

## HIGH SCHOOL VOLUNTEER CONTRACT

You have agreed to enter into a volunteer partnership with Long Island Crisis Center (L.I.C.C.). Please sign this, stating that you agree to abide by these terms. If at any time you cannot fulfill these obligations, you have the option to either take a leave of absence or to drop from staff.

1. You must volunteer at least 3 hours per week.
2. You are expected to be on time for your shifts and to stay for the entire shift.
3. You must attend 1 out of 2 mandatory meetings a month. You will be given the meeting schedule ahead of time and this meeting will count as your 3 hour shift for that week.
4. You must let your supervisor (Christine) know which meeting you plan to attend.
5. Missing 3 meetings in a row is grounds for dismissal, with the exception of illness or being on an extended leave of absence.
6. You are expected to help publicize L.I.C.C. within your school. Examples of publicizing L.I.C.C. would be to hand out posters, give out key chains to your classes, speak to your classes about our services, etc. You can get as creative as you like, even if that entails writing a paper for a class on mental health issues and mentioning L.I.C.C. as a resource. The mandatory monthly meetings will focus mostly on publicizing L.I.C.C.
7. If you do not do shifts for two weeks in a row without being officially “on leave”, you will receive a letter. A second letter will be sent after four weeks of

unapproved absence. If we don't hear from you after the second letter, you will be dropped from staff. All communication regarding leaves of absence should be done with your supervisor, Christine.

8. From time to time, we need volunteers to assist with health fairs, particularly at local schools. This entails sitting at a table and handing out literature to people who are interested in our agency. You would also answer whatever questions people may have about the agency. This does not include public speaking. If you participate in helping out with a health fair, the hours will count for your shift time for that week. Participating in health fairs is a great thing to put on your college application or resume.
9. Failure to complete one or more of the above expectations may result in being dropped from staff.

If at any time you feel you are not able to give the full commitment, you may speak with Christine, and if need be, drop from staff.

I agree to the above conditions:

X\_\_\_\_\_ Real Name

X\_\_\_\_\_ Crisis Center Name

Date\_\_\_\_\_