

## AGREEMENT – ADMINISTRATIVE VOLUNTEER

I agree to comply with Breakfast Club of Canada’s rules and procedures as well as the Breakfast Makes Me Shine values throughout my involvement as an administrative volunteer.

As such I will :

- Respect the Head Volunteer in his or her leadership role.
- Maintain a positive and productive relationship with the school administration and staff. Use appropriate language and respectful behavior in all your communications.
- **Respect the information confidentiality of the children, volunteers and school staff.**
- Respect the club and school equipment as well as the premises.
- Do not accept or exchange contact information with the kids at the club. It is forbidden to maintain or build relationships with the kids outside the breakfast program activities (with the exception of an existing relationship).
- These are the tasks I have agreed to take over for the current school year :
  - Fill out the attendance list at the beginning of the school year and update every month.
  - Tally and document the payments in the appropriate files.
  - Make the deposits.
  - Inform the Head volunteer when payment reminders should be sent out.
  - Send documents to the Head Volunteer at the end of each quarter.
  - Submit monthly online reports (before the 15<sup>th</sup> of the following month)

Details:

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I, \_\_\_\_\_ as breakfast program administrative volunteer understand the objectives, regulations and values conveyed in this agreement and in the **Additional Resources - Eastern Canada** on the Club’s website at <https://www.breakfastclubcanada.org/schools-corner/#faq>

I undertake to respect and implement the rules, standards and policies of Breakfast Club of Canada.

<i>Head Volunteer</i>	<i>Signature</i>	<i>Date</i>
<i>Coordinator</i>	<i>Signature</i>	<i>Date</i>
<i>Principal</i>	<i>Signature</i>	<i>Date</i>