

## SOUTH BAY STEM ASSOCIATION VOLUNTEER CONTRACT

1. A minimum of 10 hours per semester (including organization meetings) is required in order to continue volunteering in the organization. When completed, a volunteer can submit paperwork to be signed and verified as volunteer hours. Failure to do so may result in the loss of the volunteer's position.
2. No more than four absences from organization meetings for every program per semester/season. All absences from volunteer activities excluding organization meetings must be reported 48 hours in advance. Each organization meeting (once per year) is worth 1.5 hours.
3. Attendance of orientation meetings is mandatory.
4. Proper conduct and behavior is required at all organization meetings and volunteer sessions. Electronic devices such as phones are not permitted for external use beyond session content.
5. Activity hours vary in accordance to the course/sector of the volunteer. All volunteers are expected to attend to their own sessions, preferably choosing based on their personal experience and abilities. Any mismanagements or dishonesty will result in suspension and inspection of volunteer status, and an appeal will be required to return the volunteer's position.
6. The list of bylaws are required to be read and followed by all volunteers. Disobedience will be punishable by suspension and inspection of volunteer status.
7. Volunteers applying for board positions are expected to meet prerequisites (ex. two years of volunteering). The full list of prerequisites can be found in the Board Member Contract.
8. Volunteers are responsible for their own safety and health, and any urgent issues should be reported immediately to the organization for evaluation and review. Health and safety hazards will not be counted as absences, and the volunteer will be given opportunities to make up for any lost hours.
9. Google classroom, gmail, and other resources are mandatory for volunteer activities. All emails and updates are advised to be checked as soon as possible by volunteers in case of emergency, cancellations, and changes. Please contact all issues through email.
10. Meetings and activities will typically not take place on breaks or popular holidays for volunteers. If available, volunteer hours will be doubled during such a timeframe.

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(Parent Print Name)

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(Parent Signature)

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(Date Signed)

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(Student Print Name)

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(Student Signature)

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(Date Signed)