

SSV/School Agreement

This Agreement signifies a mutual commitment between Springfield School Volunteers and _____ for the purpose of helping students reach academic proficiency.

NAME OF SCHOOL

In order for SSV's services to be most effectively utilized at _____, I agree as the principal, to the following statements:

NAME OF SCHOOL

- I will sign all Volunteer Request forms before they are submitted to the SSV office.
- I will ensure that, per order of the Springfield School Committee, all volunteers in my building are properly screened by having a Volunteer Application and CORI form on file with the Springfield School Volunteers office.
- I will designate a contact person who will act as a liaison between the Springfield School Volunteers office and _____ and who will coordinate all volunteer activity in the building.
NAME OF SCHOOL
- I will ensure that someone greets the volunteers and escorts them to the assigned location on their first visit to the school. Name (if different from contact): _____
- I understand that my faculty is responsible for providing volunteers with appropriate materials and guidance in order to maximize the time spent by the students and the volunteers.

School Contact Person: _____ Phone: _____

E-mail Address: _____ Fax: _____

Principal

School Contact

In order to provide services to _____ in the most effective manner, SSV agrees to the following:

NAME OF SCHOOL

- We will make every attempt to fill each request in a timely fashion.
- We will screen all volunteers in accordance with state law.
- We will provide you with the name of your SSV Program Manager who will act as the liaison between the volunteers and your school and who will work directly with the contact person whom you assign in order to fulfill the volunteer needs of your school.
- We will make every attempt to provide you with volunteers who have the skills necessary to meet the needs of the teachers and students.

SSV Program Manager: _____ Phone: _____

E-mail Address: _____ Fax: _____

SSV Program Manager

SSV Executive Officer