# Junior Achievement of

# Greater Kansas City

# Volunteer Conduct Standards

*Each year Junior Achievement staff shall convey these standards in writing to all volunteers prior to their first visit to the classroom. Staff shall review these standards verbally, as well, with volunteers teaching for the first time.*

Junior Achievement (JA) serves youth. JA volunteers teach valuable lessons in their program delivery and especially in their conduct with students. Adult misconduct with or in the presence of youth carries serious consequences. Because Junior Achievement cares that its volunteers have healthy, appropriate relationships with the youth they serve, it has established the following standards.

1. Young people look to adults for examples of appropriate behavior. JA volunteers must use appropriate language and model honorable behavior, such as respect, integrity, honesty, and excellence. Profanity or sexualized language or jokes, and conduct (including speech) that discriminates against students on the basis of race, gender, sexuality, religion, or other legally-protected classes are inappropriate, regardless of whether it occurs face-to-face, over the Internet, or by any other means. JA strictly forbids violating any state law regarding interactions with youth; for example, providing them alcohol or legal or illegal drugs, or coaxing them into illicit relationships over the Internet or otherwise. Any form of physical or emotional abuse, to include striking, bullying, harassment or other degrading behavior is strictly prohibited.
2. Volunteers should avoid all contact with students beyond a business handshake.
3. Interactions with students must both be appropriate and appear appropriate. It is expected that volunteers’ interactions with students are at all times appropriate and professional and are strictly related to the role of business mentor. It is unacceptable to seek or engage in one-to-one meetings or private communications with students at any time.
4. Volunteers are responsible for the quality of interactions. Students often find it difficult to state discomfort or objections. Volunteers must be especially sensitive to physical and verbal cues that youth provide.
5. Volunteers will be presenting, facilitating and discussing various programs, content and ideas with students that are likely owned by JA, its licensors or the students. A primary purpose of the JA programs is to encourage creativity by the students. By working with JA and the students, Volunteer agrees that they do not obtain any intellectual property rights therein, will not seek ownership in or to contest those intellectual property rights, and will not attempt to secure trademark, patent or other intellectual property rights or registrations therein without prior written consent from Junior Achievement USA.

**The aforementioned standards do not represent a comprehensive list*.*** Other actions not included could result in suspension or dismissal as a volunteer. JA volunteers also must read and comply with JA’s Digital Media Policy.

Junior Achievement takes all complaints of misconduct seriously. Credible allegations of misconduct will be promptly reported to the appropriate authorities. During any such investigation, the JA volunteer will not perform services as a JA volunteer. If an investigation determines misconduct occurred, it will result in the immediate and permanent dismissal as a JA volunteer.

Any JA staff member or volunteer who reasonably suspects misconduct must report these suspicions immediately to the appropriate JA staff person within their JA Area.

**ACKNOWLEDGEMENT OF JA VOLUNTEER POLICIES**

Before participating in any Junior Achievement (JA) digital programs or events, each JA volunteer (and parent/guardian if the volunteer is under 18) must review the JA Digital Media Policy, the JA Volunteer Media Release and Consent, and the JA Volunteer Conduct Standards and sign each form and/or initial and sign below to confirm receipt and agreement. Current versions of each of these documents are attached and/or are available at the JA office. These documents are intended to ensure that proper standards are followed, appropriate consents and permissions are obtained, and intellectual property and other interests of JA and its students are protected, as outlined below.

**JA Digital Media Policy**

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| Initial\_\_\_\_\_\_\_\_\_ | The JA Digital Media Policy sets forth expectations and standards for interactions among users of JA digital platforms, including JA volunteers and JA students. The Policy addresses conduct standards for online learning, digital interactions involving students, use of personal social media, unauthorized use of photos and videos, and use of official JA profiles.By initialing this box and signing this Acknowledgement, you are confirming you have read the JA Digital Media Policy and you agree to and accept its terms and conditions.  |

**JA Volunteer Media Release and Consent**

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| Initial\_\_\_\_\_\_\_\_\_ | The JA Volunteer Media Release and Consent authorizes JA to use your name, image, and likeness as a JA volunteer. You are also agreeing to grant JA a license to use any materials or content you create and/or supply as a JA volunteer for JA’s use with its programs, and you are confirming that such materials do not infringe or violate the rights of anyone else.By initialing this box and signing this Acknowledgement, you are confirming you have read the JA Volunteer Media Release and Consent and you agree to and accept its terms and conditions. |

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I have received copies of Junior Achievement's Volunteer Conduct Standards and Digital Media Policy and have read, understand, and will abide by these standards. Please return this form to your JA Area.

By signing this, I hereby certify that I have never been charged with violence, or any type of charge involving a child or young person, or, if I have, that I have fully disclosed in writing the facts regarding such a charge to my local JA Area.

Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone (cell or work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_