

KDO ACADEMY Volunteer Guidelines



Annual Sign-Up

- All helpers must sign up each year.
- Positions **do not carry over** from year to year.
- Choose a role you are **ready and able to fulfill**—every position matters!



Role Expectations

- Review your **role description** and responsibilities.
- If unsure, **ask your volunteer coordinator**.
- Follow **safety procedures and instructions**.



Attendance & Communication

- Commit to your **scheduled dates and times**.
- We do not send out reminders. This is your responsibility.
- Notify your coordinator **as early as possible** if you need to miss or swap a shift.



Safety & Student Interaction

- Always prioritize **student safety and well-being**.
- Follow policies on **supervision, behavior, and physical contact**.
- Report any concerns **immediately** to your volunteer coordinator.



Agreement to Policies

- By signing up, you **agree to uphold KDO's Policy and Guidelines**.
- Non-compliance may result in removal from the position.
- Policies are available on the website under “**Policy and Guidelines**.”
- **Website for Positions & Policies:** <https://www.kdoacademy.org/available-positions>



Recognition & Feedback

- Your contributions are **deeply appreciated!**
- Share **feedback or suggestions** to help us improve the volunteer experience.

Your help allows KDO to flourish—every role makes a real difference. Thank you for partnering with us to serve our students and community!

Sincerely,

The Board of KDO Academy

