



Book'em - Bringing Kids and Books Together

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Book'em Volunteer Policies and Guidelines Form

Book'em creates a more literate Nashville by helping economically disadvantaged children from birth through high school discover the joy and value of reading through book ownership and enthusiastic volunteers.

Non-discrimination

Book'em is an equal opportunity employer. The policy of Book'em is to require that all personnel and employment practices, as well as policies in hiring and volunteer positions, including board membership, general membership, and activities and programs for beneficiaries, will not discriminate on the basis of political affiliation, race, color, religion, national origin, gender, marital status, sexual orientation, age, or other factors.

Child Safety/Abuse Law

Book'em expects every volunteer to protect the safety of all children with whom they come in contact. If you suspect child abuse, you have a legal obligation to report it to the Department of Children's Services or others mandated to receive these reports. You may no longer fulfill your legal obligation by reporting it to a designated person within your organization. Pursuant to T.C.A. 37-1-412, failure to report is a Class A misdemeanor and is punishable by a fine not to exceed \$2,500.

Safety & Security

1. Nametags must be worn by volunteers at all times while on reading sites.
2. Volunteers must sign in and out of the reading site office or designated site on each visit.
3. Volunteers must adhere to school guidelines and procedures as school staff requests.
4. Volunteers and students must work in areas designated by staff.
5. Students must remain on site property; volunteers may not transport students.
6. In accordance with the Tennessee Department of Health Services policies, youth under the age of 18 must be accompanied by an adult when reading to children.
7. Volunteers should never be left in charge of a classroom without a teacher present.
8. Teachers have primary authority in deciding if particular books or materials used by the volunteer are appropriate.
9. Volunteers should check with the site coordinator or teacher before providing students with any type of food, drink, or incentive.
10. Volunteers will not possess, use, or be under the influence of illegal drugs or alcohol while volunteering; tobacco products are also prohibited on site.
11. Background checks are required for all volunteers reading to or working with children and teens.

Reading Role Model Volunteers:

1. Volunteers must dress appropriately for a school setting. No exercise clothes, please, this is a special event for the children.
2. Volunteers must treat all students equally regardless of gender, race, religion, or culture and refrain from any comments that can be construed as racist, sexist, or bigoted.
3. Volunteers must refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial products.
4. Volunteers must respect the confidentiality of students, families, and teachers.
5. Volunteers must maintain a positive attitude in order to support learning and serve as role models for students.

Books For Nashville's Kids (BFNK) Volunteers:

1. Youth under the age of 16 are not allowed to volunteer with BFNK.
2. BFNK volunteers must use appropriate lifting methods when moving boxes of books.
3. BFNK volunteers are expected to be able to lift 30 pounds.
4. Volunteers who have back problems should not volunteer with BFNK.

Volunteer Hours and Status

1. All volunteers must keep accurate records of volunteer hours with Book'em and report them monthly.
2. Volunteers should attempt to resolve any problems related to their volunteer activities with Book'em staff.
3. Volunteers are welcome to offer suggestions and advice for improvements to the Book'em staff or board members.
4. Book'em reserves the right to terminate a volunteer's status as a result of any of the following:
 - a) Failure to comply with policies, rules, and regulations
 - b) Absences without prior notifications
 - c) Unsatisfactory attitude, work, or appearance
 - d) Any other circumstances which, in the judgment of the Coordinator of Reading Volunteers or Executive Director, would make a volunteer's service contrary to the best interest of Book'em

Please initial the following statements, and sign and date where indicated.

_____ I have read and understand the Volunteer Policies and Guidelines of Book'em and agree to abide by these policies except in extreme circumstances. I will give reasonable notice of any necessary absence so that other arrangements may be made.

_____ I give permission to Book'em to use a photograph of me while volunteering to promote the organization's programs.

_____ As a volunteer for Book'em, I agree to participate in training and education events provided by Book'em related to my volunteer assignment.

_____ I understand Book'em shall maintain confidentiality of this information, including my application form, which will be preserved except as required by law and policies of Book'em.

Signature _____ Date _____

Printed Name _____