



## Star Valley Montessori & Forest School

### Family Co-op

Montessori & Forest School Volunteer/Mentor Agreement

#### **Volunteer Mentor Tuition Discount Agreement**

*Star Valley Montessori & Forest School*

This agreement outlines the terms under which volunteer mentors at Star Valley Montessori are eligible to receive a tuition discount in exchange for their service and support to the school.

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#### **1. Purpose**

Star Valley Montessori values the contributions of volunteers who serve as mentors in the classroom or take on designated special roles that enhance our learning environment and school community. In appreciation of this service, eligible volunteers may receive a tuition discount.

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#### **2. Discount Terms**

- Volunteers who meet the criteria outlined below will receive up to a **50% discount** on regular tuition for one enrolled child. Additional discounts may be given for extra roles assumed.
- The discount is contingent on fulfilling the volunteer commitment as described below.
- The discount applies only during the months in which the volunteer is actively serving in their role.
- The discount does not apply to registration fees, supply/materials fees, or late payment penalties.
- If a volunteer fails to meet expectations, the discount may be adjusted or revoked.

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### **3. Eligibility Requirements**

To qualify for the tuition discount, the volunteer must:

- Be approved by school administration as a **Volunteer Mentor**.
- Commit to volunteering a minimum of **2–4 hours per week**, on the agreed-upon days, or the hour commitment necessary for the specific volunteer role.
- Abide by all school policies and maintain appropriate conduct while on school grounds.
- Provide timely notice of any absences.

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### **4. Missed Volunteer Days Policy**

- Volunteers are allowed **three excused missed days** per school year without penalty. Mentors are expected to contact other volunteers to cover or trade for their responsibilities.
- After the third missed day, a **\$50 fee** will be assessed for each additional day missed, unless otherwise arranged with Kathy and the other mentors in advance.
- Frequent absences may result in the loss of discount eligibility.

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### **5. Roles Covered**

Volunteer Mentor positions may include, but are not limited to:

- Classroom assistant
- Gardening, foreign language, movement, music, or art teacher
- Special project coordinator
- Administrative, event, or marketing support
- Other roles as designated by school leadership and co-op meetings

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## 6. Review & Termination

- This agreement may be reviewed at the end of each term or semester to ensure that both the school and the volunteer are satisfied with the arrangement.
- Either party may terminate this agreement with **14 days' written notice**.
- A significant breach of agreement (e.g., repeated absences, misconduct) may result in immediate termination of the discount.

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## 7. Volunteer Commitment Details

**Volunteer Name:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**Day(s) of the Week Volunteering:** \_\_\_\_\_

**Volunteer Role/Area:** \_\_\_\_\_

**Approved Tuition Discount (%):** \_\_\_\_\_

**Adjusted Monthly Tuition (with discount):** \$ \_\_\_\_\_ *(conditional upon fulfillment of volunteer duties)*

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## 8. Acknowledgment and Agreement

By signing below, I acknowledge that I understand and agree to the terms outlined in this Volunteer Mentor Tuition Discount Agreement. I understand that this agreement is contingent upon my fulfillment of the stated volunteer responsibilities, and that the discount is subject to review and adjustment based on my participation.

**Volunteer Mentor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_