



## MET Volunteer Form

ISMET and OIA families are required to volunteer 30 hours each school year. Parents must pay \$10 for each hour they are not able to volunteer. *Failure to complete your family's volunteer hours will affect your child(ren)'s enrollment for the following school year.*

### Personal information

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

There are many ways you can volunteer at MET. What are your areas of interest? Read the list below and check at least three (3) areas where you would like to help out.

MET Programs	ISMET/OIA Functions
<p><i>Please pick at least one area in which you are interested:</i></p> <p><input type="checkbox"/> General Community Outreach Programs  <input type="checkbox"/> Fundraising  <input type="checkbox"/> Interfaith</p> <p><i>Please pick at least one event for which you would like to volunteer:</i></p> <p><input type="checkbox"/> Annual Fundraiser  <input type="checkbox"/> Annual Auction  <input type="checkbox"/> Eid ul-Fitr Party  <input type="checkbox"/> Eid ul-Adha Party  <input type="checkbox"/> Hijrah/Family Conference  <input type="checkbox"/> Bake Sale  <input type="checkbox"/> Book Fair  <input type="checkbox"/> Cultural Night  <input type="checkbox"/> Graduation Night</p> <p><i>Specify in what area you would like to volunteer at selected events above:</i></p> <p><input type="checkbox"/> Event prep and planning  <input type="checkbox"/> Set up/Clean up  <input type="checkbox"/> Child supervision  <input type="checkbox"/> Supervise stations/games (Eid Parties)  <input type="checkbox"/> Cashier  <input type="checkbox"/> Vendor  <input type="checkbox"/> Usher  <input type="checkbox"/> Cooking for potlucks (Main dish to serve 30 people)  <input type="checkbox"/> Other: _____</p>	<p><input type="checkbox"/> Coordinating morning or afternoon traffic  <input type="checkbox"/> Making copies/packets  <input type="checkbox"/> Art aide  <input type="checkbox"/> Physical Education aide  <input type="checkbox"/> Health screenings  <input type="checkbox"/> Field trip chaperone  <input type="checkbox"/> Supervision aide  <input type="checkbox"/> Librarian  <input type="checkbox"/> Computer Lab Technician  <input type="checkbox"/> Transportation for extracurricular events  <input type="checkbox"/> Tutoring (Specify a subject below)  <input type="checkbox"/> Arabic    <input type="checkbox"/> Reading    <input type="checkbox"/> Math</p> <p><input type="checkbox"/> In-School Events (Specify below)  <input type="checkbox"/> Night of Power    <input type="checkbox"/> Picture Day    <input type="checkbox"/> Mini Hajj  <input type="checkbox"/> Science Fair    <input type="checkbox"/> Arabic &amp; Islamic Studies Fair  <input type="checkbox"/> Last week of school events    <input type="checkbox"/> Field day  <input type="checkbox"/> Quran Contest    <input type="checkbox"/> Speech Tournament</p> <p><input type="checkbox"/> Jump Rope Club  <input type="checkbox"/> Lego Robotics Club  <input type="checkbox"/> Art Club  <input type="checkbox"/> Sports i.e. Basketball, Soccer, etc.  <input type="checkbox"/> Cooking, Embroidery, Speech (Please circle)  <input type="checkbox"/> Technology enrichment/mentorship  <input type="checkbox"/> Science/Math enrichment/mentorship  <input type="checkbox"/> Swimming coach/instructor/lifeguard  <input type="checkbox"/> Sports/Fitness coach; specify sport: _____  <input type="checkbox"/> Other: _____</p>

**Remember**, all volunteer hours must be pre-approved by the office. You will be contacted by e-mail or phone to confirm your volunteering task and time. For ISMET/OIA functions, you must sign in/out at the office for your hours to be counted. For MET events, please send an e-mail to [admin@metpdx.org](mailto:admin@metpdx.org) detailing the hours and task(s) completed.

### When are you available? Mark all that apply.

Days:  Mondays     Tuesdays     Wednesdays     Thursdays     Fridays     Weekends  
 Time:  Anytime     Mornings 9 am – 12 pm     Afternoons 12 pm – 3 pm     Evenings 3 pm – 6 pm

**I have read and fully understand the conditions and responsibilities outlined in the MET Volunteer Handbook and agree to follow all policies and fulfill all responsibilities listed thereof, and Allah (SWT) is my witness.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MET Volunteer Handbook: General Guidelines & Expectations

This handbook is intended to serve as a guide to the volunteering policies and procedures (both academic and otherwise) of the Islamic School of Muslim Educational Trust (ISMET) and the Oregon Islamic Academy (OIA), which are both programs of MET. Volunteers are defined as individuals who will be working with a teacher and/or student(s) in areas of academia during school hours on the MET Center campus or after hours at MET events or school functions. Please read the following guidelines closely and become acquainted with all of its entries.

### Volunteer Responsibilities

- **Professionalism**

Working with the teaching staff requires a willingness to follow direction, school and classroom policies, procedures and rules. Volunteers', students' and teachers' relationships should be based on Islamic principles of fairness and mutual respect.

Volunteering services may be discontinued at the teaching staff's discretion at any time. Academic volunteers shall respect teachers' decisions, which are in the best interests of students.

ISMET and OIA academic volunteers must be committed to providing a supportive atmosphere when working with students. Refer disciplinary problems to the teachers when necessary unless the safety of students is in question.

Volunteers shall not bring other children to MET Center campus while assisting in academic areas. This is a special time for the volunteers to work in the classroom with students without distractions.

- **Dress Code**

At all times, the academic volunteers will set a positive example for the students by dressing in good taste and following Islamic guidelines of modest dress.

- **Dependability and Punctuality**

Services performed by the academic volunteers are greatly appreciated by the students and the teaching staff. Volunteers should contact the MET office if there is a scheduling conflict. Be on time for the volunteer service and respect the time limits set by teachers.

- **Confidentiality**

Academic volunteers must protect the teachers' and students' right to privacy. Volunteers must not disclose personal matters regarding students and/or teachers or school affairs which are obtained during volunteering.

- **Liability**

MET and ISMET/OIA are not responsible for any loss of properties or any injury of volunteers at the MET Center campus.

The ultimate mission of ISMET and OIA is:

***“Serving the community through Excellence in Islamic Education”***

As a volunteer, you are helping each child attain his/her potential. May Allah (SWT) reward you for your work and effort in the educational growth and development of ISMET/OIA students.

We thank you and look forward to your support and contributions as a volunteer at the Muslim Educational Trust and its programs.