



# Southwestern Pennsylvania BotsIQ Volunteer Registration and Conduct Policy

Name\* \_\_\_\_\_  
(First Name) (Middle Initial) (Last Name)

Gender Male Female

Preferred Email Address\* \_\_\_\_\_

Would you like to receive our E-Newsletter to stay involved with SWPA BotsIQ? Yes No

Preferred Phone\* \_\_\_\_\_ Preferred Phone Type \_\_\_\_\_  
(Work, Cell, Home, etc.)

Home Address\* \_\_\_\_\_  
(Street) (City) (State) (Zip)

Occupation \_\_\_\_\_

Business Name\* \_\_\_\_\_

Business Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Business Phone \_\_\_\_\_

Southwest Pennsylvania BotsIQ serves youth. SWPA BotsIQ volunteers teach valuable lessons in their conduct with students. Adult misconduct with or in the presence of youth carries serious consequences. Because Southwest Pennsylvania BotsIQ 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.** SWPA BotsIQ volunteers must use appropriate language and model honorable behavior, such as respect, integrity, honesty, and excellence. Profanity or sexualized language or jokes are inappropriate when working with students, regardless whether it occurs face-to-face, over the Internet, or by any other means. SWPA BotsIQ 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.
2. **Volunteers must take particular care when touching youth.** Most adults understand the difference between appropriate physical contact such as a handshake or pat on the back, and contact that is sexual or disrespectful. Volunteers also must be cognizant of how any physical contact may be perceived.
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 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.

The aforementioned standards do not represent a comprehensive list. Other actions not included could result in suspension or dismissal as a volunteer. SWPA BotsIQ volunteers also must read and comply with SWPA BotsIQ's Social Media and Photo/Video Policy. Southwest Pennsylvania BotsIQ takes all complaints of misconduct seriously. Credible allegations of misconduct will be promptly reported to the appropriate authorities. During any such investigation, the SWPA BotsIQ volunteer will be placed on leave. If an investigation determines misconduct occurred, it will result in the immediate and permanent dismissal as a SWPA BotsIQ volunteer. Any SWPA BotsIQ staff member or volunteer who reasonably suspects misconduct must report these suspicions immediately to the appropriate SWPA BotsIQ staff person.

## Please Sign and Return this Form

*I have received copies of Southwest Pennsylvania BotsIQ Volunteer Conduct Policy, Event Agreement and Liability Release form and Social Media and Photo/Video Consent. I have read, understand and will abide by these standards. 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 SWPA BotsIQ.*

Please sign below to indicate that you have received and understand your responsibilities as a SWPA BotsIQ Volunteer and that you have received and understand the SWPA BotsIQ Volunteer Conduct Policy, Event Agreement and Liability Release form and Social Media and Photo/Video Consent. Also, please note that contact information collected for SWPA BotsIQ is to verify that you did, indeed, volunteer with SWPA BotsIQ. For this purpose, please provide at least one accurate mailing address, phone number, email, and your employer. Mandatory fields are indicated with asterisks (\*).

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Volunteer Signature

Date

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Guardian Signature (if Volunteer is under 18)

Date

### PLEASE RETURN THIS FORM TO:

Michel Conklin, Program Coordinator, SWPA BotsIQ  
305 East Carson Street, Pittsburgh, PA 15219  
Tel: 412/258-6766 Fax: 412/258-6625  
brooks@ncsqared.com

Connect with us!

