



# YouthFriends®

Mentors Make Great People Possible

## Standards of Conduct for Volunteers

All YouthFriends volunteers are asked to read and sign the following:

### YouthFriend Responsibilities

- Sign in and out properly at each school visit.
- Wear YouthFriends identification at school.
- Keep all student information confidential, unless abuse or neglect is suspected; in that case, report concerns to the principal.
- Telephone the school secretary to notify the student if you will be absent.

### YouthFriends e-Mentor Responsibilities

- **Use only the MentorMail system or other district approved e-mail method for all communications.** Communication between students and e-Mentors via personal e-mail accounts is not allowed.
- Communicate with students at least once per week.
- Respond to student messages within 48 hours (two business days).

### YouthFriends Guidelines

- **All YouthFriends activities are school based.** Activities are to occur on school grounds during the regular school or extended day. Any exceptions must follow school district guidelines and have principal and/or administrator approval.
- **Volunteers may not transport students.**
- **Volunteers should minimize physical contact with students and always stay out of the "strike zone."** **Interact with students in public areas with others present.** Limit physical contact to accepted gestures

of greeting, guidance and praise, such as shaking hands, high fives or side hugs given only after student permission.

- **No sexual or romantic advances, contact or relationships is allowed, even if apparently "consensual" or initiated by students.**
- **Volunteers may not use profanity or exhibit displays of violence or threats of violence in the presence of students.** Weapons are not allowed on school grounds.
- **Volunteers may not engage in any illegal activities with student, including, but not limited to, providing alcohol, tobacco or drugs to students.**
- **Volunteers may not attempt to influence or persuade students on religious or political matters.**

### YouthFriends Volunteers

- Avoid giving gifts or lending money to students.
- Support teachers and their ideas.
- Treat teachers, students and parents with respect.
- Realize you are a school visitor whose purpose is to give support to students.
- Do not make negative comments to others about the children or teachers.
- Exhibit behavior supportive of all ethnic/racial groups.
- Consult with the teacher and/or the Building Connector if problems occur. If not resolved, phone the District Coordinator to report problems.

The YouthFriends mission is to connect young people with caring adult volunteers at schools to promote success, encourage healthy behaviors and build stronger communities. This happens when YouthFriends are good listeners and good friends to students.

I, \_\_\_\_\_ (Signature) \_\_\_\_\_ (Please print name here)

have read the above and agree to follow these standards and guidelines for YouthFriends. \_\_\_\_\_ (Date)

Thanks for making a difference for our young people.  
Please sign and keep a copy for reference during your YouthFriends experience.