



Art Sphere Inc.
Transforming Lives Through Art

STRENGTHENING OUR COMMUNITIES SINCE 1998

VOLUNTEER TEACHING MANUAL AGREEMENT

A). Introduction. I, _____ (print name), acknowledge and agree that as of this _____ day of _____ 20____, have been provided an opportunity to read and have reviewed the guidelines and policies of Art Sphere Inc. (“Art Sphere”) as outlined in Art Sphere’s Volunteer Teaching Manual (“Manual”).

B). Policies and Guidelines. I understand that by signing this agreement (the “Agreement”), I agree to abide by all of Art Sphere Inc.’s guidelines and policies as outlined in the Manual and that failure to do so may result in disciplinary action, termination, or legal action. *Such policies and guidelines include, but are not limited to, that:*

- 1) All cases of suspected abuse of students under eighteen years of age must be reported immediately to the Department of Human Services (DHS) ChildLine by calling 1-800-932-0313 or by filing a report online at www.compass.state.pa.us/cwis. Both reporting services are available 24/7. All cases must be reported to the principal or site director, and ASI director immediately.
- 2) The confidentiality of Art Sphere’s student records must be protected unless a third party is legally entitled to such information;
- 3) Students requiring medical attention must be escorted to the nearest site director, administrator, or nurse. The only exception to this is that a student with asthma may self-administer physician prescribed asthma medication;
- 4) I may not perform or participate in searches or seizures of any kind including searching a student, student locker, or book bags to seize illegal, unauthorized, or contraband materials. Any suspicions or concerns must be reported to the principal, Recreation Center Director, or authorized representative;
- 5) Sexual harassment and discrimination, as defined in the Manual, are explicitly prohibited;
- 6) Photos and videos of Art Sphere events may be shared online as outlined in the Manual. However, I must not post images of participants or share my experiences on personal non-Art Sphere related sources without a signed parent permission form and the permission of Art Sphere’s director. Furthermore, I must not contact participants or parents using e-mail, social media, or by any other means;
- 7) In the event that I feel unsafe, I may remove myself immediately to safety and must then immediately contact Art Sphere’s director;
- 8) If I will be absent when scheduled to volunteer teach, I will immediately notify Art Sphere and the site teacher;
- 9) A site director or site staff member must always be present when I am with the students.

C). Entire Agreement. This Agreement sets forth the entire agreement and understanding between us in regard to the matter hereto, and supersedes all prior oral and written agreements and understandings between us relating thereto.

I hereby acknowledge that I have read and understand the above statements and that I voluntarily sign this agreement. I have read and understand Art Sphere’s Teaching Manual.

Participant Signature: _____ **Date:** _____

Parent Signature (if under 18): _____ **Date:** _____