. Our purpose is to educate and inspire young people to value free enterprise, business and economics in order to improve the quality of their lives.

Child abuse is a fact in our society and a matter of critical national concern. It is of special concern to Junior Achievement of Maine, Inc. because we provide volunteer role models into the educational system. Child abuse is damage to a child for which there is no "reasonable" explanation. It includes non-accidental physical injury, neglect, sexual molestation and emotional abuse.

Junior Achievement of Maine, Inc. has an aggressive program to deal with the issues of child abuse in an attempt to insure there is no such abuse in any of its programs. The program involves a selection process of staff and volunteers, the establishment of policies that make it difficult for child abuse to occur within its programs, the encouragement of prompt reporting of inappropriate conduct, and the swift removal and reporting of alleged offenders.

Junior Achievement of Maine, Inc. believes that by working together with responsible members of the community it can best confront the abhorrent issues of child abuse.