



ENGin Program: Rules and Guidelines for Volunteers

(1) Prepare for and attend sessions with your student(s) each week

Regular weekly speaking sessions are the essence of the ENGin model. Please meet with your students each week. Depending on your preferences, you may want to hold two 30 minute sessions each week or one 60 minute session each week.

Prepare for each session to ensure it is productive. We offer complete session plans for every week (**please go to the Resources → Session Materials Section in your personal account on [the ENGin platform](#)**). You may use these as is, adapt them, or plan your own activities.

What if I can't attend a session?

Unless you have a true emergency, you should inform your student at least 72 hours before the session. If at all possible, reschedule the session: when messaging the student to cancel, offer alternate times that would work for you.

We understand that everyone has an occasional emergency; however, if no-shows or cancellations become a recurring issue, we will ask you to leave the program.

(2) Communicate respectfully with your student(s) and the ENGin team

The success of our program depends on respectful, positive relationships between volunteers and students. Please refrain from making any comments that might be interpreted as bullying, discrimination, or harassment in all written and oral communication with your student(s) and ENGin team members.

Important note: ENGin is an intermediary that matches students to volunteers. While we make our best effort to make sure all sessions are safe and productive, ENGin is not responsible for the content of communications between students and volunteers.

(3) Do not request buddies based on age, marital or socioeconomic status

Please refrain from requesting matches based on age, marital status, or socioeconomic status of students, as we will not accommodate such requests. This rule is in place to protect participants' privacy and ensure a respectful and safe environment for everyone in our program.

(4) Do not share your students' personal information or messages

Please respect your student's privacy, and do not share any of their personal details or messages with others, either in private messages or public posts/screenshots.

(5) Check your email and stay in touch with the ENGIN Team

We send emails 2x/month with important updates for volunteers. We will also email you if there are any issues with your student. Please add our email (info@enginprogram.org) to your contacts so you don't miss our emails. If you have any issues or concerns at any time, please let us know right away so we can help you.

(6) Give 2 weeks notice if you need to leave the program

Please give us at least 2 weeks notice if you will need to leave the program. This will allow us to find a new volunteer for your student(s). Please do not simply disappear - this is unfair to your student(s), who are relying on you!