

Volunteer Code of Conduct

We value our volunteers and the many hours of service they provide, so have developed the following Code of Conduct as part of our procedures for working successfully with the school. The purpose of this Code of Conduct is to help protect the volunteers, school, and LWS-PTO.

Keep your promises. If you say you will do something, please fulfill your obligations to the very best of your ability. If you cannot fulfill your promise, please immediately notify a Board Member so appropriate steps may be taken.

Be respectful. Respect the LWS-PTO rules, administration, teachers, staff, students, and each other.

Remember the purpose of the LWS-PTO is to enhance our children's educational environment by encouraging a sense of support, pride, and enthusiasm. Our primary purpose is to promote closer cooperation and understanding between the school and home. We also strive to provide supplemental support for the enhancement of the school and the school's affairs.

Be open-minded. Look for ways to improve the organization, a function or an event. View situations from an organization-wide perspective. Listen to others' ideas, suggestions and solutions.

Be a team player. Everyone has a unique set of gifts and talents to bring to the PTO. Use them to the best of your ability, and allow others to do the same.

Take pride in your task, your PTO and your school. When you volunteer, you represent the LWS-PTO. Do your best – it is a reflection of you and the organization. Do not complain – offer a solution, instead.

Maintain confidentiality. It is important to respect and protect personal information you may encounter during volunteering or meetings.

Code of Conduct for PTO Meetings

PTO meetings are reserved for reading the minutes, presenting budget information, discussing old business and new business, and hearing current updates. Votes and majority decisions made by the Executive Board are final and binding. Criticism of individual teachers, administrators or parents is not permitted in open meetings or executive sessions. Any individual problems should be taken outside of the meeting and should be addressed with either the President of the LWS-PTO or the Principal of LOUISE WHITE Elementary School in accordance with school policy and LWS-PTO By-Laws.

Adherence to Code

This Code of Conduct represents the minimum standards of behavior and performance. The Code cannot cover every conceivable type of situation volunteers may encounter, but it is intended to be used as a guide during LWS-PTO events and meetings. This Code of Conduct will be available at all times through our website lwspto.org. All volunteers, meeting attendees and Executive Board Members shall adhere to these standards or shall be subject to possible removal from any volunteering.