

2016-17 PTSA Eagle's Cache SCHEDULING/Check Request for Student Group Work

Name of Group/Team: _____
Name of sponsor, teacher, or coach: _____
Phone: _____ e-mail: _____

Dates requested: _____

Between 3 and 5 student workers must be present each day—students may volunteer for more than one day. **Please list names of student workers:**

For scheduling purposes--are these funds immediately needed? Is there a deadline for your club or organization's fundraising period? ___yes ___ no *If yes, please give a brief explanation and deadline:*

Students will be required to sign the work agreement shown on the reverse of this form. As the group's sponsor, you affirm that you have read the agreement, have ascertained that prospective student workers understand & will abide by the agreement, and understand that if student workers violate the agreement it will result in your group's being unable to ask for funding from the PTSA Eagle's Cache **for the remainder of the school year.**

SPONSOR SIGNATURE: _____

PLEASE RETURN THIS COMPLETED FORM TO THE PTSA MAIL BOX IN THE TEACHERS' LOUNGE. THANK YOU!

EAGLE'S CACHE USE ONLY: form received: _____ scheduled: _____

dates scheduled: _____

Weekly sales: _____ Amt.t due to group: _____

Comments: _____

All student workers are required to sign this form:

West High School PTSA Student Worker Program Contract

Hours: Student workers can work up to a maximum of 2.5 hours per week, 30 minutes per day, during lunch hour only with 5 minutes before and 5 minutes after scheduled for passing periods. Students will be listed in advance by the faculty or staff advisor/coach/sponsor for the group.

Student workers are required to sign in and out each day that they work. **If you do not show up, your group will not receive funds for profits made during that time slot**, as the adult volunteers have to do the work.

INAPPROPRIATE BEHAVIOR:

Any student who falsifies time worked will be subject to immediate termination.

No inappropriate behavior. This includes any behavior that may be considered offensive to others. Examples of inappropriate behavior include but is not limited to: using offensive language, inappropriate gestures, yelling, being rude, insubordination, lateness and/or absenteeism, physical or verbal attacks, sexual harassment or breaches of confidentiality. No student working for the Eagle's Cache will take money from the Eagle's Cache.

No stealing money or merchandise. This includes giving away items or selling items below the prices set by the Eagle's Cache.

Any student who fails to perform work at a satisfactory level will result in disciplinary action.

Harassment and discrimination of any type will not be tolerated and will result in immediate termination.

Any student found guilty of the above mentioned actions will be subject to disciplinary action. This disciplinary action may result in the forfeiture of all funds earned at the PTSA Eagle's Cache by the entire group with which that student is affiliated. The student group will not be allowed back into the student worker program until the following year. **The student who is found guilty will not be allowed back into the program.**

I affirm that I will abide by these guidelines and all policies and procedures:

Student signature: _____ date: _____