



Islamic Center of the East Valley ICEV QUR'AN SCHOOL

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"VOLUNTEER AIDE REGISTRATION FORM"

ICEV Rules, Regulations and Responsibilities Agreement for Teachers' Aides and Administrative Aides

Dear Teachers' Aides and Administrative Aides:

Assalam Alaikum:

Welcome to ICEV Quran School. Alhamdulillah, Qur'an school exists and runs because of the effort and hard work of all the dedicated staff members, which includes the Teachers' Aides and Administrative Aides.

Just like all staff members, all aides need to understand the rules, regulations and responsibilities that come along with being an aide. **All aides need to read the staff handbook, understand and agree to the rules and regulations that are expected of them. By signing this contract, the aide confirms the receipt of the staff handbook.**

Please remember "all roles and responsibilities need to be conducted according to Islamic Shari'ah which is based upon Qur'an and Sunnah." If the aide ever breaks or goes against the rules, regulations and responsibilities of what is expected from them, it will be up to the administration to resolve the conflict or take appropriate action depending on the extent of the circumstances.

We will also be more than happy to fill out any service hours form or documentation. If the criteria is met, then we can also help out with recommendation letters. All aides are volunteers and no monetary compensation will be paid for their services, unless a separate hiring contract is signed.

By signing this document, the aide understands and agrees to the rules, regulations and responsibilities that come along with being an aide and also understands the consequences of breaking those rules. Parents / Guardians of the aide (if aide under 18 years of age) need to understand and agree the above information as well.

Name of Aide _____

Phone _____ Email _____

Academic/Professional Qualification: _____ Age _____

Days and hours committed: _____

Aide area of service (circle one or more): Classroom / administrative / office work / general aide based on day's need

Signature of Aide or Parent (if under 18) _____ Date _____

Parent name (if parent signed above) _____ Phone _____