RISING WITH MELODIES INC. · GEORGIA NONPROFIT CORPORATION

Online Youth Volunteer Agreement & Digital Code of Conduct

ESL Volunteer Instructor Program · Trujillo, Peru

Thank you for dedicating your time and bilingual skills to serve as a volunteer instructor for the online English language program of **Rising with Melodies Inc.** Our virtual classrooms connect student leaders in the United States with youth learners in Trujillo, Peru, as part of the Corporation's charitable mission to empower vulnerable children and families through education.

Because our program operates in a digital space with minor students across international borders, all volunteers must review, sign, and adhere to this Agreement. Youth volunteers between the ages of 14 and 18 participate through the **Youth Advisory Board (YAB)**, established under *Article Seven of the Corporation's Bylaws*, and are subject to adult oversight at all times.

Inclusive Program Notice: The students served by Rising with Melodies Inc. include children with disabilities, among them learners on the autism spectrum (Autism Spectrum Disorder, ASD). All volunteers are expected to approach every student interaction with patience, flexibility, and respect for each child's individual pace and learning style. Volunteers are not required to have prior experience working with students with disabilities, but are expected to follow all guidance provided by program coordinators and to immediately report any concerns to **Linder Lopez, President**, or an adult Board member.

PART 1 Volunteer Information

VOLUNTEER FULL LEGAL NAME *

First name

Last name

DATE OF BIRTH *

mm/dd/yyyy

CURRENT AGE

Auto-filled

LANGUAGE PROFICIENCY

- ◯ NATIVE / BILINGUAL
- ◯ ADVANCED / FLUENT

VOLUNTEER EMAIL ADDRESS *

VOLUNTEER PHONE NUMBER *

VOLUNTEER ROLE / CATEGORY

- ◯ YOUTH ADVISORY BOARD MEMBER (AGES 14–18)
- ◯ ADULT VOLUNTEER INSTRUCTOR (AGE 18+)

PART 2 Digital Code of Conduct & Safety Policies

As a volunteer online English instructor, I strictly agree to the following safety protocols:

1. **Approved Platforms Only.** All volunteer teaching sessions must take place exclusively on the official video conferencing links (Zoom, Google Meet, or Microsoft Teams) provided or approved by the Board of Directors of Rising with Melodies Inc. No sessions may be held on unapproved platforms or personal video applications.

2. **No Private Contact with Students.** Volunteers are strictly prohibited from exchanging personal social media handles (Instagram, TikTok, Snapchat, or similar), personal phone numbers, personal email addresses, or any private messaging profiles with students in Peru. All communication must occur exclusively within the structured online classroom environment managed by Rising with Melodies Inc.

3. **Professional Dress and Environment.** Volunteers must wear casual, appropriate attire consistent with a school dress code during all video sessions. The background visible on camera must be neutral, tidy, and appropriate for an educational environment. Lighting and audio must be adequate for clear instruction.

4. **Adult Supervision and Board Oversight.** Consistent with *Article Seven, Section 5 of the Bylaws*, all volunteer activities operate under the supervision of at least one adult Director or a designated adult volunteer supervisor appointed by the President. Adult Board members or designated coordinators of Rising with Melodies Inc. retain full administrative access to all virtual classrooms and may join any session unannounced to monitor safety, provide support, and ensure program quality. Bylaws Art. VII §5

5. **Mandatory Incident Reporting.** If a student shares any safety concern, discloses personal hardship, or if any inappropriate behavior occurs during an online session, the volunteer must *immediately* report the incident to **Linder Lopez, President**, or any adult Board member of Rising with Melodies Inc. Volunteers shall not attempt to independently address or resolve safety incidents involving students.

6. **Confidentiality.** Volunteers may not share, publish, record, screenshot, or distribute any images, video, audio, or personal information pertaining to students, their families, or the Corporation's program operations without the prior written consent of the Board of Directors of Rising with Melodies Inc.

7. **Session Attendance and Reliability.** Volunteers commit to attend their scheduled sessions punctually and to provide at least 48 hours' advance notice to the assigned adult supervisor if they are unable to attend. Repeated unexcused absences may result in removal from the volunteer program.

8. **Mission Alignment.** All volunteer instruction must remain consistent with the Corporation's charitable mission as set forth in *Article Two of the Bylaws*: to empower vulnerable children and families — including children with disabilities and neurodiverse learners — through structured educational programs, English language instruction, and mentorship. Volunteers shall not introduce content, materials, or activities that conflict with the Corporation's 501(c)(3) educational and charitable purpose. Bylaws Art. II §1

☐ **I have read, understood, and agree to follow all eight (8) Digital Code of Conduct policies listed above. I understand these rules apply to every volunteer session.**

PART 3 Volunteer Acknowledgment & Signature

By signing below, I acknowledge that I have read, understood, and agree to comply with this Online Youth Volunteer Agreement and Digital Code of Conduct in its entirety. I understand that volunteering with Rising with Melodies Inc. is a privilege, not a right, and that the Board of Directors retains full authority to suspend or remove any volunteer from the program at any time, with or without cause, consistent with the governance authority vested in the Board under *Article Four of the Bylaws*. I agree that this Agreement does not constitute an employment relationship of any kind.

DIGITAL SIGNATURE — TYPE YOUR FULL LEGAL NAME *

Type your full name to sign digitally

By typing your name above you are signing this Agreement electronically. This constitutes a legal signature.

By clicking **Submit Agreement** you confirm that all information provided is accurate and that you agree to be bound by this Online Youth Volunteer Agreement and Digital Code of Conduct.

Submit Agreement

PART 5 Organization Acceptance

On behalf of the Board of Directors of Rising with Melodies Inc., I accept this volunteer into the online English instructor program and confirm that this Agreement has been reviewed and is on file with the Corporation's official records.

This section is completed by Rising with Melodies Inc. upon Board review and approval of your application.

NAME (PRINT)	TITLE
Linder Lopez	President, Rising with Melodies Inc.

Rising with Melodies Inc. is a Georgia Domestic Nonprofit Corporation, EIN 42-1833918, organized exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code. Principal office: 5410 Breckinridge Ln, Cumming, GA 30040. This Agreement is governed by the Bylaws of Rising with Melodies Inc. (adopted June 21, 2026) and the laws of the State of Georgia. Questions: risingwithmelodies@gmail.com