CONTRACT AGREEMENT
Volunteers are **not allowed** to use cellular phones, except for emergency situations, **work on homework assignments, use printer or copier for personal use, or use computers or internet for non-literacy center purposes during work hours (downloading games, listening to music, browsing online retailers, facebook)**. You are also not permitted to use the literacy center phone for personal purposes. Please keep in mind you only work a few hours a week, so it is very important that you assist the literacy center productively during that time.

TIME CLOCK/SHEETS
Please remember to sign in your name and time on the timesheet at the podium as well as clocking in and out on the timecard. Also remember it is against policy to fill out the timesheet before your actual beginning of your shift or the end of your shift.

DRESS CODE
We will abide by the Richmond County Board of Education Dress Code. The follow is considered appropriate attire:

<table>
<thead>
<tr>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoes with socks</td>
<td>Shirts/blouses tucked in when appropriate</td>
</tr>
<tr>
<td>Ties</td>
<td>Skirts/dresses (**)appropriate length</td>
</tr>
<tr>
<td>Slacks</td>
<td>Slacks</td>
</tr>
<tr>
<td>Short/long sleeve collared shirts</td>
<td>Suits</td>
</tr>
<tr>
<td>Sports jackets/suits</td>
<td>Knit shirts</td>
</tr>
<tr>
<td>Crew/Mock/Turtleneck shirts</td>
<td>Denim dresses/skirts</td>
</tr>
<tr>
<td>Polo/Golf shirts</td>
<td>Coordinated Capri Pant Suits (mid calf)</td>
</tr>
<tr>
<td></td>
<td><strong>Length guideline- not more than 2.5” above knee</strong></td>
</tr>
</tbody>
</table>

The following dress is **NOT** considered appropriate attire:
- Shirts not tucked in (men)
- Jogging/sweat suits (permitted for physical education ONLY)
- Leotard type – stirrup pants
- Mini skirts/dresses
- Leggings/leotards
- Shorts or dress shorts (men/women)
- T-shirts (men/women)
- Revealing garments
- Flip flops
- Tight Fitting Clothing
- No body piercings should be visible other than ears.
PHONE SYSTEM

- Front desk office number: (706) 737-1625
- The phone number for the Literacy Center may not be used for personal purposes.
- Please only give out the Literacy Center phone number to be used in emergency cases only.

ADDITIONAL RULES AND REGULATIONS

The GRU Literacy Center is first and foremost a Learning Center and a Tutorial Training Center. All rules and regulations are designed to enhance our mission as a learning and tutorial training center!

1. Tutors must arrive on time. Tutoring begins on the hour!
2. No-shows cannot be tolerated. We must know in advance if you are not going to be at the Literacy Center for your tutoring session. We have a 24 hour voicemail: 706-737-1625
3. We expect you to be at your tutoring hour unless there are dire documented circumstances.
4. You are to clock in and out as scheduled
5. Wear layers: Our center is old and the heat/air is unpredictable.
6. No cell phones and no text messaging are allowed in the GRU Literacy Center. Many of our students have ADHD and cell phones are disturbing to them.
7. Please do not work on any personal materials during the tutoring session.
8. Respect and cooperation is expected at all times.
9. The evening supervisors, Mr. Benge and Mr. Lowry, are very experienced, retired teachers and represent Dr. Harris, the director of the GRU Literacy Center at all times. If either of them asks you to work with a student or to perform a literacy-related task, you are expected to do so!
10. If at any time a tutor is not performing in a manner that is beneficial to the learning environment at the GRU Literacy Center, Mr. Benge or Mr. Lowry are to let Dr. Harris know immediately. The parents of the children and youth and the adults who come to the GRU Literacy Center expect that our Center will have tutors who abide by our simple, but important rules! We shall not be able to tolerate unprofessional behavior from tutors at any time.
Volunteer Handbook

Volunteer Handbook Acknowledgement:

I acknowledge that I have read and understand the EDLR 2900 Handbook. I agree to adhere to all policies and procedures listed here within. I understand that failure to do so may result in dismissal and being asked to no longer volunteer at the GRU Literacy Center.

________________________________________
Name- Print

________________________________________   ________________________
Signature                                  Date