

# HN Document # 011

## Hope Chinese School at Herndon, Board of Directors

**Subject: Student Volunteer Guidelines**

### **1. Introduction**

Our school now has many students attending middles or high schools. These students are a great asset to our school. The school administration very much wants to encourage these students to actively participate in our school and community in the form of volunteering. We want to create the opportunity to facilitate their participation. With the opportunity, students can contribute to the school and community, enhance their confidence and learn to take the responsibility in the process. More importantly, we would like to prepare these students to be more contributive to the society. In return, the students will receive volunteer hours for their work.

With this goal in mind, our school will create an online application system, in which middle and high school students may apply for volunteer work in our school. It is the hope of the school administration that this online application system will create a more organized and better-managed environment such that the willing middle and high school students can have an opportunity to participate.

This Student Volunteer Guidelines (the Guideline) is drafted to facilitate the participation of the student volunteers, as well as the organization and management of student volunteers.

### **2. Guidelines**

- 2.1 The online application is hosted in our school's website. The URL is: [www.hcshn.org](http://www.hcshn.org). A registration (an account) to this website is required to access the online application page.
- 2.2 The consent from a parent of the applicant must be provided at the time of the application.
- 2.3 An application is not a guarantee to have a volunteer assignment. However, every possible effort will be made to assign as many applicants as the positions allow.
- 2.4 Only students, who are in middle school or high school at the time of the application, can apply for the student volunteer work.
- 2.5 The assignment of volunteer work will be based on the school's needs, which may include, but not limited to, teaching assistants, front desk assistants, recess assistants, etc.

- 2.6 Only the school administration has the authority to assign student volunteer work.
- 2.7 Student volunteers must fulfill the assignment obligation. Absence from the assignment three times in a semester without advanced and reasonable notices by a student volunteer will result in the removal of the student from the assignment. The vacant assignment position will be given to the next applicant in line. The removed student may not participate in any volunteer work in our school within one year after the removal from the assignment.
- 2.8 The assignment of volunteer positions will be made based on the following three primary factors among other factors. Not a single factor will determine the priority, but the combination of these will.
  - 2.8.1 Whether the applicant is a current registered student in our school or a previous student, or student from other Hope Chinese schools.
  - 2.8.2 The number of years away from the graduation from high school or middle school.
  - 2.8.3 The time the application is accepted by the online application system.
- 2.9 The school administration has the sole authority to interpret the Guideline.

**3. Amendment of the Guideline**

The BoD of HN reserves the right to amend the Guideline at anytime the BoD believes that the amendment is necessary in order to continue and/or enhance the normal school operation.

**Appendix Revision History**

<b>Version</b>	<b>Revision</b>	<b>Author</b>	<b>Date of Approval</b>
Initial release	N/A	Zhuang Ti	Oct. 6, 2011