



Dear HOH Volunteers,

Every semester, the activity and class teachers will conduct an evaluation based on your performance. If you do not receive a favorable evaluation, result in terminating your role, as an HOH volunteer will be considered.

Performance evaluations will be based on the following:

1. Attitude and motivation
2. Attendance and arriving promptly
3. Focus on your responsibilities
4. Wearing appropriate attire

Given the current status of HOH, the following adjustments will be made for discussion with the activity teachers and class teachers:

1. Volunteers must join their class no later than 2:25pm after sign-in. Make sure to take your name tag and return it after you sign out. No volunteer hours will be given if you do not sign-in and sign-out.
2. Volunteers are responsible for their members at all times. Be gentle and mindful of your member. You must wait for your member's parent and/or guardian to sign them out until you leave.
3. Volunteers are responsible for calling their members and filling out the call log. Make arrangements with your partner(s) and make sure someone is calling the member on a weekly basis.
4. Only three (3) excused absences are allowed per semester. All volunteers must email hohhohca@gmail.com and fill out an absence report form. The absence report form must be printed, completed, and signed by a parent. All forms need to be turned in to class teachers at the next HOH meeting.
5. Everyone must **actively** participate in the activities and cannot leave early or stand around chatting with fellow peers. Everyone must be interactive in all activities and wear appropriate clothing and shoes.

These regulations are implemented to provide all HOH student volunteers an increased sense of responsibility and leadership and to ensure cooperation with teachers in providing best quality care to our members.

Read by

Parents Name:

Signature:

Date

Volunteer Name:

Signature:

Date
