Elevator Contract/Responsibilities

All Elevators must be screened in accordance with Education Elevators policy which at a minimum includes:

- Complete a written application
- Pass a background check
- Attend an introductory training
- Complete volunteer forms required by the school, Board of Education and Education Elevators
- Attend a school orientation

By choosing to participate in the Education Elevators program, I agree to:

- Follow all rules and guidelines as outlined in the training, orientation, program policies and this contract.
- Commit to meeting with my assigned student for 30-45 minutes per week for the duration of the school year.
- Only meet with my student on school grounds, during regular school hours unless I have express permission otherwise.
- Let my student and my student's teacher (or the school secretary) know if I will not be able to make my designated meeting time. Contact my student's teacher to reschedule if possible.
- Report any problems/issues, I may have promptly to the School Coordinator, Business Coordinator or Program Coordinator.
- Conduct myself in a courteous and respectful matter; act as a positive role model.
- Promptly complete program evaluation forms and participate in phone interviews.
- Let the Education Elevator Program Coordinator, School or Business Coordinator know ASAP if I cannot continue my relationship with my student for any reason.
- Follow appropriate relationship Closure Procedures.
- Notify the program coordinator about any changes in employment or contact information.

I understand that upon match closure, future contact (or contact outside the school setting) with my assigned student is beyond the scope of Education Elevators and may happen only by mutual consensus between me, my student and his or her parent/guardian.

I agree to follow all of the above stipulations. I understand that Education Elevators or the school has the right to discontinue the relationship between me and my assigned student if I fail to maintain consistent visits or violate any program or school policies.