

**Please sign below and return to the VIPS Coordinator**

Return via your eldest student's homeroom teacher or mail to:  
ATTN: VIPS Coordinator, A. Robison Elementary School 13600 Skinner Ave. Cypress TX 77429

**2008-2009**

Thank you for donating your time and talents to the children and teachers of A. Robison Elementary School. Our school has set certain standards for all volunteers to follow so that our children will be protected while they are attending school. Everyone is asked to observe the following safeguards. To ensure their privacy and safety is maintained at all times, please read and sign the agreement at the bottom of this page, and return the agreement to the VIPS Coordinator.

You **MUST** turn in this form to participate as a volunteer. *Thank you.*

- So that privacy is maintained at all times: **volunteers must promise to maintain confidentiality regarding information they may be exposed to concerning the students, faculty, and/or staff at Robison Elementary.**
- So that valuable instruction time is not interrupted: **volunteers must avoid bringing preschoolers in the instructional areas while the students are present or into the workroom.**
- So that all our school may be in compliance with State Law: **volunteers must log in and out at the front desk. In addition, those who do not have a child/ward/grandchild at our school will first be required to apply for and receive a "Global Volunteer" badge from CFISD to be worn every time he/she volunteers at A. Robison Elementary.**
- So that the school nurse or other authorized person can follow the required procedures where sickness or medications are concerned: **volunteers must avoid giving medications or medical treatment to a child.**
- So that staff persons who are responsible for the overall care of the student can take necessary actions: **volunteers must seek the aid of school personnel in case of discipline problems.**
- So that instruction time is not interrupted and privacy is maintained: **volunteers must obtain prior approval to enter classrooms to take pictures, and resulting photos may not be published anywhere without written parental consent.**

***I understand and agree to the safeguards listed above. I also promise not to discuss any personal or confidential information about any individual student's progress or behavior with any person other than that student's supervising teacher or the school administrators.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Child's Teacher