Thank you for your interest in volunteering for the IIT Boeing Scholars Academy!

Please review the following Volunteer Guidelines prior to volunteering with our program. Contact one of our staff members or email us at boeingscholars@iit.edu with any questions.

**Program Description and Purpose**

Founded in 2011, and generously supported by a grant from the Boeing Company, the Illinois Institute of Technology (IIT) Boeing Scholars Academy is a free, two-year academic enrichment program that inspires high-achieving Chicago-area high school students to make a difference in their communities through STEM (science, technology, engineering, mathematics) and to pursue higher education. We do this by offering four weeks of intensive, project-based STEM programming each summer (in 2014, themed “STEM Diplomacy”); workshops, field trips, and career exploration opportunities during the school year; guidance and support in developing leadership grant projects (junior year only); and college advising and application assistance (senior year only)—all with the goal of enabling opportunities in STEM fields for outstanding young people. For more information, visit http://iit.edu/boeingscholars.

**Volunteer Roles and Attributes**

As identified in the Volunteer Application, the IIT Boeing Scholars Academy welcomes volunteers to fulfill a variety of roles depending on the time of day and year. Those roles include, but are not limited to, being a Project Mentor, running workshops or other events, facilitating classroom projects, supporting students in the college application process, chaperoning field trips, and supporting the staff with organizational or administrative tasks. We do our best to place you in your preferred volunteer activity at your preferred time. Though we value any time that you can provide, volunteers may provide up to only a maximum of 20 hours per week.

We are grateful for volunteers’ generosity and talents, as well as patience with and attention to our young people! Volunteers help us provide IIT Boeing Scholars with more individual attention and guidance and can serve as valuable role models. To ensure the safety and quality of experience for Scholars and volunteers alike, any individual wishing to volunteer with the program must apply, using the Volunteer Application, be selected to volunteer, and successfully complete a criminal background check. Volunteers are selected based on several factors—including communication skills, academic/professional/volunteer experience(s), anticipated contributions, and hours available. If you have been selected to volunteer for the IIT Boeing Scholars Academy, prior to the final determination you will receive an email from Hire Right, IIT’s background check vendor, asking you to complete a form and authorize the criminal background check. If you do not authorize the check or successfully complete it, you will be ineligible to volunteer for the IIT Boeing Scholars Academy.

The most important role for our volunteers to fulfill is that of a role model. Because we believe in building strong, long-term relationships between the IIT Boeing Scholars and supportive adult role models, prospective volunteers interested in involvement during both summer and academic-year activities are given preference. You must be 18 or older to pursue this volunteer opportunity.
Volunteer Guidelines

Because we understand just how powerful and meaningful your presence can be to and for young people, we ask that you observe the following guidelines when volunteering. These guidelines are aimed at maximizing the benefits that IIT Boeing Scholars receive from your volunteering as well as ensuring your protection, and they are intended to help you make wise decisions about your involvement with the students we serve:

