

LAKEWOOD MARCHING SPARTANS

BAND BOOSTERS - VOLUNTEER EXPECTATIONS & CODE OF CONDUCT

VOLUNTEER EXPECTATIONS & CODE OF CONDUCT

Thank you for volunteering in support of the Lakewood Marching Spartans. Volunteers play an important role in creating a safe, organized, respectful, and positive experience for our students. By volunteering, each individual agrees to follow school and district requirements, Booster procedures, and the expectations below.

EXPECTATION	VOLUNTEER COMMITMENT
Student Safety First	Follow the direction of the Band Director, school administration, and designated event leaders. Never place convenience, fundraising, or event operations ahead of student safety.
Volunteer Clearance	Maintain any volunteer registration, background screening, fingerprinting, or clearance required for the specific activity. Do not perform duties requiring a clearance level you do not hold.
Professional & Respectful Conduct	Treat students, families, school employees, fellow volunteers, officials, guests, vendors, and community partners with courtesy and respect. Harassment, bullying, intimidation, discriminatory conduct, threats, or hostile behavior are not acceptable.
Appropriate Boundaries	Maintain appropriate adult-to-student boundaries. Avoid favoritism, inappropriate physical contact, private or secretive communication, and situations that conflict with school expectations for student supervision.
Follow Assigned Roles	Report to the designated volunteer lead, arrive on time, remain at the assigned station or responsibility, and communicate before leaving an assignment. Do not independently change student plans, transportation, schedules, or procedures.
Confidentiality & Privacy	Do not share confidential or sensitive information learned while volunteering, including student medical, educational, disciplinary, family, contact, or financial information. Use discretion when posting photos or information online and follow school rules regarding student images.
Financial Integrity	Follow Booster cash-handling and financial-control procedures. Accurately count and document funds, safeguard cash and equipment, retain required receipts, and never borrow, personally use, or remove Booster property or money without authorization.
Concessions & Food Safety	Follow applicable sanitation, food-handling, allergy-awareness, equipment, and concession procedures. Keep work areas clean and immediately report safety concerns, spills, equipment problems, or suspected contamination.
Substance-Free Service	Do not volunteer while impaired by alcohol, cannabis, illegal drugs, or any substance that prevents safe performance of volunteer duties. Alcohol or illegal substances may not be brought into school or student activity areas.
Transportation & Travel	Follow all school/district rules for transportation, trips, supervision, student release, and emergency procedures. Do not transport a student unless specifically permitted and properly authorized.
Conflict & Problem Resolution	Bring concerns to the designated Booster officer, Band Director, or school administrator rather than arguing in front of students or disrupting an event. Serious safety, misconduct, financial, or student-welfare concerns should be reported promptly.
Representing the Program	When acting as a Booster volunteer, remember that your conduct reflects on the band and school community. Do not make unauthorized commitments, contracts, public statements, or promises on behalf of the Boosters, Band Director, or school.

ACKNOWLEDGMENT

I have read and understand the Lakewood Marching Spartans Band Boosters Volunteer Expectations & Code of Conduct. I agree to follow these expectations and applicable school/district requirements while volunteering. I understand that failure to follow safety requirements, volunteer rules, or appropriate conduct expectations may result in reassignment or removal from a volunteer activity and may be referred to school administration when appropriate.

Volunteer Printed Name: _____

School Year: _____

Volunteer Signature: _____

Date: _____

Parent/Guardian of Student (if applicable): _____

Student Name: _____

Emergency reminder: In an immediate emergency, follow school/event emergency procedures and directions from school personnel. Volunteers should not independently investigate allegations or disciplinary matters involving students.