



DRAFT VOLUNTEER CODE OF CONDUCT

I _____ have read and understood Ben Franklin Academy's up to date Volunteer and Visitor Policy as found on the Academy's webpage. As a volunteer I agree to adhere to this policy and to the Code of Conduct outlined therein. Moreover, when I volunteer at the Academy, I agree to:

- Sign in at the administration office prior to beginning my volunteer service when volunteering at the school.
- Wear an approved volunteer badge at all times when volunteering within the Academy. This badge will be provided when signing in at the front desk.
- To record my volunteer hours when leaving the school. If volunteering outside the school, to record my volunteer hours within 48 hours.

Signature _____ Date _____

DOCUMENT HISTORY:

Original: approved by the board X/X/XXXX