- Be reliable, punctual, and conscientious. Arrive at your designated time, dressed appropriately and ready to volunteer. If you are not able to make your volunteer shift or will be late, call ahead to your assigned contact to let them know. Excessive lateness and/or multiple cancellations or absences may be grounds for dismissal.
- Do not wear clothing or accessories with vulgar, suggestive, or otherwise inappropriate language or images, including those of alcohol/tobacco. Do not wear shirts or other articles that could be termed revealing. Please also refrain from wearing hats, caps, or bandannas. In general, you should wear comfortable clothing and shoes when volunteering, as you may be moving around, regardless of which volunteer task you are performing.
- Do not bring valuables to the volunteer site and keep whatever you do bring on your person. IIT is not responsible for any loss or damage to your personal property.
- Unless volunteering as a Project Mentor, do not give personal information, including your full name, telephone number, or address (email or residence) to Scholars. Do not give money or gifts to Scholars.
- Never be alone with a student or transport a Scholar in your personal vehicle.
- Do not become romantically involved with a Scholar.
- Do not become involved in student disputes. Refer these situations to staff. Contact a staff member to administer first aid, to report accidents, and to address other emergency situations.
- Report any inappropriate behavior (including harassment) immediately to staff.
  - If in a classroom setting, report to the Program Instructor first, and he/she will escalate as appropriate.
  - If in a non-classroom setting, report to the Program Director: 312.898.8383 (cell).
  - Report suspicious activities to IIT’s Public Safety: 312.808.6300 (non-emergency) or 312.808.6363 (emergency).
- Avoid conflict of interest situations and refrain from actions that may be perceived as such. Volunteers should reveal any potential or actual conflicts of interest as they arise.
- Treat all individuals with a sense of dignity and worth, and respect and honor differences. Do not pressure anyone to accept your political, cultural, or religious beliefs.
- Do not use profane and abusive language and avoid disruptive behavior of all kinds.
- Volunteers are responsible for maintaining the confidentiality of all personally identifiable information concerning Boeing Scholars as well as confidential and sensitive information to which they are exposed while serving as a volunteer, whether this information involves a student, staff member, volunteer, or other person.
- Do not smoke tobacco or be under the influence of alcohol or illegal drugs in the presence or proximity of students.
- Use common sense when communicating and interacting with other volunteers.
- Refrain from talking with media about the IIT Boeing Scholars Academy; refer all media personnel to the Program Director.
- Do not contact organizations or individuals on behalf of the IIT Boeing Scholars Academy unless you are given express written directions to do so by the Program Director. Prior to any action or statement which might significantly affect or obligate the IIT Boeing Scholars Academy, volunteers should seek prior consultation and approval from the Program Director. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations.
- Abstain from the use of photo, audio, or video recording equipment unless authorized. Photographs taken by volunteers in service of the IIT Boeing Scholars Academy become IIT property upon submission.

Failure to follow these guidelines, conduct oneself in a respectful and professional manner, and/or satisfactorily perform volunteer assignments, may be reason to terminate your volunteer relationship with the IIT Boeing Scholars Academy. A volunteer may be discharged from service at the discretion of the Program Director.

We want this to be a meaningful and positive volunteer experience for you, yet understand that not every opportunity is for everyone. If you would like to discuss your volunteer experience or discontinue your involvement, please contact the Program Director.
Tips for Being an Outstanding Volunteer—Particularly When Working with Our Student

Volunteering can be difficult. After all, you are putting yourself out there to help others! No matter who you are or what your volunteer role is, always remember the following very basic tips for being an outstanding volunteer—particularly when working with our high-achieving youth:

- Arrive on time (or early) to your assigned shift—alert, with a smile, and ready to work!
- Come prepared. If you are designated to assist a Program Instructor or staff member with the administration of a particular project or workshop, we will share the lesson plan with you ahead of time in the hope that you will familiarize yourself with its content. This will put you in a better position to help the students—and will probably make you feel more helpful!
- Hold all students to high expectations. Do not hesitate to challenge them intellectually—this is one of the key functions our volunteers fulfill, especially in classroom settings—and be sure not to discourage them. After all, the purpose of our program is to challenge and encourage these high-achieving students and to help them positively affect and even transform their own futures.
- Support students as they figure things out—don’t do the work for them! Ask questions to figure out what students know, and help them use that to learn and do more.
- Encourage students’ participation, especially on group projects. If you see them sitting on the sidelines, invite them back in!
- Help students build self-confidence. A few ways to do this are by acknowledging their efforts and the fruits of those efforts, inviting and carefully considering their thoughts and ideas, and stating observations that might help develop self-esteem (for instance, “I like how you handled that!”). The more specific and genuine your feedback, encouragement, and interest, the more it will mean to students.
- Remember the theater adage: “The show must go on!” Stay positive and help solve problems as they arise.
- Come with an open mind; we are all here to learn.